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

2. PLEDGE OF ALLEGIANCE

3. AGENDA REVIEW

4. APPROVAL OF MINUTES
   A) Minutes of Regular Meeting on November 06, 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. TOWN MANAGER'S REPORT

7. FINANCE DIRECTOR'S REPORT-not available

8. CORRESPONDENCE

9. BOARDS AND COMMISSIONS

10. UNFINISHED BUSINESS
    A) 23-65a Consider and possibly act on adopting a new town logo for external marketing purposes.

11. NEW BUSINESS
    A) 23-72 Refunds as recommended by Collector of Revenues (Town Manager Geiger).
    B) 23-73 Consider and possibly act on Historical Commission ordinance amendment (Town Manager Geiger).

12. EXECUTIVE SESSION (to include Town Manager Geiger)
    A) To discuss the Sale of Town-Owned Land.
    B) To discuss pending claims and litigation

13. 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.

14. SELECTMEN'S COMMENTS AND REPORTS

15. ADJOURNMENT
Town of Winchester
Board of Selectmen
Regular Meeting
Monday, November 6, 2023

Item 1  Call to Order
Meeting called to order by Mayor Todd Arcelaschi at 7:00pm

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

Absent Excused
Jonathan Morhardt (Selectman)

Staff Members
Robert Geiger (Town Manager)
Glenn Albenesius (Town Clerk)

Item 2  Pledge of Allegiance
The Pledge was recited by all

Item 3  Agenda Review - Sel. Bouchard asked that the order of Items 10(B) and 10(C) be switched and Item 10(B) be labeled as 22-72.

Item 4  Approval of Minutes
* Minutes of Regular Meeting on October 16, 2023
Motion - Sel. Sedlack / Second - Sel. Bouchard
Sel. Bouchard requested an amendment to the Town Manager's Report correcting an error regarding the $250,000 Grant awarded to the TOWN OF WINCHESTER not the Senior Center as recorded. Sel. Bouchard also requested that "AS A COMMUNITY CENTER" be added to the record.
Vote to approve - Yes (5) - No (0) - Abstain (1) Sel. Perez

Item 5  Citizens’ Comments - The following people addressed the Board
* Lynn Kessler
* Candy Perez - Recognized Selectwoman Bouchard's years of service on the Board and gave her a plaque and live cactus plant.

Item 6  Town Manager’s Report - Interim Town Manager Bob Geiger reported to the Board on the following topics.
* Noting that his time as Interim Town Manager had just begun Mr. Geiger explained his efforts have been focused on meeting with Town staff and going thru a couple hundred E-mails to get back up to speed with pressing issues and projects.

Item 7  Correspondence - None
Item 8  **Boards and Commissions** - Sel. Sedlack introduced the following actions.

1) Hamish Lutris is submitted for Nomination as a member of the Historic Commission with a term to expire in 12/2023.
   Motion Statement - I make a motion to add an Agenda Item to the next scheduled Board of Selectmen meeting on November 20, requesting a review of the Historic Commission Ordinance to allow residents/property owners to be members.
   Motion - Sel. Bourque / Second - Sel. Sedlack
   Vote to approve - Unanimous (6 - 0)

2) John Hermann (U) is submitted for Re-Appointment to the Board of Assessment Appeals with a term to expire in 10/2026.
   Motion - Sel. Sedlack / Second - Sel. Bourque
   Vote to approve - Unanimous (6 - 0)

* The following groups have position openings. Interested candidates are encouraged to apply!
  Board of Assessment Appeals - 1 Alternate Seat
  Arch. Review Committee - 1 Member Seat and 2 Alternate Seats
  Conservation Commission - 1 Member Seat
  Economic Development Commission - 1 Member and 3 Alternate Seats
  Ethics Commission - 3 Member Seats
  Historic Commission - 2 Member Seats
  Laurel City Commission - 4 Member Seats
  Inland Wetlands & Watercourses Commission - 2 Member Seats
  Recreation Board - 1 Member Seats
  Zoning Board of Appeals - 1 Alternate Seat

Item 9  **Unfinished Business**

A) 23-63b Consider and Possibly Act on the Adoption of an Ordinance creating a Cultural District Commission (3rd Meeting)
   Motion Statement - "I move that the Board of Selectmen recognize this as the third of three public meetings where a new Ordinance, to create a Cultural District Commission in Winsted is considered and that the Board adopt this Ordinance."
   Motion - Sel. Bouchard / Second - Sel. Sedlack
   Vote to approve - Unanimous (6 - 0)

B) 23-68a Discussion on current and future grant opportunities with Gilbert School's Head of School, Greg Shugrue.
   Superintendent Shugrue passed out a letter addressed to the Board of Selectmen outlining a request for endorsement of the Gilbert School's application to the State of Connecticut for Grant Funding from the HVAC Air Quality Grant Program for Public Schools. Included with the letter was a cost estimate from West State Mechanical totaling $4,990,000. Board discussion resulted in a motion to table.
   Motion - Sel. Bouchard / Second - Sel. Sedlack
   Vote to approve - Unanimous (6 - 0)
Item 10  **New Business -**

A) 23-70 Refunds as recommended by Collector of Revenues

Motion Statement - "I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenues in the amount of $2,680.91."

