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

2. **PLEDGE OF ALLEGIANCE**

3. **AGENDA REVIEW**

4. **APPROVAL OF MINUTES**
   
   A) Minutes of the Regular Meeting on July 17, 2023

5. **CITIZENS’ COMMENTS**
   The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address.

6. **NEW EMPLOYEE INTRODUCTIONS:**
   A) Jamie Duffy (Part-time Assistant Recreation Director)

7. **TOWN MANAGER’S REPORT**

8. **CORRESPONDENCE**

9. **BOARDS AND COMMISSIONS**

10. **UNFINISHED BUSINESS**
    A) 23-53b Consider and possibly act on removal of Chapter12 (Civil Service Board) of the Code of Ordinances
    B) 23-54a Consider and possibly act on the proposed Historical Commission ordinance

11. **NEW BUSINESS**
    A) 23-56 Refunds as recommended by Collector of Revenues (Town Manager Kelly)

12. **EXECUTIVE SESSION**
    A) Discussion on possible sale of Town-owned land.
13. **POST EXECUTIVE SESSION ACTIONS:**
   A) Consider and possibly act on the sale of Town-owned property at locations to include:
   - 47 Orchard Street
   - 508 Main Street

14. **CITIZENS' COMMENTS**
The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address

15. **SELECTMEN’S COMMENTS AND REPORTS**

16. **ADJOURNMENT**
Town of Winchester
Board of Selectmen
Regular Meeting
Monday July 17, 2023

Item 1  Call to Order
Meeting called to order by Mayor Todd Arcelaschi at 7:02pm

Attending Members
Todd Arcelaschi (Mayor)          Jonathan Morhardt (Selectman)
Candy Perez (Selectwoman)        Linda Groppo (Selectwoman)
Candace Bouchard (Selectwoman)   Jack Bourque (Selectman)
Steve Sedlack (Selectman)

Staff Members
Josh Kelly (Town Manager)
Glenn Albanesius (Town Clerk)

Item 2  Pledge of Allegiance
The Pledge was recited by all

Item 3  Agenda Review - Item C under New Business is removed (Town Manager Kelly)

Item 4  Approval of Minutes
* Minutes of Regular Meeting on July 3, 2023
  Motion - Sel. Morhardt / Second - Sel. Perez
  Vote to accept minutes - Unanimous (7 - 0)

Item 5  Citizens Comments - The following people addressed the Board
  * Jen Perga
  * Stephen Kosinski
  * Frank Olivier
  * Josh Kelly
  * Cheryl McGlynn

Item 6  New Employee Introductions
A) Linda Valez (Assessor)
   Mrs. Valez addressed the Board, reviewing her 28 years of experience and articulated her
   immediate goals for State reporting compliance and accuracy of the pending tax bill mailing.

Item 7  Executive Session
A) Legal updates with Town Attorney
   Motion Statement - "Motion to enter Executive Session to discuss legal updates, taking the Town
   Town Manager and Town Attorney Kevin Nelligan to be part of the meeting at 7:28pm.
   Motion - Sel. Sedlack / Second - Sel. Bouchard
   Vote to approve - Unanimous (7 - 0)
   The Board returned from Executive Session at 8:14pm with no action taken.
Item 8  
**Town Manager's Report** - Josh Kelly reported to the Board on the following topics...  
* Josh addressed several remarks made during Public Comment reassuring the Town that concerns about Main Street Parking and traffic speeds are under scrutiny. He explained that action is dictated by the State DOT who requires a formal study before any major changes can be implemented.  
* The Town has completed its "Safe Streets for All" grant application. A "Connectivity Grant" submission is close to completion.  
* A recommendation is on tonight's Agenda to establish a new Historic Commission. This initiative will pave the way for creation of "Historic Site" tax credits which are valuable for attracting future targeted development. A grant to cover the costs of establishing a Historic Commission is being researched.  
* A new Purchasing Agent will be hired soon as the Town continues to seek applicants for new officers to fill open Police Department positions.  
* The RFP for Mountainside Drive had 1 response. Details of the offer will be disclosed as well as an evaluation of whether it is an opportunity worth pursuing.  
* Usage of the "Nipper Deposits Tax" money is under review.  
* Town Hall employee's will be participating in several Work Training sessions. There may be several days when departments are short staffed.

Item 9  
**Finance Directors Report**  
* Town Manager Kelly filling in for the excused Finance Director Ann Marie Rheault briefly reviewed FY22 - 23 ending numbers and sharing the good news that available funding would more than cover any outstanding invoices.

Item 10  
**Correspondence** - A letter from Civil Service Commissioner Fran Delany was distributed to the Board.  

Item 9  
**Boards and Commissions** - Sel. Sedlack introduced the following actions.  
1) Joseph Holcomb (R) is submitted for Appointment as a Member of the Recreation Board with a with a term expiration of 04/2028.  
   Motion - Sel. Sedlack / Second - Sel. Bouchard  
   Vote to approve - Unanimous (7 - 0)  
2) Ann-Marie Holland (U) is submitted for Appointment as a Member of the Recreation Board with a with a term expiration of 04/2027.  
   Motion - Sel. Sedlack / Second - Sel. Perez  
   Vote to approve - Unanimous (7 - 0)  
3) Keith Wilson (R) is submitted for Appointment as a Representative to Torrington Area Health District with a term expiration of 04/2026.  
   Motion - Sel. Sedlack / Second - Sel. Bouchard  
   Vote to approve - Unanimous (7 - 0)  
* Sel. Sedlack acknowledged receipt of a Letter of Interest from Esther Dew requesting to become a member of the Soldiers Monument Commission. Action to be taken at the August 7th meeting.
The following groups have position openings. Interested candidates are encouraged to apply:

Arch. Review Committee - 1 Permanent Seats and 2 Alternate Seats
Board of Assessment Appeals - 1 Alternate Seat
Economic Development Commission - 2 Alternate Seats
Laurel City Commission - 4 Permanent Seats
Inland Wetlands & Watercourses Commission - 2 Permanent Seats
Recreation Board - 1 Permanent Seats
Soldiers Monument - 2 Permanent Seats
Zoning Board of Appeals - 2 Alternate Seats

Item 12

**Unfinished Business**

A) 23-53a Consider and Possibly Act on proposed amendments to Ordinance 12 "Civil Service Commission."

Town Manager Kelly reviewed his reasoning and rationale for eliminating the Civil Service Commission. He also listed specific examples where delays and archaic protocol negatively impacted hiring processes.

Motion to move the amendment of Ordinance 12 process to the August 7th Board of Selectmen Meeting.

Motion - Sel. Bouchard / Second - Sel. Groppo

Vote to approve - 6 - 0 - 1 (Abstained - Sel. Morhardt)

B) Discussion on the 2023 State Department of Education's report regarding the Gilbert School's funding.

Sel. Sedlack opened discussion and review of the State Department of Education's report dated May 8, 2023. Consensus was reached that it is the Winchester Board of Education's responsibility to act on the States recommendations. The following motion formalized this sentiment.

Motion Statement - "I move that we support the recommendation of the State Department of Education that the Winchester Board of Education and the Gilbert School enter into a long term legal agreement that provides for a specific methodology for calculating regular and special education tuition."

Motion - Sel. Sedlack / Second - Sel. Bourque

Vote to approve - (4) Yes - Mayor Arcelaschi, Sel. Sedlack, Sel. Bourque, Sel. Morhardt

3) No - Sel. Bouchard, Sel. Perez, Sel. Groppo

C) Consider and Possibly Act on the approval of the Town Manager's amended contract.

Motion Statement - "I make a motion to approve the contract."

Motion - Sel. Bourque / Sel. Groppo

Vote to approve - Unanimous (7 - 0)
Item 13  **New Business**
A) Discussion with the Town Planner and Director of Economic Development regarding the Rte 800 corridor.
Lance Hanson and Ted Shafer led a detailed discussion about development opportunities that can be identified and pursued as part of Grand List growth for the Town. Members of the EDC offered additional input and explanations of their mission as well as assessments of property potential.

B) 23-54 Consider and Possibly Act on the adoption of a new ordinance regarding the creation of a Historical Commission.
Town Manager Kelly offered an expanded explanation of the process and benefits of forming a new Historical Commission. Board members offered insight and asked for points of clarification. Discussion resulted in a motion to send this initiative to the August 7, 2023 Board of Selectmen for a second meeting of discussion.
Motion - Sel. Bouchard / Mayor Arcelaschi
Vote to approve - Unanimous (7 - 0)

C) 23-55 Proposed Line item Transfer

D) 23-56 Proposed Line Item Transfer
Motion Statement - "I move that the Board of Selectmen approve the following line-item appropriation transfers for multiple department per the attached document with one exception where $24,000.00 is NOT to be taken from (311-859-0000) Engineering Services and only $24,000.00 be transferred to (320-383-0000) Street Lighting Expenditures."
Motion - Sel. Perez / Second - Sel. Sedlack
Vote to approve - Unanimous (7 - 0)

Item 14  **Executive Session**
A) Discussion on Strategy and Negotiations of Contracts.
Motion Statement - "Motion to enter Executive Session to discuss Strategy and Negotiations of Contracts taking the Town Manager Josh Kelly to be part of the meeting at 10:13pm.
Motion - Sel. Bouchard / Second - Sel. Sedlack
Vote to approve - Unanimous (7 - 0)
The Board returned from Executive Session at 10:38pm with no action taken.

Item 15  **Citizens Comments** - The following people addressed the Board
* Virginia Schultz-Charette
* Stephen Kosinski
* David LaPointe
Item 16  
Selectmen's Comments and Reports  -  
* Sel. Bouchard - Summer Concert Series continues to be a great success  
* Mayor Arcelaschi - Reminded all that both Democrats and Republicans were holding Caucuses to choose candidate slates for the Municipal election in November  

Item 17  
Adjournment  
* Motion - Sel. Sedlack / Second - Sel. Morhardt  
To adjourn the meeting at 10:57pm  
Vote to approve - Unanimous (7 - 0)  

ATTEST:  

Glenn Albanesius, Town Clerk  
These Minutes are subject to formal approval at the next scheduled meeting. Any amendments, corrections or revisions will be noted in the next Meeting Minutes.
# Boards & Commissions

## 1 Consideration

(Step 1 for New Appointments - To be recognized at tonight's meeting)

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<td>U</td>
<td>Member</td>
<td>6/2027</td>
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## Nominations

(Step 2 for New Appointments - To be voted into nomination at tonight's meeting)

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## Appointments

(Final Step for New Appointments - To be voted on for appointment at tonight's meeting)

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## Re-Appointment

(To be voted on for re-appointment at tonight's meeting)

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## Resignation

(To be mentioned at tonight's meeting)

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## Appointments by Other Appointing Authorities

(To be mentioned at tonight's meeting)
## Boards & Commissions

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### CURRENT VACANCIES

*(TO BE MENTIONED AT TONIGHT'S MEETING)*

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<td>Board of Assessment Appeals</td>
<td>Alternate Member</td>
<td>1</td>
<td>TBD March/September</td>
<td>Board of Selectmen</td>
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<tr>
<td>Conservation Commission</td>
<td>Member</td>
<td>1</td>
<td>2nd Thursday of each month</td>
<td>Board of Selectmen</td>
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<td>Economic Development Commission</td>
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<td>Regular</td>
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TO: Board of Selectmen
FROM: Josh Kelly, Town Manager
SUBJECT: Manager’s Report
MEETING DATE: August 7, 2023

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

- **Cultural District:** There are several volunteers from around town that have come together in an effort to try and have a portion of downtown Winsted designated as a “Cultural District” under state definitions. This would provide Winsted with increased access to the State’s resources to market the various cultural offerings we have in downtown Winsted. Stay tuned for more information in the coming meetings.

- **Economic Development:** Both the Curious Cat Bookstore and Home & Cake opened as new businesses on Main Street since the Board last met. We have received word that a business has signed a lease and will be moving into the old Wendy’s building this fall; stay tuned for more specific information on that front.

- **Grants:** The Town is currently in the process of finalizing STEAP and Brownfields (Round 18) grant applications.

- **Historic District:** The Director of Economic Development and I met with representatives from the State, Preservation CT, and the prospective new owner of one of the major mill buildings in the downtown area to discuss the possibility of creating a small industrial-focused historic district on the southern side of Main Street, which would allow the building owners in that area to take advantage of historic tax credits, making development at those sites more feasible. A grant is being sought to cover costs related with creating such a historic district. It would be in the Town’s best interests to create a Historic Commission to oversee such grants and districts in the future; a proposal to that effect is on tonight’s agenda.

- **Human Resources:** The Town has hired a new Purchasing Agent, Don Murelli. Don will be in to meet members of the Board of Selectmen at one of the upcoming meetings. The Town has also hired a new Communications & Technology Coordinator, Alexa Hinton, who will come in to meet the Board in the near future as well.
Jobs: The Town is in the midst of planning its next job fair, to be held in October.

Mountainside Drive RFP: The Mountainside Drive development RFP has been reposted. Responses are due back to the Town by 9:00 AM on September 22, 2023.

Nipper Bottle Deposit Town Earnings: As you likely know, there is a new $0.05 tax on each “nipper” bottle sold in the State of Connecticut, and earnings from that new fee are given to the towns based on where the bottles were sold. Money earned by the Town in this manner is generally supposed to be used to improve solid waste disposal systems and/or improve environmental quality in some manner. A team of staff members assembled last week to seriously discuss the ways in which this money could be used; a formal proposal will be brought to you for consideration and a vote in the near future.

Parking: Parking remains a top concern for business owners on certain stretches of Main Street, as individuals that live along Main Street and park there overnight are taking parking spots from individuals who would otherwise choose to park there and patronize the businesses in those areas. The Chief of Police and I will approach you at a meeting in the near future with ideas on how to resolve this dilemma.

Training: All Town staff will be engaging in a training session from 8:00 AM to 12:00 PM on Friday, August 11, 2023. Town Hall offices will be closed during this time, but members of the Police Department, Public Works Department, and Senior Center have been excused from the training to keep more facilities open and safety services operational. Tax payments will be accepted through the dropbox outside the Tax Office in Town Hall and online during this time. We apologize for the inconvenience but thank the public for their understanding as we work to improve ourselves for your benefit!

Unions: Negotiations with the Police Union progressed this past Friday, August 4th.

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

- Monday, August 21, 2023 (7pm): Regular Board of Selectmen meeting.
- Tuesday, September 5, 2023 (7pm): Regular Board of Selectmen meeting (moved from Monday due to Labor Day holiday).

Respectfully submitted,

Joshua Steele Kelly
Town Manager & CEO
## Boards & Commissions

### 1. CONSIDERATION

*(STEP 1 FOR NEW APPOINTMENTS - TO BE RECOGNIZED AT TONIGHT'S MEETING)*

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### NOMINATIONS

*(STEP 2 FOR NEW APPOINTMENTS - TO BE VOTED INTO NOMINATION AT TONIGHT'S MEETING)*

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### APPOINTMENTS

*(FINAL STEP FOR NEW APPOINTMENTS - TO BE VOTED ON FOR APPOINTMENT AT TONIGHTS MEETING)*

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### RE-APPOINTMENT

*(TO BE VOTED ON FOR RE-APPOINTMENT AT TONIGHTS MEETING)*

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### APPOINTMENTS BY OTHER APPOINTING AUTHORITIES

*(TO BE MENTIONED AT TONIGHTS MEETING)*
# Boards & Commissions

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APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION
WINCHESTER, CONNECTICUT

If you are interested in the well-being and betterment of our community and are willing to put in the time to review appropriate material and attend meetings, this is an opportunity for you to apply to become a member of one of our Boards or Commissions. This application will be reviewed by the Board of Selectmen. The Board of Selectmen is responsible for making appointments for Board/Commission vacancies.

LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Soldiers' Monument Commission

NAME: Esther Dew

ADDRESS: 154 Old Robertsville Rd Winsted CT 06098

HOME PHONE #: _______ CELL PHONE #: _______ E-MAIL: esdew38@gmail.com

ARE YOU A REGISTERED VOTER IN THE TOWN OF WINCHESTER? yes

PRIOR CIVIC INVOLVEMENT: volunteer for Soldiers' Monument events

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST: Resident of Winsted - 45 years Member of CT Civil War Round Table for many years Have volunteered at several events hosted by Soldier's Monument and volunteer at the monument regularly.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? yes Name: I have attended some meetings and have spoken with all current commission members of the Soldiers' Monument.

Signature: _______ Date: 7/13/2023

Please note that all Board/Commission members are subject to the Town of Winchester's Conflict of Interest Policy. The Board of Selectmen is responsible for making appointments for Board/Commission Vacancies. This application will be reviewed by the Board of Selectmen. If the Selectmen vote to seat you, you will be notified of your appointment by the Second Selectman with a copy to the Chairman of the Board/Commission. This process can take up to three weeks after your application has been initially submitted due to meeting schedules. Once notified, you will need to make an appointment to be sworn in by the Town Clerk before taking up your position. In the interim, we encourage you to continue to attend the meetings of the board you have applied for until sworn in.

Please Return To:
Town Manager
338 Main St.
Winsted CT 06098
townmanager@townofwchester.org
APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION
WINCHESTER, CONNECTICUT

338 Main St.  Winsted CT 06098  860 379-2713

If you are interested in the well-being and betterment of our community and are willing to put in the
time to review appropriate material and attend meetings, this is an opportunity for you
This application will be reviewed by the Board
of Selectmen. The Board of Selectmen is responsible for making appointments for

LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Commission of The Soldiers Monument & Memorial Park

NAME:  John Naone

ADDRESS:  21 Fairview Ave., Winsted, CT 06098

HOME PHONE #:  NA  CELL PHONE #: 203-723-1736  E-MAIL:  jnaone@youbcw.com

ARE YOU A REGISTERED VOTER IN THE TOWN OF WINCHESTER?  YES

PRIOR CIVIC INVOLVEMENT:  None

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:  Served in both the CT Army National Guard and NY Air National Guard for 42 years. Retired as a Master Sergeant in 2021. I feel I can be a positive force for the Soldiers Monument Commission.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you?  YES  Name:  Steve Dew, Debbie & Lynn Kessler

Signature:  

Date:  July 16, 2023

Please note that all Board/Commission members are subject to the Town of Winchester’s Conflict of Interest Policy.