Motion - Sel. Bouchard / Second - Sel. Sedlack

Vote to approve - Unanimous (6 - 0)

C) 23-71 Proposed Line Item Transfer

Motion Statement - "I move that the Board of Selectmen approve the line-item appropriation transfer of $1,528.00 from Board of Selectmen Contingency (1-110-835-0000) for Human Resources Chief Examiner/Outside Services (1-150-832-0000) in the amount of $1,528.00 per the attached document."

Motion - Sel. Bouchard / Second - Sel. Groppo

Vote to approve - Unanimous (6 - 0)

B) 27 -22 Consider and Possibly Act on approving a Resolution in support of the Town's acceptance of OPM's STEAP Grant totaling $250,000 for the purpose of Renovation of 44 Elm Street.

Discussion of the stated purpose and designation of the building at 44 Elm Street resulted in a motion to table.

Motion - Mayor Arcelaschi / Second - Sel. Sedlack

Vote to approve - Unanimous (6 - 0)

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

* Willard Pratt

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

* Sel. Bouchard - Thanked volunteers for the Fall River Cleanup effort and all the kids that participated in the annual Halloween Window Painting event.

* Mayor Arcelaschi - Invited everyone to Forest View Cemetery for the Veterans Day Service at 11am

* Sel. Bourque - Reminded everyone of a new Bench Commemoration on Nov. 11th along with a reading of the Gettysburg address.

Item 14  **Adjournment**

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

To adjourn the meeting at 7:51pm

Vote to approve - Unanimous (6 - 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)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Board/Commission</th>
<th>Party</th>
<th>Permanent/Alternate</th>
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## Nominations

*(Step 2 for New Appointments - To be Voted into Nomination at Tonight's Meeting)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Board/Commission</th>
<th>Party</th>
<th>Permanent/Alternate</th>
<th>Term Ends</th>
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<tbody>
<tr>
<td>11/20/2023</td>
<td>Jamie Giantonio</td>
<td>IWWC</td>
<td>R</td>
<td>Member</td>
<td>4/2025</td>
</tr>
<tr>
<td>11/20/2023</td>
<td>Todd Skutnik</td>
<td>Zoning Board of Appeals</td>
<td>R</td>
<td>Alternate</td>
<td>12/2025</td>
</tr>
<tr>
<td>11/20/2023</td>
<td>Alla Kravchenko</td>
<td>Cultural District Commission</td>
<td>D</td>
<td>Member</td>
<td>TBD</td>
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## Appointments

*(Final Step for New Appointments - To be Voted on for Appointment at Tonight's Meeting)*

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<tr>
<th>Date</th>
<th>Name</th>
<th>Board/Commission</th>
<th>Party</th>
<th>Permanent/Alternate</th>
<th>Term Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/20/2023</td>
<td>Linda Groppo</td>
<td>Housing Authority</td>
<td>D</td>
<td>Member (Repl. Neil Kelsey)</td>
<td>5/2028</td>
</tr>
<tr>
<td>11/20/2023</td>
<td>Jack Bourque</td>
<td>Board of Assessment Appeals</td>
<td>D</td>
<td>Alternate Member</td>
<td>10/2024</td>
</tr>
</tbody>
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## Re-Appointment

*(To be Voted on for Re-Appointment at Tonight's Meeting)*

<table>
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<tr>
<th>Date</th>
<th>Name</th>
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## Resignation

*(To be Mentioned at Tonight's Meeting)*

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## Boards & Commissions

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<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Board/Commission</th>
<th>Party</th>
<th>Term Ends</th>
<th>Appointing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/20/2023</td>
<td>James Welton</td>
<td>Ad Hoc Water Level</td>
<td>R</td>
<td>Member</td>
<td>03/2024</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/20/2023</td>
<td>Troy Lamere</td>
<td>Planning &amp; Zoning</td>
<td>R</td>
<td>Alternate</td>
<td>10/2024</td>
</tr>
</tbody>
</table>

## APPOINTMENTS BY OTHER APPOINTING AUTHORITIES
*(TO BE MENTIONED AT TONIGHTS MEETING)*

<table>
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<tr>
<th>Date</th>
<th>Name</th>
<th>Board/Commission</th>
<th>Party</th>
<th>Permanent/Alternate</th>
<th>Term Ends</th>
<th>Appointing Authority</th>
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</table>

## CURRENT VACANCIES
*(TO BE MENTIONED AT TONIGHTS MEETING)*

<table>
<thead>
<tr>
<th>Board/Commission</th>
<th>Position</th>
<th>Openings</th>
<th>Meets On</th>
<th>Appointing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Review Committee</td>
<td>Member &amp; Alternate</td>
<td>1 &amp; 2 Alternates</td>
<td>As needed</td>
<td>Planning and Zoning Commission</td>
</tr>
<tr>
<td>Board of Assessment Appeals</td>
<td>Alternate Member</td>
<td>1</td>
<td>TBD March/September</td>
<td>Board of Selectmen</td>
</tr>
<tr>
<td>Conservation Commission</td>
<td>Member</td>
<td>1</td>
<td>2nd Thursday of each month</td>
<td>Board of Selectmen</td>
</tr>
<tr>
<td>Cultural District Commission</td>
<td>Member</td>
<td>8</td>
<td>TBD</td>
<td>Board of Selectmen</td>
</tr>
<tr>
<td>Economic Development Commission</td>
<td>Member &amp; Alternate</td>
<td>1 member &amp; 3</td>
<td>1st &amp; 3rd</td>
<td>Board of Selectmen</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alternates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics Commission</td>
<td>Members</td>
<td>3</td>
<td>At the call of the chairman</td>
<td>Board of Selectmen</td>
</tr>
<tr>
<td>Historic Commission</td>
<td>Member</td>
<td>2</td>
<td>TBD</td>
<td>Board of Selectmen</td>
</tr>
<tr>
<td>Laurel City Commission</td>
<td>Regular</td>
<td>4</td>
<td>TBD January-June</td>
<td>Board of Selectmen</td>
</tr>
<tr>
<td>Inland Wetlands &amp; Watercourses Commission</td>
<td>Member</td>
<td>1</td>
<td>3rd Wednesday of each month</td>
<td>Board of Selectmen</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1st Wednesday of each month</td>
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<tr>
<td>Recreation Board</td>
<td>Member</td>
<td>1</td>
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</table>
APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION
WINCHESTER, CONNECTICUT

338 Main St. Winsted CT 06098 860 379-2713
www.townofwinston.org

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:

Inland Wetlands and Watercourses

NAME: Jamie Giamantio

ADDRESS: 234 Perch Rock Trail, Winsted CT 06098

HOME PHONE #: ___________ CELL PHONE #: 860-989-8114 ___________ E-MAIL: jamiegianantonio@gmail.com

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

PRIOR CIVIC INVOLVEMENT: 12 years on New Britain Park and Recreation Commission, 2 as chair. 8
years on New Britain Common Council, 2 As Majority Leader, 2 as President Pro- Tempore. 2 years on
New Britain ZBA

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:
I have a long history of civic engagement and experience. I recently moved to Winsted and Highland lake
and I am very interested in getting involved here in town and preserving our waterways and land.

Have you contacted any current members or attended any meetings on the Board/Commission that
interests you? No ______________________________ Name: ______________________________

Signature: Jamie A Giamontio ______________________________ Date: 11/12/2023

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

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

338 Main St. Winsted CT 06098  860 379-2713
www.townofwinchester.org

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LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Zoning Board of Appeals

NAME: Todd Skutnik

ADDRESS: 166 East Lake St

HOME PHONE #:860-989-9049 CELL PHONE #:860-989-9049 E-MAIL: tskutnik1@yahoo.com

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

PRIOR CIVIC INVOLVEMENT: New Britain Board of Education, New Britain Commission of Community Development, New Britain Zoning Board of Appeals, New Britain PAL Board Member

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:
I am interested in being a member of the Zoning Board of Appeals. I have recently moved to Winsted which ended my term as a member of the New Britain ZBA. I have the experience and I enjoy serving my community. I look forward to leveraging my 20+ years of civil experience in New Britain to serve Winchester.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? No Name:

Signature: Todd J Skutnik Date: 11/15/23

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
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:

Cultural District Commission

NAME: Alla Kravchenko
ADDRESS: 21 Fairview Ave Winsted
HOME PHONE #: _______________  CELL PHONE #: _______________  E-MAIL: laurelcityplayhouse@gmail.com

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

PRIOR CIVIC INVOLVEMENT: none

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:
- Owner of two buildings, renovated for becoming major arts and culture venues in Winsted
- In communication with the office of the Arts, working on the initiation of a Cultural District in Winsted
- Will be engaged in state training in Creative Solutions for Small Town Place Making

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? __________ Name: __________
- Participated in two public meetings for CD creation & steering committee for CD

Signature: __________ Date: 11/06/23

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
APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION
WINCHESTER, CONNECTICUT
338 Main St. Winsted, CT 06098 860 379-2713
www.townofwichester.org

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 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:
Winchester Housing Authority

NAME: Linda Groppo

ADDRESS: 18 Cherry St.