Please Return To:
Town Manager
338 Main St.
Winsted CT 06098
townmanager@townofwinchester.org
Mr. Steve Dew  
Soldiers Monument and Memorial Park  
84 Crown St.  
Winsted, CT. 06098  

Dear Steve,  

I would like to be considered for an open position on the commission that you head up in Winchester, namely The Soldiers Monument Commission. I like the many functions your Commission supports and the enthusiasm that your events generate for the Town of Winchester.  

Given that the main focus of your commission is to maintain and bring awareness to the monument dedicated to Soldiers from Winchester that fought and sometimes died in all the wars since the Civil War, I feel I can be a positive addition to your dedicated team of Commissioners. My military service spans 42 years to our CT Army National Guard, and the NY Air National Guard. During my military service to these two organizations I’ve acquired a good amount of knowledge of military related operations and procedures, as well as Soldiering. I feel I may be able to be an asset to your commission, and help to further its goals and aspirations.  

Please consider me for the position that currently exists within your commission. Thank you for your time.  

Sincerely,  

John Noone  
MSG CTARNG (retired)
BOARD OF SELECTMEN ACTION REQUEST

No.: 23-53b                                      Date: August 7, 2023

Topic: New Business (A) – Amendments to Chapter 12 of the Town Ordinances (3rd Meeting of 3)

From: Joshua Kelly, Town Manager

01425Background: Since 1991, the Town of Winchester has had a Civil Service Commission. The Civil Service Commission follows State Statutes to oversee the Town’s hiring practices. This involves requiring a very specific application to be completed, a series of examinations to be applied to applicants (with a series of questions to be created by Civil Service Commission staff to populate the examinations), and rigid requirements around who may be considered for appointment to any given applicant. The Civil Service Commission rules are on file in the Town Manager’s Office and are available for public inspection.

Over the course of many years, Town management has documented inefficiencies in town processes and procedures caused by the Civil Service Commission. Examples include the following:

- The Commission’s examinations are overseen by a paid Chief Examiner or the Commission’s other appointees. Additionally, the Commission hires their own Executive Secretary. All this collectively adds significant costs to the operation of the Commission (upwards of $10,000 per year in total).
- The Civil Service Commission requires written and oral examinations of applicants that can take weeks, even months to prepare, set-up, administer, and score. This creates extensive application processes and wait times for applicants, which has led to many of our would-be hires to be scooped up by other employers in the meantime or to be scared off by the multiple examinations and withdraw from our process completely.
- The Civil Service Commission’s rules around nepotism and favoritism are more relaxed than those found in the Town’s new Employee Handbook, leaving the Town more susceptible to such issues so long as the Commission continues to operate.
- The Commission manages their own paperwork filing and record-keeping, preventing Town employees from ensuring that records are being kept in compliance with the Freedom of Information Act.
- Until 2022, the Civil Service Commission prohibited the Town from collecting applications via email and placing job ads on modern, highly-trafficked websites like Indeed. Still, Commission issues with this method of collecting applications are numerous and have interfered with the Town’s ability to hire top candidates in a timely manner.
- The Civil Service Commission does not forward all applications to the Town Manager’s Office for consideration; only those that, on a subjective basis, meet the Commission’s minimum qualification threshold; this factor greatly reduces the number of applicants that the Town may consider for appointment, in some cases removing applicants from consideration that Town management has found to be qualified in their eyes. This process takes weeks, if not months, to complete.
- The Commission meets just once a month, which has, at times, meant that questions that may otherwise be answered in a few minutes can take up to a month to receive a formal response, greatly delaying hiring practices.
• The Civil Service Commission does not allow for alterations to be made to their application form, despite the fact that the application form requires applicants to enter duplicate information that would otherwise appear on a resume and despite the fact that the form was created in the 1990s and modern personnel management practices have changed dramatically since that time.

• The Commission has created an arbitrary cutoff of 19 hours per week as marking the difference between a part-time employee and a full-time employee; employees working under that threshold are not subjected to Civil Service rules, and it is the position of Town management that rules should be applied consistently to all hires.

• The Commission has created and enforces rules that make shared service agreements with other towns nearly impossible, even in instances where it will allow the Town to hire and retain top talent or see cost savings.

• The Civil Service Commission’s rules are generally founded in State Statute, making them extremely difficult to change.

• Overall, Civil Service Commissions are established around the state to manage extremely large bureaucratic hiring processes – these commissions are usually established in large cities like Waterbury and New Haven. Winchester is the smallest town with a Civil Service Commission, and inefficiencies have arisen as a result of its implementation here.

I want to make sure that it is clear that any inefficiencies or issues that have arisen around the Civil Service Commission’s operations are not related to the people who sit on that Commission or the people who fill other Commission-appointed roles. On the contrary, the volunteers who are a part of this operation and help with its administration have done admirable work, regularly taking time away from their personal and professional lives to contribute to the Commission’s activities with no monetary compensation. I am grateful for their service. I have met with each of them individually to explain my position on this matter. In those conversations, all acknowledged that they, too, saw the ineffective nature of facets of the Civil Service Commission. It is my hope that each of those individuals will be interested in serving on the Town’s Ethics Commission.

I also want to make it clear that the removal of the Civil Service Commission will not in any way relax safeguards to the Town’s hiring practices. Rather, the Town’s new Employee Handbook has more strict rules and regulations around nepotism and favoritism than the Civil Service Commission has, and transferring our hiring practices to be governed by the Employee Handbook will help strengthen these rules. The Town Manager will be subject to review both by the Board of Selectmen and the Ethics Commission if any wrongdoing is found, an oversight process that can be more robust and efficient than Civil Service. The Town Charter enshrines the Town’s commitment to hiring based on merit alone (Article XII, “The Merit System”), and Town management will always work to implement the requirements of the Merit System.

Legal counsel has provided my office and the Board of Selectmen with an opinion outlining how the Civil Service Commission was first put into place and how the entity may be removed in favor of professional management hiring practices. In order to proceed, the Board of Selectmen would need to remove Chapter 12 from the new Code of Ordinances. Upon the revocation of that ordinance, the Town’s personnel policies, recently reviewed by both the Civil Service Commission and Board of Selectmen and
adopted by Town Manager with the blessing of both bodies, would govern the Town’s hiring practices. Not only has the Town’s Labor Attorney weighed in on this, but the Town Attorney, Kevin Nelligan, has concurred with these findings.

The Civil Service Commission has indicated, through a letter (see attached), that they will support the decision of the Board of Selectmen and agree that there are proverbial “pros and cons” to having a Civil Service Commission.

Proposed updates to the Town’s personnel policies, meant to further strengthen our hiring practices, have been made and are attached.

It is my professional recommendation, as Winchester’s Town Manager, that the Board of Selectmen remove Chapter 12 of the new Code of Ordinances to return control of Town hiring processes to professional management.

**Process:** This matter was first heard at the regular Board of Selectmen meeting on Monday, July 3, 2023. Per the Town’s Charter, an ordinance must be discussed and reviewed at three separate meetings before it can be amended in any way. July 3rd’s meeting constituted the first of these three meetings. A second meeting was held to discuss the matter on Monday, July 17th. The process concludes with tonight’s meeting. At or after this meeting, the Board of Selectmen shall be able to make a motion to make a change.

Information has been posted as a subpage to the Board of Selectmen’s page on the Town’s website (townofwinchester.org). Information about this process has also been posted as a Legal Notice on the Town’s website and in the local paper.

**Requested Action:** I ask that the Board of Selectmen please consider removing Chapter 12 from the new Code of Ordinances so as to return the Town’s hiring practices to the control of professional management. If the Board is in favor of such action, it may take action tonight.

**Fiscal Implications:** A cost savings will be found through the reduction of Civil Service staff being paid to administer testing programs related to the Civil Service Commission rules. We estimate cost savings of at least $10,850. Beyond this, many hours of paid Town and Water & Sewer staff time will be saved.

**Recommended Motion:** “I move that the Board of Selectmen remove Chapter 12 of the Town Ordinances from the Code of Ordinances, as recommended and presented by the Town Manager.”

**Attachments:**
- Redlined Ordinance Chapter 12
- Legal Opinion Regarding Removal of Civil Service Commission
- Letter from the Civil Service Commission
- Updated Redlined Personnel Policies
Chapter 12
Civil Service Board

[HISTORY: Adopted by the Board of Selectmen of the Town of Winchester effective 12-12-1996 (§ 172 of the prior compilation). Amendments noted where applicable.]

§ 12-1 Members; terms; qualifications for office.
There shall be a Civil Service Board, which shall consist of three members who shall be appointed by the Town Manager. Those first appointed shall be designated to serve for two, four and six years respectively, and thereafter members shall be appointed annually to serve for six years. Each member shall serve until a successor is appointed, and any vacancy shall be filled by the Town Manager for the unexpired term. The members of the Commission shall receive no compensation for their services but shall be reimbursed for their necessary expenses incurred in the performance of their official duties. Two Commissioners shall constitute a quorum. All appointments to said Board, both original and to fill vacancies, shall be so made that not more than two members shall, at the time of appointment, be members of the same political party, and no such Commissioner shall, during their term of office, hold any other lucrative office or employment under the United States or the state or any political subdivision thereof having employees classified under the provisions of this part.