HOME PHONE #: 860 658-7940 E-MAIL: l.gropp@sbcglobal.net

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

PRIOR CIVIC INVOLVEMENT: BOS member 11/17 – 11/23; Laurel City Commission Co-Chair; Affordable Housing Committee Member; BOS EDC Liaison; RRDD#1 Board Member

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST: BOS WHA Liaison 11/2017-11/2023

Have you contacted any current members or attended any meetings of the Board/Commission that interests you? Involved BOS Liaison for 6 years

Signature: [Signature] Date: 11/16/23

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 Man St
Winsted CT 06098
townmanager@townofwichester.org
APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION
WINCHESTER, CONNECTICUT

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www.townofwinchester.org

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LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Board of Assessment Appeals Alternate member

NAME: Jack Bourque

ADDRESS: 78 Crown Street, Winsted

HOME PHONE #: 379-8367  CELL PHONE #: E-MAIL:

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

PRIOR CIVIC INVOLVEMENT: prior selectmen, soldiers monument member

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? no Name:

Signature: Jack Bourque Date: 11/17/2023

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
Terri

I have to resign from the water level committee.
Just was not to make the meetings.

Thank you - Jim Welton
Hi Terry

I plan on staying on the board of assessment appeals for the time being. I am resigning as a alternate for planning and zoning.

Thank you
Troy
BOARD OF SELECTMEN ACTION REQUEST

No.: 23-65a Date: November 20, 2023

Topic: New Business (A) – Consider and possibly act on marketing activities.

From: Robert Geiger, Town Manager

Background: The Town of Winchester currently has a seal, which predominantly uses symbolism from the Winchester, England coat of arms, developed in the medieval era (two gold lions and five towers on a red field). While the seal is a key part of the Town of Winchester’s visual identity, it is not modern or particularly indicative of the type of town that Winchester is today. In order to best make our mark in the modern era, I recommend that the Town adopt a logo in addition to its seal – not to replace the seal in any way, but to compliment it.

A draft logo has been developed with the help of a former Winchester resident, Danielle Weaver, with input up to this moment in time from my office and from the Economic Development Commission. The proposed logo features key settings in Winchester including parks, hills, and prominent downtown destinations. The logo is designed to help the viewer quickly understand that Winchester has much to offer in its scenic beauty and in its more developed downtown corridor and entice the viewer to explore all that Winchester has to offer. The proposed logo also features the names “Winchester” and “Winsted” prominently together to ensure that it is understood that the locations are proximal and the logo is also designed to be able to be used by multiple municipal departments to ensure a level of visual continuity throughout the organization.

While the proposed logo could be edited in many ways down the road, it is my recommendation that the Board of Selectmen authorize this logo to appear on official town marketing materials in an effort to better brand and highlight Winchester’s offerings in the region. Specifically, it is my recommendation that the Board of Selectmen authorize the use of this proposed logo so that the Town may contract with a service to develop a brochure featuring the Town’s current offerings that will be printed and distributed throughout the greater Berkshires region. Thanks to services like Berkshire Brochures, the development of a branded brochure marketing Winchester and Winsted would allow us to advertise the town easily throughout a highly-traveled region and better put Winchester on the map as a destination for those looking to explore the western Connecticut and Massachusetts highlands.

This logo was developed with help from the Economic Development Commission’s annual operating budget. The development and production of a brochure would be paid from the Building Healthier Communities grant funding that the Town possesses, which is private grant money rather than taxpayer dollars.

At the last Board of Selectmen meeting, it was requested that (1) the Gilson be switched out for an image of Town Hall and (2) that a new version of the image be developed that had more of a realistic feel to it. As we speak, update #1 is being worked on. Our designer, however, does not feel confident that she can illustrate this logo in a more realistic manner. I am asking the Board tonight if they would like me to seek an illustrator capable of this action (at an increased cost) or if the Board is comfortable enough with the style as to authorize an amended logo to be used in the creation of a Town brochure.
**Requested Action:** I ask that the Board of Selectmen please authorize the use of the amended logo (featuring Town Hall instead of the Gilson) for the development of a brochure to be used to market the town with funding as made available through awarded grants and the Economic Development Commission’s marketing budget.

**Fiscal Implications:** The Economic Development Commission has a budget of $4,000.00 that is meant to be used for marketing each year; it is difficult to market when there is no agreed upon visual continuity to be used in such materials. Thus, we ask for your support in using this proposed logo at this meeting.

**Recommended Motion:** "I move that the Board of Selectmen authorize the use of the attached logo for the development of brochure and other marketing materials as authorized through grant funding and the annual town allocations."

**Attachments:** Proposed Logo detail sheet.
City of Winsted & Town of Winchester - Second Logo Refinement

Prepared for The Town of Winchester,
Joshua Kelly, Town Manager & CEO

Presented by Danielle Weaver
PO Box 522 Russell, MA 01071
September 4, 2023
For the second round of revisions, Round Logo #3 and Square Logo #1 were chosen. The request was made to see how Round Logo #3 would look with a department name in the green area below the tagline. I also provided an "Expanded" Round Logo #3 - squared-off for social media use, if desired.

I also provided examples on the last page of the "overlay" logos in use (the logos to be superimposed over photos). I have created one with a white glow and one with a black drop shadow. This should help create contrast between the logo and photo, increasing visibility.

**Artwork Refinement:** Vector artifacts removed, artwork simplified, fonts outlined (did not affect the appearance, only the structure).
LOGO CHOICES

WINSTED & WINCHESTER
THE BEST OF TOWN & COUNTRY
Round Logo

WINSTED & WINCHESTER
THE BEST OF TOWN & COUNTRY
Round Logo with Department Example

WINSTED & WINCHESTER
THE BEST OF TOWN & COUNTRY
Expanded Round (for social media use)

WINSTED & WINCHESTER
THE BEST OF TOWN & COUNTRY
Square Logo
SAMPLES

Town of Winchester/Winsted, CT

WINSTED & WINCHESTER
THE BEST OF TOWN & COUNTRY
BOARD OF SELECTMEN ACTION REQUEST

No.: 23-72

Date: November 20, 2023

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

From: Robert Geiger, 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 $35.83

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 $35.83.

Attachment:
   Grand List 2022 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>
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<tr>
<th>LIST #/GL YR</th>
<th>TAX TYPE</th>
<th>TAXPAYER</th>
<th>AMOUNT OF REFUND/REASON</th>
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<tr>
<td>51555 2022</td>
<td>03</td>
<td>AMRA CERENIC</td>
<td>111 RIVERTON RD. UNIT 63 WINSTED, CT 06098</td>
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<tr>
<td>54674 2022</td>
<td>MV</td>
<td>KJ FRACASO</td>
<td>P.O. BOX 447 WINSTED, CT 06098</td>
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<tr>
<th>TAX TYPE</th>
<th>TOTAL REFUNDS BY TYPE</th>
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<tr>
<td>03</td>
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<tr>
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<th>TOTAL REFUNDS</th>
<th>NUMBER OF REFUNDS</th>
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<tr>
<td>$35.83</td>
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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.

11/17/2023
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
BOARD OF SELECTMEN ACTION REQUEST

No.: 23-73

Date: August 21, 2023

Topic: New Business (B) – Change of Ordinance regarding Historical Commission (1st Meeting of 3).

From: Robert Geiger, Town Manager

Background: The Town of Winchester recently added an ordinance creating a Historical Commission. I am requesting a change to this ordinance that would allow property owners, not just residents, to serve on this board. I would ask the Board of Selectmen to put forward this amendment to the Historical Commission ordinance. This would be the first of 3 meetings.

Requested Action: I ask that the Board of Selectmen please consider adopting the proposed ordinance change (attached) to allow residents and property owners to sit on this commission. If the Board is in favor of such action, it could adopt the proposed ordinance at the 3rd meeting. This ordinance would need to be considered again at the December 4th meeting. Final adoption could take place on December 18th.

Fiscal Implications: Such a change to the ordinance of this Commission would have no cost associated with its operations.

Recommended Motion: “I move that the Board of Selectmen consider the change to the ordinance allowing residents and landowners to serve on the ‘Historical Commission,’ to be effective after the 3rd meeting as provided by the Town Charter.”

Attachments: Draft Ordinance
Chapter 50. Historical Commission

[HISTORY: Adopted by the Board of Selectmen of the Town of Winchester 8-21-2023. Amendments noted where applicable.]

§ 50-1. 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.

§ 50-2. Purpose.

The purpose and intent of this chapter 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.

§ 50-3. Membership; terms; vacancies; Municipal Historian.

A. Said Commission shall consist of up to seven 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' terms expire 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 residents or property owners electors of the Town of Winchester and shall serve without pay.

B. In accordance with the provisions of the C.G.S. § 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.


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 acquint 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.

§ 50-5. 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.

§ 50-6. Transaction of business; records.

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.

§ 50-7. 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.


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.


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.

§ 50-10. Acceptance of gifts.
The Commission may receive gifts in the name of the municipality for any of its purposes and shall make recommendations regarding the administration of the same for such purposes, subject to the terms of the gift.


If any part of this chapter shall be declared invalid by a court of competent jurisdiction, all other parts shall remain in full force and effect.
Board of Selectmen's meetings are the 1\textsuperscript{st} and 3\textsuperscript{rd} Monday of every month unless that Monday falls on a Holiday then it will be the following Tuesday.

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<td>January 02, 2024</td>
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<td>January 16, 2024</td>
<td>August 19, 2024</td>
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<td>March 04, 2024</td>
<td>October 07, 2024</td>
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DRAFT

Winchester Town Manager Recruitment Schedule

Nov. 6th: Date of advertisement and MRI recruits candidates

Dec. 4th: Responses to the advertisement are due in the MRI office.

Dec. 4 to 8th: MRI will review the candidates and send essay questions to those who are qualified and meet the position requirements.