§ 12-2 Oath of office.
Each Commissioner, before entering upon the duties of the office, shall take the oath prescribed for executive officers.

§ 12-3 Removal of Commissioners.
The Town Manager may remove any Commissioner for lack of moral character, incompetency, neglect of duty, malfeasance or partisan activity while in office, but the Town Manager shall, at the same time, file with the Clerk of the Superior Court for the appropriate judicial district a report, in writing, of such removal, with the reasons therefor.

§ 12-4 Powers.
The Civil Service Board shall exercise all powers set forth in Chapter 113, Part I of the Connecticut General Statutes.
Memo

To:        Josh Kelly, Town Manager  
Re:        Elimination of Civil Service Commission/Board  
Date:      September 29, 2022

QUESTIONS PRESENTED

1. May the Town of Winchester eliminate its Civil Service Board and, if so, what is the required procedure.

2. May the Town of Winchester eliminate the Merit System from its Town Charter and, if so, what is the required procedure.

SUMMARY ANSWER

The Town may eliminate its Civil Service Board by repealing the ordinance establishing the Commission in accordance with the procedures set forth in Article III, Sections 302 and 303 of the Town charter.

Eliminating the Civil Service Board leaves in place the Merit System that requires all officers and employees in the classified service of the Town to be “appointed on the basis of merit and in conformity with recognized principles of public personnel administration.” Currently, the Civil Service Board oversees compliance with the Merit System. If the Civil Service Board is eliminated the Merit System would be administered by the Manager and the Board of Selectmen.

Elimination of the Merit System would require an amendment to the Town Charter pursuant to procedures set forth in Conn. Gen. Stat. § 7-187 et seq.
FACTS

Prior to 1997, the Town of Winchester (the "Town") did not have a Civil Service Commission or Board. In 1996, the Town's charter was amended to include a provision for a merit system for all appointments in the classified service. In 2001, the charter was again amended. The merit system is contained in Article XII as follows:

ARTICLE XII – MERIT SYSTEM

Section 1201. THE MERIT SYSTEM ESTABLISHED

All officers and employees in the classified service of the Town, as described in Section 1202 below, shall be appointed on the basis of merit and in conformity with recognized principles of public personnel administration.

Section 1202. THE CLASSIFIED SERVICE

The classified service shall include appointees to all positions now or hereafter created, except the following: Elective officers and persons appointed to fill vacancies in elective offices; members of boards and commissions and other offices appointed by the Board of Selectmen; employees of the Board of Education; members of the Parking Commission; persons employed in a professional capacity to make a temporary and special inquiry, study or investigation; the judges, clerks and other personnel of the Probate court; and persons employed for a temporary period not exceeding three (3) months. It shall be the duty of the Manager to cause to be prepared a statement of the duties and responsibilities of each position in the classified service and of the minimum qualifications for appointment to such positions. These statements shall comprise the classification plan of the Town, which shall become effective upon approval by resolution of the Board of Selectmen and which may be amended upon recommendation of the manager, by resolution of the Board of Selectmen. New or additional positions in the classified service may be created and changes in the duties and responsibilities of existing positions may be made by resolution of the Board of Selectmen upon the recommendation of the

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1 The "facts" are derived from an opinion of the State Board of Labor of Relations in Town of Winchester, Decision No. 2007 (2004) involving the issue of whether or not the Town's creation and adoption of a civil service system in 1997 affected the parties' rights and obligations concerning promotional examinations. Such "facts" appear to be correct based upon the only two documents we have, i.e., the amended charter of 2001 which contains a merit system, and an ordinance adopted in December of 2006 both of which are attached hereto.

2 It is not clear whether the 2001 version is the same as the 1996 amendment which created the merit system.
Manager. The Manager shall also cause to have prepared a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, administration of the classification plan, probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absence, removals, and other such rules as may be necessary to provide an adequate and systematic procedure for the handling of the personnel affairs of the Town. Such rules and any amendments thereto shall become effective upon being filed by the Manager with the Town Clerk. Copies of such rules and any amendments thereto shall be distributed to all members of the classified service.

In December 1996, the Board of Selectmen adopted the following ordinance which created the Civil Service Board ("Board"):

SEC. 172 CIVIL SERVICE BOARD

Be it ordained by the Board of Selectmen of the Town of Winchester, Connecticut that the following ordinance is hereby adopted:

There shall be a Civil Service Board which shall consist of three members who shall be appointed by the Town Manager. Those first appointed shall be designated to serve for two, four and six years respectively and thereafter members shall be appointed annually to serve for six years. Each member shall serve until a successor is appointed and any vacancy shall be filled by the Town manager for the unexpired term. The members of the Commission shall receive no compensation for their service but shall be reimbursed for their necessary expenses incurred in the performance of their official duties. Two Commissioners shall constitute a quorum. All appointments to said board, both original and to fill vacancies, shall be so made that not more than two members shall, at the time of appointment, be members of the same political party, and no such Commissioner shall, during their term of office, hold any other lucrative office or employment under the United State or the state or any political subdivision thereof having employees classified under the provisions of this part. Each Commissioner, before entering upon the duties of the office, shall take the oath prescribed for executive officers. The Town manager may remove any Commissioner for lack of moral character, incompetency, neglect of duty, malfeasance or partisan activity while in office, but the Town Manager shall, at the same time, file with the clerk of the Superior Court for the appropriate judicial district a report, in writing, of such

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3 This Ordinance is essentially identical to Conn. Gen. Stat. § 7-408.
removal, with the reasons therefore. The Civil Service Board shall exercise all powers set forth in Chapter 113 Part I of the Connecticut General Statutes.

EFFECTIVE DECEMBER 12, 1996.

In 1997, the Town Manager made the first appointments to the Board and the Board’s Civil Service Rules became effective August 25, 1997, which rules established the classified and unclassified service for Town employees.

The Town now seeks to abolish the Board and the merit system pursuant to which it was created.

ANALYSIS

Conn. Gen. Stat. § 7-407 et seq. sets forth the statutory procedure for the adoption of a merit system by a municipality such that the legislative body must vote to adopt a merit system for selecting and promoting public employees. Winchester adopted the merit system decades ago. Some towns adopt a merit system without establishing a civil service commission. Examples of these towns are Plainville, Mansfield, Glastonbury and East Hartford. Other towns, such as Winchester, also adopt a civil service commission by the procedure set out in the statutes. Conn. Gen Stat. § 7-408. Accordingly, Winchester established its Board by enacting Ordinance 172. However, the statutes do not limit, restrict, or govern the elimination of a civil service commission once it has been created and no Connecticut case was found dealing with this issue. The only case found was a decision by the State Board of Labor Relations in Town of Winchester, Decision No. 4007 (2004) where in dicta the Board noted: “There is no argument in this case that employers are restricted in the unilateral right to establish or abolish civil service systems....” Id. at p. 6.

In the instant matter, there is no statutory prohibition on abolishing the Board or any statutory procedure for doing so. Since the Board was created by ordinance, the following charter provisions contained in Winchester’s charter, Article III regarding ordinances and repeal thereof are applicable:

Section 302. ORDINANCES

...the Board of Selectmen shall have the power to enact, amend, or repeal ordinances for the preservation of good order, peace, health and safety of the town and its habitants, so long as such ordinances are not inconsistent with this Charter or the General Statutes of the State; and, not limiting the powers of the foregoing, the Board of Selectmen shall specifically have the power to ordain the following:
A. Boards and Commission. **The Board may create or abolish** boards, commissions, department and offices, **other than those established by this Charter.**

Section 303. ENACTMENT OF ORDINANCES

Before the . . . repeal of any . . . ordinance, the Board of Selectmen shall cause to be published twice in a newspaper having a substantial circulation in the Town of Winchester a notice setting forth the subject matter of the proposed ordinance. Said notice shall be published once a week for two (2) consecutive weeks not later than two (2) days before the enactment, amendment or repeal of the ordinance. After the board has enacted, amended, or repealed any ordinance, said ordinance shall become operative fifteen (15) days after the entire text of the same shall have been published once in a newspaper having a substantial circulation in said Town. Any ordinance made by the Board of Selectmen may be . . . repealed by them in the same manner in which . . . ordinances are enacted. The form of all . . . ordinances shall be as follows: “Be it ordained by the Board of Selectmen of the Town of Winchester, Connecticut”.

(Emphasis added.)

Reading sections 302 and 303 of the charter together, the Board of Selectmen has authority to abolish the Civil Service Board since it was not established by the charter. To do so, the Board of Selectmen would need to follow the procedure in section 303 to repeal section 172 of the Town Ordinances. The Board of Selectmen must publish notice of the proposed repeal of the ordinance at least once a week for two (2) weeks and the latest publication cannot be any later than two (2) days before the ordinance is due to be repealed. Moreover, such repeal would not be operative until fifteen days after notice of repeal is published.

Once the Commission is repealed, the process for implementing the Town’s merit system would be handled by the Town Manager and Board of Selectmen.

To abolish the Merit system altogether, the Town charter would need to be amended by repealing and/or amending Article XII which sets forth the Town’s merit system and may need to amend Article VIII which references salaries for employees in the classified service of the Town.⁴.