Dec. 8th: MRI will send those candidates 3 essay questions.

Dec. 18th: Responses to the essays are due in the MRI office by this date. (typically a few will drop out).

Dec. 18 to Jan. 12th: MRI team reads essays and conducts phone interviews with candidates who responded to essays.

Jan. 12th: Materials (cover letters, resumes and essays) on top candidates will be sent to the Board of Selectmen in advance of a meeting with MRI the following week.

Jan. 15, 16 or 17th: Board of Selectmen and MRI meet on one of those three evenings to review the candidates and decide how many and who to interview as semi-finalists. Also the Board schedules dates the following week for in person semi-finalists interviews.

Jan. 22 to 26th: The semi-finalists candidates are interviewed by the Board on one or two evenings. The Selectmen decide who to move forward as finalists for interviews the following week.

Jan. 29 to Feb. 2nd: The Board of Selectmen interview the selected finalists. MRI strongly recommends the Appointing Authority discuss the positive qualities of the finalist at the completion of the interviews, deliberate and then vote a conditional offer of employment for the selected candidate as the next Town Manager. Once the Board votes, then MRI will send a conditional offer of employment letter to the selected candidate. This allows MRI to begin a background investigation and provides the Board an opportunity to begin contract discussions with the chosen candidate.
Feb. 5 to Feb. 23\textsuperscript{rd}: MRI conducts the background investigation and the Board negotiates the employment contract with the selected candidate. At the successful conclusion of this process the Board of Selectmen vote to appoint the candidate as Town Manager and approve the employment contract.

11/19/23
TO: Board of Selectmen
FROM: Fire Chief James Lagassie
SUBJECT: Department Report
MEETING DATE: November 20, 2023

- Emergency Calls:
  Month of August 62
  Month of September 60
  Month of October 61
  - Fires 12: 5 Cooking fires; 5 Building fires;
    and 2 fire/ other
  - Rescue and emergency Medical Incidents- 37: 14 Assist EMS; 22 Motor vehicle
    accidents; 1 other type calls
  - Hazardous Conditions- 20
  - Service Calls- 21
  - Good Intent Calls- 48
  - False Alarm & False Calls- 43
  - Severe Weather- 2
    Significant calls: One structure fire, firefighters made a quick stop.

- Personnel:
  - 29 Firefighters; 21 Interior, 7 Exterior
  - 10 Fire Police and Support Services
  - 9 Explorers (age 14-17)
• **Maintenance of Vehicles and Equipment:**
  Annual preventative maintenance began on apparatus. Our 27-year-old SCBA fill station no longer works, due to the age, parts are not available. We can no longer fill SCBA bottles for Winsted and Winchester Fire, we currently need to go to another town to fill them. We tried for a grant but was denied. It has been proposed in the capital plan over the past few years but has been denied, this needs to be replaced ASAP, six to ten week lead time.

• **Grants:**
  Assistance to Firefighters Grant submitted to replace our 27-year-old SCBA fill station for last year’s grant was denied. We submitted a Regional Assistance to Firefighters Grant Winsted Fire and Norfolk Fire for new Self-Contained Breathing Apparatus and SCBA fill station, grant was denied.

• **LCD Director:**
  No LCD Director meetings

• **Eversource Point of Contact:**
  Met with Eversource Community Relations Specialist Tim Waldron.

• **Tax Abatement for volunteers:**
  Any update

Respectfully submitted,

[Signature]
James Lagassie
Fire Chief
Listed below you will find a list of program and services that were provided by the Winsted Senior Center during October 2023. If you have any questions, please email me at jkelley@townofwinchester.org.

October 2023

Finances:

- **Budget:** $205,045.00
- **YTD Expended:** $55,823.36
- **Percentage Spent:** 37.4%

**Building:** New carpet was installed in the 2 offices and hallway and the staff office was painted.

**Arts and Crafts Class:** 22 members participated in the fall coaster class.

**Celebrations:** 64 members and 2 ambulance volunteers attended our “Halloween Lunch” and afterward Jim Moore entertained the group.

**Drumming Circle:** 43 members participated in four classes.

**Farmers Market Cards:** 103 State of CT DOA cards were distributed to Winchester and local community older adults.

**Favorite Children’s Book Contest:** gathering votes until November 30 and will purchase 10 most popular children’s books for the Beardsley Library.

**Fitness Classes:** 344 members participated in 36 classes. Margaret started teaching a new “Noodle Fit” class.

**Flu Shot Clinic:** hosted Visiting Nurse & Hospice of Litchfield County for our annual clinic, 42 received high dosage and 6 received low dosage.

**Friday BINGO:** 86 people attended our weekly Friday afternoon games on 4 afternoons.

**Friendly Hands Food Bags:** 151 bags were distributed to the 6 elderly housing sites, the Y shelter and Winsted Senior Center.

**Hartford HealthCare Neighborhood Health Clinic:** 5 member and community residents were seen for various medical services including Covid vaccines, flu shots, shingles, tetanus and pneumonia shots.

**Healthy Cooking Classes:** 11 members participated in our monthly class.

**Healthy Aging Fair:** hosted 15 community health service agencies and approximately 50 members attended the fair and left with a bag lunch from Keystone Place.

**Hearing Screening Clinic:** 6 members had appointments

**Lunches Served:** 639 lunches were served on 20 days.

**Membership:** 360 older adults age 55+ have paid dues or are lifetime members this year.
**Senior Center Van:** 330 rides were provided on 21 days.

**Trips:** 18 members traveled to the Crackerbarrel Restaurant and 43 members traveled to Atlantic City for a 4-day trip.

**Trunk or Treat:** We donated many bags of candy for our community service project for this month.

**Update:** Director attended: Zoom NCOA Flu training; Mad River Recreation Area meeting; Sustainable CT award event at AMP; Emergency Drill Training at town hall; Zoom Aging CT Summit meeting; Fit Together board meeting; Town Safety Committee meeting; A4TD Training Program meeting; CHWC board meeting and Aging CT Summit at the Aquaturf.

Respectfully,

Jennifer Kelley
2023 Annual Report
October 1, 2022 through September 30, 2023

My name is Jennifer Kelley. I am the Winsted Senior Center Director and the Town of Winchester Municipal Agent for the Elderly.

57 years ago, on September 27, 1966, the Reverend Harry Eid met with eight people at the Methodist church in Winsted to discuss the formation of a "senior group" for the Town of Winchester. At their second meeting in October of that year, there were twenty-eight people in attendance. In 1974, the State of Connecticut Department on Aging awarded the Town a grant to operate a senior center and the Winsted Senior Center opened at the St. Andrews Lodge Masonic Home on Wheeler Street. Blanche McCarthy was hired by the Town as the first Director. The Center remained at St. Andrews until 1983, when Blanche secured grant funding to purchase and renovate the Garibaldi Hall, our building, on the corner of Holabird Avenue and Chestnut Street.

Over the years, Winsted Senior Center's has evolved to provide programs and services which include: a daily lunch program; daily free fitness classes; local van rides for medical appointments, shopping, socializing and errands; technology class and support; weekly card games and BINGO; day and overnight trips; monthly food bag distribution; health screenings; vaccine clinics; special holiday luncheons with entertainment; simple income tax prep; renter's rebate applications; AARP Smart Driver classes; yearly Healthy Aging Fair; and much more.

The mission of the Winsted Senior Center is to provide a welcoming place for members to gather and meet old friends and make new ones, have a great experience, take a trip, practice healthy aging, learn about services and benefits...to ensure a community of happy, healthy, curious and safe adults age 55+. In the 57 years since the Winsted Senior Center was established, there have been a lot of changes. The years passing by, have built and strengthened our family of friends.

So when you retire, are you planning to fill your day playing BINGO, doing puzzles or watching tv? If you are a member of the Winsted Senior Center, you will have many more options to choose from.
Programs & Services

Club Membership
Members of the Winsted Senior Center are age 55+ who live in Winchester and neighboring towns. Members pay $6 each year for dues. For those who are age 85+, membership is free. Membership funds are used to pay for entertainment at special events. Currently the club has 385 members.

Community Service
Members are involved with community service projects including food drives for the Winsted Salvation Army Food Pantry and Holiday Bell Ringing; Winsted Recreation Department Trunk or Treat; book donations to the Beardsley Library and distribution of File-of-Life Packets from Torrington Area Health.

Drumming Circle using the Djembe Drums
Did you know drumming leads to increased focus, upper body coordination, connectedness, relaxation, boosts the immune system and it makes you happy? Each week, we offer a drumming circle with an instructor.

Emergency Shelter
The Center is designated as an emergency shelter by the Town of Winchester.

Fitness Classes
We have a busy schedule...we offer two fitness classes each day. On Mondays and Fridays, members can attend Chair Yoga and Tai Chi. Tuesdays and Thursdays, members can attend Strong & Stretched and Noodle Fit. On Wednesdays, members can attend Dancercise and Line Dancing. In the last year, 3132 members have attended 360 classes.

Fitness Classes

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Fitness Classes | Members Fitness

Friendly Hands Food Bags
Food bags were distributed to the 6 elderly housing sites, the Y shelter and
Winsted Senior Center through our program partnering with Friendly Hands. In the last year, 1673 bags have been distributed.

**Friendly Hands Food Bags**

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<tr>
<th>Month</th>
<th>October</th>
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<tr>
<td>Volume</td>
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<td>120</td>
<td>110</td>
<td>100</td>
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<td>130</td>
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<td>100</td>
<td>120</td>
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**Healthy Aging Fair**
Members learn how to take charge of their life...they meet and talk to community health agency and safety program representatives, learn about services and resources that are available to improve their health, help stay active and stay informed. Approximately 50 members attended the fair this year and received a free bag lunch to bring home thanks to Keystone Place Assisted Living.