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⁴ Conn. Gen. Stat. 7-474(g) provides:

Nothing herein shall diminish the authority and power of any municipal civil service commission, personnel board, personnel agency or its agents established by statute, charter or special act to conduct and grade merit examinations and to rate candidates in
The procedures for amending the Town’s charter are set forth in Conn. Gen. Stat. § 7-187 et seq. and can be summarized as follows:

1. The Board of Selectmen must adopt a resolution to amend the charter by two-thirds vote. Conn. Gen. Stat. § 7-188(b).

2. Within thirty (30) days of adopting such resolution, the Board of Selectmen shall appoint a commission (hereinafter “Charter Commission”) which shall consist of not fewer than five or more than fifteen electors to draft amendments to the charter.\(^5\) Conn. Gen. Stat. § 7-190(a).

   i. The Board of Selectmen shall specify by resolution the date the Charter Commission shall submit its draft report, which shall be not later than sixteen months from date of appointment. Conn. Gen. Stat. § 7-190(b).

   ii. The Board of Selectmen may make recommendations to the Charter Commission on proposed amendments and the Charter Commission can consider other changes it deems desirable or necessary as well. In its draft report, the Charter Commission must comment on each recommendation made by the Board as well as

   the order of their relative excellence from which appointments or promotions may be made to positions in the competitive division of the classified service of the municipal employer served by such civil service commission or personnel board. The conduct and the grading of merit examinations, the rating of candidates and the establishment of lists from such examinations and the initial appointments from such lists and any provision of any municipal charter concerning political activity of municipal employees shall not be subject to collective bargaining, provided once the procedures for the promotional process have been established by the municipality, any changes to the process proposed by the municipality concerning the following issues shall be subject to collective bargaining: (1) The necessary qualifications for taking a promotional examination; (2) the relative weight to be attached to each method of examination; and (3) the use and determination of monitors for written, oral and performance examinations. In no event shall the content of any promotional examination be subject to collective bargaining.

Thus, under § 7-474(g) the Town is relieved from bargaining over certain topics related to promotional exams if the municipality has a civil service commission or other merit examination agent. The Act only allows bargaining if a change is proposed in one of the three specific areas listed in the statute. However, the Town should be aware that in the event the Town abolishes the Board it may have a duty to bargain with each Union regarding the hiring/promotional process, if requested.

\(^5\) Not more than one-third of the electors appointed shall hold any other public office in Town and not more than a bare majority shall be members of one political party. Conn. Gen. Stat. § 7-190(b).

3. The Charter Commission must hold at least two public hearings on proposed charter amendments, one prior to beginning substantive work on such amendments, and the other after its draft report has been completed but not yet submitted to the Board of Selectmen. The Charter Commission may also hold any additional hearings it deems necessary and can amend its draft report after such hearings. Conn. Gen. Stat. § 7-191(a).

4. After conducting hearings and making any amendments to its draft report, the Charter Commission must submit such report to the Town clerk who shall transmit it to the Board of Selectmen. Conn. Gen. Stat. § 7-191(b).

5. Upon receipt of the Charter Commission’s draft report, the Board of Selectmen must hold at least one hearing on the draft report. However, any hearings must be held within forty-five days after the Charter Commission’s submission of the draft report to the Town Clerk. Conn. Gen. Stat. § 7-191(b).

6. Within fifteen days after the last hearing held on the Charter Commission’s draft report, the Board of Selectmen shall make recommendations to the Charter Commission for any changes it deems necessary. Conn. Gen. Stat. § 7-191(b).

i. If no changes to the draft report are recommended by the Board of Selectmen within fifteen days after the last public hearing thereon, the Charter Commission’s report becomes final and Board of Selectmen shall act thereon. Conn. Gen. Stat. § 7-191(c).

ii. If changes to the Charter Commission’s draft report are recommended, the Charter Commission shall confer with the Board of Selectmen on such recommendations and may make or reject any changes recommended. However, the Charter Commission’s final report including and/or rejecting the recommended changes must be made to the Board of Selectmen within thirty (30) days of receiving the Board of Selectmen’s recommended changes. Conn. Gen. Stat. § 7-191(c).
7. Within fifteen days after receipt of the final report from the Charter Commission, the Board of Selectmen shall approve or reject the charter amendments by a majority vote. Conn. Gen. Stat. § 7-191(d).  

i. If the Board of Selectmen rejects the proposed amendments, a petition for a referendum may be filed with the Town Clerk by not less than ten percent of electors not later than forty-five days after of the Board of Selectmen's vote to reject. Conn. Gen. Stat. § 7-191(d). Such petition must be certified by the Town Clerk in accordance with the statutory procedures set forth in Conn. Gen. Stat. § 7-188.  

8. Within thirty days of the Board of Selectmen's approval of the charter amendments or certification of petition for a referendum by the Town Clerk, the charter amendments must be published at least once in a newspaper having a general circulation in the Town with a notice that a complete copy is available in the Town Clerk's office and a copy shall be mailed to any person who requests such copy. Conn. Gen. Stat. § 7-191(d).  

9. After publication, the Board of Selectmen by majority vote shall decide whether the charter amendments shall be submitted to electors for approval or rejection at a regular election or a special election to be held no later than fifteen months after the approval by the Board or the certification of the petition for referendum. Conn. Gen. Stat. § 7-191(e).  

10. The proposed charter amendments shall be prepared for ballot by the Board of Selectmen and submitted in the form of one or several questions. If approved by a majority of electors voting thereon at a regular election, or if approved by a majority equaling at least fifteen per cent of the electors of the Town at a special election, the charter amendments shall become effective thirty days from such approval. Conn. Gen. Stat. § 7-191(f).  

11. Within thirty days of the approval of the charter amendments, the Town Clerk shall file with the Secretary of State: (1) three certified copies thereof with the effective date or dates indicated thereon; and (2) three

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6 Charter Commission terminates upon acceptance or rejection of its final report by the Board of Selectmen. Conn. Gen. Stat. §7-190(c).

7 Town Clerk must compare the signatures contained on the petition for referendum with the Town’s last-completed registry list and then certify to the Board of Selectmen the petition’s sufficiency or insufficiency. See Conn. Gen. Stat. § 7-188(c).
certified copies of the complete charter incorporating such amendments.
July 17, 2023

Mr. Joshua Kelly, Town Manager & CEO
Town of Winchester
339 Main Street
Winsted, CT 06098

Re: Civil Service

Dear Josh,

Thank you for your email correspondence of July 13, 2023 to the Civil Service Commission members regarding your intentions for elimination of Civil Service and replacement with a Town directed Management model, per your terminology. On behalf of the commission members, I can attest that the commission members do not take any of the actions personally, and are supportive of work to promote the best hiring practices for the Town.

You are correct that there is confusing and contradictory language in some of the CSC rules and regulations, As you know, the commission has been receptive to meeting with competent and knowledgeable legal council in Civil Service regulations to make revisions, as appropriate, to address those inconsistencies and help where possible in expediting testing and processes in general. I understand that you have presented to the Board of Selectmen that the CSC process has caused delays in hiring personnel. It is true that the CSC process adds a step in the processes; this provides the check for which Civil Service was introduced in ensuring that fair and impartial hiring is adhered to. I would contend that any time this adds to the hiring practice is invaluable for this reason

There is no question that the majority of towns and municipalities do not employ Civil Service and rely on other Human Resource models for their hiring practices. Past less than professional actions on the part of previous Town Managers, as well as members of the Board of Selectmen were the cause of the introduction and inception of Civil Service; in place to ensure that nepotism and other improper practices do not occur. Civil service serves as a check and balance against abuses by the Town Manager or other public officials and derives its authority outside of the local regulations by State statues. As recently as 2008, the commission was forced to retain
outside legal representation due to interference by the Town Manager in the hiring practices and are defined by Connecticut General Statutes as well as legal precedent.

In the absence of Civil Service, the recourse would be, as you indicate, limited to the Board of Selectmen, who have not always been as professional and complimentary as is the case at present. The Board of Selectmen need to keep that history of the town and previous miscues in mind as they implement their wisdom and knowledge in the course the Town wishes to pursue for future hiring practice. As always, the commission remains at your service,

Sincerely,

Francis S. Delaney
President

Cc: Town Clerk
    Board of Selectmen
Hiring & Appointment Policies
CIVIL SERVICE COMMISSION

For as long as the Town of Winchester has an adopted ordinance that empanels a Civil Service Commission, that Commission's adopted policies and procedures shall supersede those enclosed in this Employee Handbook. In the event a question arises that the Civil Service Commission does not have an explicit adopted policy to address, this Employee Handbook's policies shall be followed for that particular item. In the event that the Civil Service Commission is disbanded or otherwise becomes inactive, the enclosed policies and procedures shall be those followed by Town staff for all hiring activities. Nothing in this Employee Handbook shall necessitate the existence of a Civil Service Commission.
ETHICS COMMISSION REVIEWING HIRING PRACTICES

The Ethics Commission is hereby empowered to conduct investigations into improper hiring practices at the direction of the Board of Selectmen. In the event a complaint is lodged with the Board of Selectmen regarding the Town's adherence to these hiring procedures, the Board shall decide, by majority vote, whether or not to forward the complaint to the Ethics Commission for investigation. Any individual named in the complaint shall be informed in the event the matter is referred to the Ethics Commission for investigation. If such an investigation is requested and held, the Ethics Commission shall return a summary of findings to the Board of Selectmen. The Board of Selectmen shall thereafter decide what next steps, if any, must be taken as a result of the Commission's findings.
JOB POSTING PROCEDURES

The Town of Winchester reserves the right to determine whether, and under what condition, a position vacancy may be filled. A position vacancy may occur through death, disability, dismissal, inability to perform work required, reassignment (including, but not limited to, promotion or demotion, whether voluntary or involuntary), suspension, resignation, retirement, reorganization, or other actions of the Town or employee, whether voluntary or involuntary. It is the intent of the Town to carry out such recruitment programs as deemed necessary to seek out and secure the most qualified individuals.