**Healthy Cooking Class**
Come to the Center for the monthly class to taste healthy and creative foods and beverages, collect recipes and also learn about nutrition because healthy cooking matters. In the last year, 102 members attended 11 classes.

**Health Screenings and Health Clinic**
We have monthly opportunities for blood pressure checks, blood sugar testing, cholesterol screening, foot care and also a yearly flu vaccine clinic provided by Foothills Visiting Nurse. WSC also hosts a Hartford HealthCare Neighborhood Health Clinic on the first Thursday of each month. At the clinic, providers evaluate and manage urgent care needs, do medical screenings, lab tests, follow-up care, referrals, immunizations and vaccines.

**Income Tax Prep**
Thanks to a program sponsored by the United Way of NW CT, member volunteers, who are fully VITA certified, complete free income tax preparation for lower income older adults. Last year, 40 returns were completed.
Monthly Newsletter
The monthly newsletter details the schedule of events, classes and programs at WSC along with the Slow Down, Enjoy Our Town section which highlights dates of local happenings that may interest members. The 500 newsletters are printed each month and they are available at the Center as well as the six elderly housing sites in town, the library, town hall, the Y, the Salvation Army and the senior centers in neighboring towns. The email list for the newsletter has 197 people.

Newspaper/Lending Library/ Wi-Fi/iPads
The Center receives the Republican newspaper daily and has a book and magazine lending library. Members are welcome to sit in the sunroom and read or borrow the donated books to bring home. Wi-Fi and iPads are available for members to use while they at the Center too.

Nutrition Programs
WSC’s lunch program serves a balanced meal each weekday at the Center. Members are encouraged to sit down and eat together and spend some social time with friends. In the last year, 6701 lunches were served on 232 days.

Homebound seniors can receive lunch and dinner meal packs each weekday delivered by the NW CT Elderly Nutrition Program otherwise known as the Meals on Wheels. In the last year, 20,480 meal packs were delivered.

Technology Class and Support
Thanks to the support of Independence Northwest, members get help getting connected and getting answers for questions about their smart phone, tablet, laptop, desk top computer or their smart tv.

Parties & Special Events
At least once a month, usually connected to a holiday, we celebrate with a special yummy lunch with entertainment afterward. Members are encouraged to wear
their dancing shoes and sing along. In the last year, 807 members attended 14 parties.

Renters Rebate Applications
250 Renters Rebate applications have been submitted to DSS this year for Winsted renters.

Transportation
WSC’s van provides rides, within the Winchester/Winsted borders, for older adults and people with disabilities, Monday through Friday from 8:30am to noon. Van rides may be used for medical appointments, center activities, shopping and errands, for a suggested $1 donation. In the last year, 2722 van rides were provided on 211 days.

![Van Rides Chart]

Trips, Trips, Trips
WSC offers members many day and overnight trips. Each month they head out of Town to a restaurant and some shopping or a special luncheon and show. There are 2 overnight trips to Atlantic City each year and members traveled to Washington DC, Niagara Falls and Cape Cod and Martha’s Vineyard for overnight trips. In the last year, 513 travelers went on 19 trips.

Senior Enrichment Program
Located on the lower level of the building is our Senior Enrichment Day Program. The program provides social and educational programs for older adults with developmental disabilities. The State of CT, Department of Developmental Disabilities funds this program, which encourages person centeredness and community integration. Besides their special activities, members of the program are included and accepted at WSC and participate in the lunch program and may choose to join any of the activities of the senior center. 18 members currently attend the program with 7 staff.
Municipal Agent

As the Municipal Agent for the Elderly, I assist with applications, insurance forms, Dept. of Social Services redetermination forms, and provide referrals to appropriate agencies and services as needed and helps older adult residents with difficult situations.

I serve on the board of directors for Helping Hands Chore Service, the board of directors for Community Health & Wellness Center, the steering committee for Winsted and Torrington’s Fit Together organization, facilitate Winsted’s Caring 4R Community organization, participate in Town of Winchester’s Safety Committee, and attends NW Cares meetings.

Training & Certification

All full-time staff and most part-time staff members of the Center are CPR, First Aid, AED and State of CT Sexual Harassment & Prevention certified.

I am a certified CT Municipal Official through CCM, (CT Conference of Municipalities) and I am SilverSneakers Leader certified.

The Center is a designated “Senior Center Focal Point” by Western CT Area Agency on Aging.

Staff

Senior Center
Town of Winchester employees include a full-time director, a part-time office staff person, a part-time van driver and a part-time A4TD trainee.

Nutrition Program
Funded by the NW CT Elderly Nutrition Program includes a part-time site manager and 6 volunteers.

Senior Enrichment Program
Funded by State of CT Department of Developmental Services includes a full-time director and 7 full-time program aides.