In the event that the Town chooses to fill a vacancy or create a new position, jobs falling under Union purview shall be posted internally to the members of that union in a manner consistent with that union’s collective bargaining agreement. If one or more applications are received as part of this union-focused procedure, the Town shall follow the Interview, Evaluation, and Hiring Procedures to evaluate those candidates and consider them for hire into the given position.

In all other instances, announcements shall be posted in a manner that is directly accessible to the public, with both internal and external candidates permitted and encouraged to apply. Announcements shall specify the following:

A. the title of the position;
B. the nature of work to be performed;
C. desired qualifications of prospective applicants;
D. the expected pay range;
E. closing date for receiving applications; and
F. other information the Hiring Authority may deem appropriate.

Announcements will be made in a manner to attract a well-qualified applicant pool that, to the extent reasonably practicable, will include candidates that reflect the diverse biographical background of the Winchester community.

Announcements must be made on the Town’s website at a minimum. Recommended recruitment sources include newspapers of general circulation, professional associations and periodicals, and the State of Connecticut’s “CT Hires” website and may include local media and community organizations. Announcements include a posted Closing Date at least 7 calendar days following the date that the announcement was made on the Town’s website. The Town shall be permitted to post “Open Until Filled” as the closing date so long as a “First Review” date is also posted indicating when applications will begin to be reviewed; the First Review date must be a minimum of seven days following the date that the job announcement was made on the Town’s website.

Applications may be accepted virtually (either by email or by other means) and as a hard copy through the mail or through physical drop-offs at Town Hall, as directed by the Town Manager.

Once all applications are received, a member of the Town’s staff or other authority as appointed by the Town Manager shall redact personally-identifying information on each application. The Hiring Authority shall not be permitted to see an unredacted application until such a time as they have made a determination about whether that given applicant
is a Qualified Candidate. Personally-identifying information shall include, but is not
strictly limited to the following items:

A. Name
B. Email Address
C. Physical Address
D. Photo of Candidate
E. School Names
F. Graduation Dates

Following redaction, applications they shall be reviewed by the Hiring Authority to
determine if minimum qualification and experience requirements are met. Each
candidate that meets the minimum qualifications shall be considered a “Qualified
Candidate” and shall be subject, on an equal basis, to the Interview, Evaluation, and
Hiring Procedures as outlined in this Employee Handbook.

When a candidate is disqualified from the application process or once the Town officially
decides to hire them, the office of the Hiring Authority shall typically remit a formal
notice of the Town’s decision to the applicant by email.

Failure to adhere to these procedures may result in disciplinary action up to and
including termination. Questions about the implementation of these procedures should
be referred to the Town Manager, the Ethics Commission, and/or the Board of
Selectmen depending on the context of the situation.
INTERVIEW, EVALUATION, AND HIRING PROCEDURES

Appointments to the Town’s service shall be made by the Hiring Authority, as defined by this Handbook.

The Town must conduct at least one Hiring Evaluation for a minimum number of qualified candidates, as determined under the Job Posting Procedures, in accordance with this schedule:

<table>
<thead>
<tr>
<th>Number of Qualified Applicants for the Job in Question:</th>
<th>Minimum Number of Candidates to Interview/Evaluate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2 - 3</td>
<td>2</td>
</tr>
<tr>
<td>4+</td>
<td>3</td>
</tr>
</tbody>
</table>

Nothing in this policy shall be construed as to disallow all qualified applicants from undergoing one or more hiring evaluations, nor shall it require the Town to offer the job to any candidate at all. In the event that any number of qualified candidates are not selected for a hiring evaluation, the top candidates chosen to participate in said hiring evaluation must be the top-ranked candidates on the basis of practical knowledge, skills, and abilities, as well as past experience in similar roles and related education received and certifications held.

Candidates may be required to undergo up to three different Hiring Evaluations. Generally, candidates for entry-level positions shall be required to complete one hiring evaluation, candidates for mid-level positions shall be required to complete one or two hiring evaluation(s), and candidates for Department Director positions shall be required to complete two or three such evaluations. The number of evaluations conducted shall be left to the discretion of the Hiring Authority.

Any interview for entry-level and mid-level positions must include at least the Hiring Authority and one additional employee in a position that interfaces, to some extent, with the position for which the candidate(s) have applied. Any interview for a Department Director position must include the Town Manager and two additional employees that interface with the position for which the candidate(s) have applied.

Factors used to evaluate candidates may include, but not be limited to, the following: interview and examination results, record of previous employment, previous job and personal references, education and/or experience, certifications and certificates held, as well as any other pertinent information which would assist the Town in evaluation of the applicant. In the case of former or present employees, the candidate's past job performance and an assessment of the knowledge and skill acquired on the job may be considered.

Candidates will be considered on the basis of merit and fitness. The Town of Winchester is an Equal Opportunity Employer and shall not tolerate any discrimination against any individual’s race, color, religious creed, national origin, sex, gender, age, marital status, physical ability, medical history or status, or sexual orientation.

The candidate that the Hiring Authority ultimately selects as the top-choice will be offered the job with a salary/wage and benefits in line with the Handbook's policies. The
negotiation of such salary and benefits shall be up to the Town Manager. In the event that the top-choice refuses to accept any offer made by the Town, the second-choice candidate may be offered the job at the discretion of the Hiring Authority. This process may repeat itself until the list of evaluated, acceptable candidates is exhausted. If said list is exhausted, the Town may repost for the position in line with the Job Posting Procedures found herein.

The successful candidate for any Town position may be required to complete a pre-employment physical examination and drug test, paid for by the Town, before receiving appointment for a position with the Town. In exceptional cases, the employee may commence work prior to the examination, provided that employment is made subject to passing the physical examination. Town employees may periodically be required to pass a physical examination and drug test to ensure their continued fitness for duty in accordance with applicable law.

Regardless of any other policies as outlined in this document, the Town Manager must be the individual to formally sign off on the approval of all new hires. An individual shall not be considered to be an employee of the Town unless and until the Town Manager has signed a letter of appointment for said individual.

Failure to adhere to these procedures may result in disciplinary action up to and including termination. Questions about the implementation of these procedures should be referred to the Town Manager, the Ethics Commission, and/or the Board of Selectmen depending on the context of the situation.
AFFIRMATIVE ACTION & NON-DISCRIMINATION

The Town recognizes that its continued success as a service organization depends largely on the collective strengths of our employees. We understand that employing productive workers in a labor market characterized by demographic diversity requires an unwavering commitment to Equal Employment Opportunity. Accordingly, it is the Town's policy to recruit, reward, and advance qualified individuals without regard to their race, color, religious creed, national origin, sex, gender, age, marital status, physical ability, medical history or status, or sexual orientation.

The Town's commitment to the principles of Affirmative Action and Equal Employment Opportunity is reflected in all our policies and procedures. This commitment is based on sound management and business practice, as well as legal requirements.

As an organization, we are committed to achieve the full and fair participation of women and minorities in contract and employment opportunity. We expect each Department Director and employee to be an active partner in this effort by supporting, in word and deed, the spirit and principles of equal employment opportunity. Further, we expect that these values will govern the relationships we establish with customers, vendors, residents, visitors, and others with whom we do business.

All contractors that the Town engages with must adhere to the Town's policies of non-discrimination.
NEPOTISM

A person is a “close relative” to another individual if they are married or engaged, are siblings-in-law, father/mother-in-law and son/daughter-in-law, siblings, parent and child, uncle/aunt and niece/nephew, grandparent and grandchild, first cousins, or any foster, adoptive, or step equivalent family members.

No Hiring Authority may hire or appoint any person that is a close relative to them, per the definition above. **No close relative of the Town Manager may be hired or appointed to a Town position.**

No close relatives may be hired or re-assigned to work in the same Town Department with each other in any capacity.

No close relative of an individual interviewing for a position within the Town may serve on the corresponding hiring committee or interview team that would review said application, nor may a close relative of a prospective employee serve as that person’s reference. No close relative of a prospective employee should have any direct communication with any member of the hiring committee or interview team while said candidate remains under consideration.

No close relative may in any way supervise another.

New engagements or marriages that may result in a violation of this policy must be reported to the Town Manager as soon as is practicable. If a new engagement or marriage should occur between two individuals within the same Department, then one of the employees shall be required to request a transfer to another department/position over which the employee’s close relative has no supervisory role. The employee shall be given six months of time (from the moment that the engagement or marriage took place) in their current position where vacant positions shall be evaluated for suitability for that individual’s skills and abilities. In the event no vacancy exists in any other department or position which is suitable for the requesting employee and over which the employee’s close relative has no supervisory role, the requesting employee shall be terminated from Town service upon the expiration of such six-month period.

The Town shall not hire, appoint, or promote any individual on the basis of personal relationships; all hires, appointments, and promotions shall be made solely on the basis of merit, as outlined in this handbook.

Any failure to comply with this policy may result in disciplinary action up to and including termination. Questions about the implementation of these procedures should be referred to the Town Manager, the Ethics Commission, and/or the Board of Selectmen depending on the context of the situation.
FAVORITISM & CRONYISM

A person is a "close connection" to another individual if they are close friends, romantically involved presently or in the past, or are otherwise considerably connected to each other in a personal manner outside of the workplace or civic/community organizations. A past connection developed through past work and/or volunteerism with civic/community organizations shall not be considered to constitute a "close connection."

In the event that the Town Manager is a close connection with an applicant, the Hiring Authority must be delegated to a Department Director and the Town Manager must wholly recuse themself from the hiring process in order for the application to be considered. The Town Manager may not hire a close connection to a Department Director position.

In the event that a Department Director is a close connection with an applicant for a position under their purview, the Hiring Authority for that position may not be delegated to that Department Director, and the Department Director in question must wholly recuse themself from the hiring process.

In the event that any person is asked to serve on a hiring committee or interview panel for a close connection, that person must disclose their close connection to the Hiring Authority and wholly recuse themselves from the hiring process.

The Town shall not hire, appoint, or promote any individual on the basis of personal connections; all hires, appointments, and promotions shall be made solely on the basis of merit, as outlined in this handbook.

Any failure to comply with this policy may result in disciplinary action up to and including termination. Questions about the implementation of these procedures should be referred to the Town Manager, the Ethics Commission, and/or the Board of Selectmen depending on the context of the situation.
INTRODUCTORY PERIODS

All new hires to regular Town positions shall serve an introductory six-month period. During such introductory period, the employee's ability to meet the work standards applicable to the new position shall be evaluated. During this period, dismissal may be made for any reason with the approval of the Town Manager. Prior to the end of the introductory period, the employee's department director shall evaluate the employee's performance and recommend to the Town Manager either that the employee be retained in the position, dismissed from the position, or that the introductory period be extended for an additional specified period of time (not to exceed three additional months). Retention in the position may be recommended if the employee has successfully completed the introductory period. Dismissal may be recommended if the employee's performance does not meet the work standards applicable to the position. An extended introductory period may be recommended when, although the employee's performance is below the work standards applicable to the position, the department director believes that the employee has the potential to meet the applicable work standards within such additional introductory period.

Any person who is promoted to a new position or who is rehired by the Town after having been an employee elsewhere for any duration of time shall be required to complete an additional six-month introductory period.
REEMPLOYMENT & REASSIGNMENT

Re-employment: A person whose service with the Town was terminated in good standing may be appointed to a position vacancy which is announced to the public. Benefits and leave accruals shall begin to accrue from the date of re-employment without any credit for any such benefits accrued during their period of prior employment with the Town, as if they were a new employee. Re-employed persons must serve the introductory period as specified by the job description.

Reassignment: A Town employee may be appointed to fill a vacancy in Town's service through promotion, demotion, or transfer.

Promotion: An employee may be promoted to a position of higher grade than the position held by such employee when that employee is judged by the Hiring Authority to be the best qualified candidate for the position. All promotions will be approved by the Town Manager and will be made on the basis of merit and ability. The advice of the employee's department director shall be given due consideration. Seniority may be considered in promotions providing all other factors are equal.

Demotion: An employee may be transferred to another position of a lower grade than the position held by such employee for the following reasons:

1. When the employee requests such a move and is selected to fill the position;
2. When the employee is not rendering satisfactory service in the position presently held;
3. To avoid a layoff which would result from the re-classification or abolition of a Town position;
4. For disciplinary reasons (see section on Discipline of this Handbook).

Transfers: An employee may be transferred to another position of the same grade as the position held by such employee for the following reasons:

1. When the employee requests such a move and is selected to fill the position;
2. When the employee is not rendering satisfactory service in the position held by the employee;
3. To avoid a lay-off which would result from the re-classification or abolition of a Town position;
4. When such transfer is in the best interests of the Town as determined by the Town Manager.

Temporary Reassignment: A Town employee who is employed in a Regular or Temporary position may be required, on a temporary basis, to fill a vacant position of a higher, lower, or equal grade than the position occupied by such employee prior to such temporary re-assignment until the employee originally occupying the position returns from a leave of absence or a permanent replacement is appointed to the position. In instances of temporary reassignment occurring for 10 or
more consecutive business days, conducted outside of a disciplinary action, the temporarily-reassigned employee shall receive pay equal to the higher of the two positions in question. An employee may be temporarily demoted to a position of a lower grade than the position held by such employee as a disciplinary action (see section on Discipline of this Handbook).
SENIORITY

A Regular Town employee has no seniority status during their introductory period. At the end of the introductory period, their seniority will date back to the date of hire. Seniority is determined by the time an employee spends continuously in Town service. If a Temporary employee is appointed to a Regular position within Town service, seniority shall date back to the first day of employment as a Temporary employee. Seniority is broken by:

- Discharge;
- Resignation;
- Leave of absence as determined by the Town Manager, unless on Military Leave;
- Lay-off of more than one (1) year for those with less than five (5) years seniority at the time of lay-off; or a lay-off of more than two (2) years for those with over five (5) years seniority at the time of lay-off;
- Failure to inform the Town of correct mailing address while on lay-off;
- Failure to report to work within five (5) calendar days after recall from lay-off status unless granted an extension from the Town Manager for a valid reason;
- Other reasons as described in appropriate collective bargaining agreements.
BOARD OF SELECTMEN ACTION REQUEST

No.:23-54a

Date: August 7, 2023

Topic: New Business (B) – Addition of New Town Ordinance regarding Historical Commission Creation (2nd Meeting of 3).

From: Joshua Kelly, Town Manager

Background: While the Town of Winchester has managed historic districts and while the town is home to the Winchester Historical Society, the Town does not currently have its own agency that seeks funding opportunities to help restore, preserve, and feature the town’s historic properties and sites. In order to better manage the town’s historic properties and sites and to streamline the Town’s opportunities to gain funding resources for these various properties and sites, I recommend that a Historic Commission be created.

The creation of this Commission is supported by our Land Use Department and local developers, including Bill Kraus, who is currently working towards the redevelopment of the 10 Bridge Street, Building #1 site.

Requested Action: I ask that the Board of Selectmen please consider adopting the proposed ordinance (attached) so as to create a new Historical Commission. If the Board is in favor of such action, it could proceed with the change over a three-meeting period, including this meeting. Given today’s consideration of the ordinance, the ordinance would need to be considered again at the August 21st meeting. Final adoption could take place on August 21st.

Fiscal Implications: Such a Commission would have little to no cost associated with its operations and would have the capacity to find the town and its firms with more money with which to preserve historic properties and sites.

Recommended Motion: “I move that the Board of Selectmen formally acknowledge their consideration of adopting the newly-proposed ordinance and further consider it in a second instance at the next regular meeting on August 21, 2023.”

Attachments: Draft Ordinance
Chapter XX
HISTORICAL COMMISSION

§ XX-1. Establishment; legislative authority.
Pursuant to the terms of Article III, Section 302, subsection A of the Town Charter, there is hereby established the Winchester Historical Commission.

§ XX-2. Purpose.
The purpose and intent of this ordinance is to safeguard the heritage of the Town of Winchester by preserving the elements of its historic, cultural, social, economic, political, and architectural history; to actively seek funding sources for historic preservation projects and to advise Town staff and elected boards and commissions on matters pertaining to historic preservation; and to promote the use of historic sites for the education, welfare and pleasure of the citizens of Winchester and of the general public.

§ XX-3. Membership; terms; vacancies.
A. Said Commission shall consist of up to seven (7) members, appointed by the Board of Selectmen, one of whom shall be the Municipal Historian (also known as the Town Historian). The terms of the six regular members shall be as follows: two members' terms expire December 31, 2024; two members' terms expire December 31, 2025; and two members' term expires December 31, 2026. Thereafter, the terms of all members appointed shall be for three years. The Town Manager may, for a period not to exceed one year, fill any vacancy for the balance of the term of such vacant position. "Vacancy," as used herein, shall be deemed to result upon the expiration of the term of a member or the resignation, removal from the Town of Winchester, or the death of any member. Nothing herein shall prohibit reappointment by the Board of Selectmen of a member at the expiration of their current term. All members shall be electors of the Town of Winchester and shall serve without pay.

B. In accordance with the provisions of the Connecticut General Statutes, Section 7-148(c)(5)(D), as it may be amended, there shall be a Municipal Historian. The Municipal Historian shall be responsible for the collection of information relating to the history of Winchester and for making the material regularly available and accessible to the public. The Municipal Historian shall be appointed by the Board of Selectmen for a period of three years at a time. The Municipal Historian shall be a full voting member of the Historical Commission.

C. Members of the Commission need not be residents of the Town of Winchester during their appointment to this body.

§ XX-4. Powers and duties.
A. The Commission, subject to the approval of the Board of Selectmen, shall designate sites and buildings owned or hereafter acquired by the Town of Winchester as historic land sites, and, upon such approval by the Board, such sites shall come under the purview of the Commission. The Commission may from time to time recommend to the Town Manager and Board of Selectmen the acquisition or relinquishment of additional historic land sites.
B. The Commission shall be charged with serving in an advisory capacity to guide the development, management, operation, improvement, and maintenance of the historic land sites so designated and shall, additionally, institute and carry out programs designed to acquaint the general public with the historical, cultural, and economic history of the Town of Winchester.

C. The Commission may create subcommittees of their membership to constitute Historic District Commissions for the purpose of working to establish and manage historic districts within the Town of Winchester.

§ XX-5. Officers; meetings; notification of meetings.
A. The Commission shall elect its own Chairman and such officers as may be necessary at any meeting in January of each year.

B. The Commission shall establish regular meetings at least once each month and designate the time and place thereof.

C. Each Commissioner shall be notified of all meetings, and public notice, on the Town’s website and in the Town Clerk’s Office in accordance with the Freedom of Information Act, shall be given of all meetings.

§ XX-6. Transaction of business; records; monthly reports.
The Commission shall adopt rules and regulations for the operation of meetings and the transaction of business within its jurisdiction and shall keep records of all its proceedings in accordance with the Freedom of Information Act.

§ XX-7. Annual operating and capital budgets.
A. The Commission shall prepare a requested annual operating budget for the following fiscal year for submission to the Town Manager on or before the first day of January in each year.

B. The Commission shall submit recommendations to the Town Manager for historic preservation-related projects to be funded by the Capital Improvement Plan for the ensuing five-year period on or before the first day of January in each year.

§ XX-8. Charges for public use of historic sites.
The Commission shall make recommendations to the Board of Selectmen regarding reasonable charges for the use by the public of historic landmark sites and for any of its purposes as set out above.

§ XX-9. Requests for assistance.
The Commission shall have the right to call upon any other department of the town government for assistance in performing its duties. Any question as to what shall constitute a proper request for assistance shall be decided by the Town Manager.

§ XX-10. Acceptance of Gifts.
The Commission may receive gifts in the name of the municipality for any of its purposes and shall administer the same for such purposes subject to the terms of the gift.
If any part of this ordinance shall be declared invalid by a court of competent jurisdiction, all other parts shall remain in full force and effect.
BOARD OF SELECTMEN ACTION REQUEST

No.: 23-56

Date: August 07, 2023

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

From: Josh Kelly, Town Manager

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 $2,440.76

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 $2,440.76.

Attachment:
- Grand List 2019 Refunds
- Grand List 2020 Refunds
- Grand List 2021 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.

<table>
<thead>
<tr>
<th>LIST #/GL YR</th>
<th>TAX TYPE</th>
<th>TAXPAYER</th>
<th>AMOUNT OF REFUND/REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>54216</td>
<td>MV</td>
<td>HUMPHREY</td>
<td>MARSHA</td>
</tr>
<tr>
<td>2021</td>
<td></td>
<td></td>
<td>133 EAST MOUNTAIN AVE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>WINSTED, CT 06098</td>
</tr>
<tr>
<td>56294</td>
<td>MV</td>
<td>MERCIER</td>
<td>MARK</td>
</tr>
<tr>
<td>2021</td>
<td></td>
<td></td>
<td>56 MORGAN DRIVE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>WINSTED, CT 06098</td>
</tr>
<tr>
<td>81171</td>
<td>MV</td>
<td>PATTERSON</td>
<td>MICHAEL</td>
</tr>
<tr>
<td>2021</td>
<td></td>
<td></td>
<td>309 JENKINS COURT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SURFSIDE BEACH, SC 29575</td>
</tr>
<tr>
<td>57238</td>
<td>MV</td>
<td>PAVLIDIS</td>
<td>NICHOLAS</td>
</tr>
<tr>
<td>2021</td>
<td></td>
<td></td>
<td>182 TORRINGFORD ST</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>WINSTED, CT 06098</td>
</tr>
<tr>
<td>81345</td>
<td>MV</td>
<td>ROY</td>
<td>FRED</td>
</tr>
<tr>
<td>2021</td>
<td></td>
<td></td>
<td>152 ELM ST. 3RD FLOOR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>WINSTED, CT 06098</td>
</tr>
<tr>
<td>59440</td>
<td>MV</td>
<td>TOTINO</td>
<td>ASHLEY</td>
</tr>
<tr>
<td>2021</td>
<td></td>
<td></td>
<td>PO BOX 504</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>WINSTED, CT 06098</td>
</tr>
<tr>
<td>220039</td>
<td>MV</td>
<td>WW LEASING</td>
<td>1401 FRANKLIN BLVD</td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td></td>
<td>LIBERTYVILLE, IL 60048</td>
</tr>
<tr>
<td>251632</td>
<td>MV</td>
<td>WW LEASING</td>
<td>1401 FRANKLIN BLVD</td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td></td>
<td>LIBERTYVILLE, IL 60048</td>
</tr>
<tr>
<td>16680</td>
<td>MV</td>
<td>ZWART</td>
<td>CAROL</td>
</tr>
<tr>
<td>2020</td>
<td></td>
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<td>129 SKINNER RD</td>
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<td>WINSTED, CT 06098</td>
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<td></td>
<td>MV</td>
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<td>TOTAL REFUNDS BY TYPE</td>
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<tr>
<td></td>
<td></td>
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<td>$1,627.22</td>
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<tr>
<td>421505</td>
<td>PP</td>
<td>SUL</td>
<td>EDWARD</td>
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<tr>
<td>2021</td>
<td></td>
<td></td>
<td>621 WYNNE RD</td>
</tr>
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<td></td>
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<td></td>
<td>WINSTED, CT 06098</td>
</tr>
<tr>
<td></td>
<td>PP</td>
<td></td>
<td>TOTAL REFUNDS BY TYPE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$83.85</td>
</tr>
</tbody>
</table>

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.

8/2/2023

Date of Report

Ashley Kelsey, 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
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.

<table>
<thead>
<tr>
<th>LIST #/GL YR</th>
<th>TAX TYPE</th>
<th>TAXPAYER</th>
<th>AMOUNT OF REFUND/REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>3808 2020</td>
<td>RE MCDONAGH</td>
<td>TIMOTHY</td>
<td>OVERPAYMENT $386.04</td>
</tr>
<tr>
<td></td>
<td></td>
<td>62 DEUNNE AVE COLLINSVILLE, CT 06019</td>
<td></td>
</tr>
<tr>
<td>3808 2019</td>
<td>RE MCDONAGH</td>
<td>TIMOTHY</td>
<td>OVERPAYMENT $43.10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>62 DEUNNE AVE COLLINSVILLE, CT 06019</td>
<td></td>
</tr>
<tr>
<td>2831 2021</td>
<td>RE RITTER</td>
<td>SCOTT</td>
<td>C OF C $150.27</td>
</tr>
<tr>
<td></td>
<td></td>
<td>111 ALEXANDER RD LEYDEN, MA 01337</td>
<td></td>
</tr>
<tr>
<td>2831 2021</td>
<td>RE RITTER</td>
<td>SCOTT</td>
<td>C OF C $150.27</td>
</tr>
<tr>
<td></td>
<td></td>
<td>111 ALEXANDER RD LEYDEN, MA 01337</td>
<td></td>
</tr>
</tbody>
</table>

**RE TOTAL REFUNDS BY TYPE** $729.68

**NUMBER OF REFUNDS** 14  **TOTAL REFUNDS** $2,440.75

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.

8/2/2023

Date of Report

**APPROVED FOR PAYMENT:**

Ashley Kelsey, Collector of Revenue

**DATED:**

Town Manager

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

Date:

Collector of Revenue
Town of Winchester
Recreation Department

Memo to: Town Manager

Subject: Aug Monthly Report

From: Tanya Risucci

Summer Programs are coming to an end next month and we are currently working on fall programs. My goal is to have everything up online and posted for online registration before school starts.

Summer Programs this year had great numbers of participants maxing out both camp sites for all 7 weeks. Other programs included play em’ all sports camp, that was held 2 weeks, gymnastics, karate, tennis, track and field, swim lessons, basketball camp, as well as adult coed and men’s softball leagues.

Fall programs:

Adult Softball leagues, and kickball

Basketball camps, art class, mad science, dance and gymnastics, karate, travel basketball and recreational basketball. Most of these programs will go into the winter or year-round.

Event Dates: Movie Night Sept 8th and Trunk or Treat Oct 28th

The Recreation Commission is looking to sign another agreement with The Gilbert School to continue working together using each other’s space and fields at no charge to each other.

Tatros Pond Friends group is working hard maintaining the property and looking at ways to get playground equipment from the old school to use at the pond. Next year we will be looking into sub-contracting the park out for maintenance and clean up as it is a lot for volunteers to handle.

Beaches to close Sept 3rd. The board will look into fixing the parking lot at holland and making it bigger for the following season.
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