



**TOWN OF WINCHESTER**  
**BOARD OF SELECTMEN MEETING**  
Regular Meeting Agenda  
December 04, 2023-7:00PM

**Streamed live on YouTube and Channel 194**

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

**FILED**  
**CLERK'S OFFICE**

2. **PLEDGE OF ALLEGIANCE**

3. **AGENDA REVIEW**

**DEC - 1 2023**

4. **APPROVAL OF MINUTES**

A) Minutes of Regular Meeting on November 20, 2023

**TOWN CLERK OF WINCHESTER**  
**WINSTED, CT**

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. **CORRESPONDENCE**

8. **BOARDS AND COMMISSIONS**

9. **UNFINISHED BUSINESS**

A) 23-73a Consider and possibly act on Historical Commission ordinance amendment (2<sup>nd</sup> of 3 meetings)  
(Town Manager Geiger).

10. **NEW BUSINESS**

A) Boards & Commissions Liaison Assignments (Mayor Arcelaschi)

B) Acceptance of the Board of Selectmen meeting schedule (Mayor Arcelaschi)

C) 23-74 Bid Waiver for new police vehicle (Town Manager Geiger)

D) 23-75 Resolution authorizing the Town Manager to sign documents for the EMPG (Emergency Preparedness Grant) (Town Manager Geiger)

11. **CITIZENS' COMMENTS**

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

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

13. **ADJOURNMENT**

# Town of Winchester

Board of Selectmen

Regular Meeting

Monday November 20, 2023

Item 1 **Call to Order**

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

Attending Members	Todd Arcelaschi (Mayor)	Troy Lamere (Selectman)
	Steve Sedlack (Selectman)	Paul Marino (Selectman)
	Candy Perez (Selectwoman)	William Hester (Selectman)
		William Pozzo (Selectman)

Staff Members	Robert Geiger (Interim Town Manager)
	Glenn Albanesi (Town Clerk)
	Kevin Nelligan (Town Attorney)

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

Item 3 **Agenda Review** - Mayor Arcelaschi asked the Board's permission to move Item 4 (Approval of Minutes) to be acted on after Item 12 (Executive Session). The Mayor also informed the Board that the Finance Directors' report would not be submitted at tonight's meeting.

Item 4 **Approval of Minutes** (Moved to follow Item 12)

\* Minutes of Regular Meeting on November 6, 2023

Motion - Sel. Sedlack / Second - Sel. Perez

Vote to accept minutes - Yes (3) Abstain (4) (Sel. Lamere / Sel. Marino / Sel. Hester / Sel. Pozzo)

Item 5 **Citizens Comments** - The following people addressed the Board

\* Michael Peloquin

Item 6 **Town Manager's Report** - Interim Town Manager Bob Beiger reported to the Board on the following topics.

\* Each of the 4 new incoming Selectmen were briefed on meeting protocol and current issues facing the Board.

\* A major part of this week spent on Grant applications and Grant status reports.

\* Officer Justin DeVaul was sworn in as a new Sergeant with the Winchester Police Department.

\* Boards and Commissions remain a priority with efforts to fill open positions.

\* Bob did take a moment to praise Terry Hall for all her hard work and efforts getting him up to speed and keeping him informed of pertinent issues in an effort to maintain continuity from Josh Kelly's tenure.

Item 7 **Finance Director's Report** - No report available

Item 8 **Correspondence** - Mayor Arcelaschi reminded everyone about the "Wreaths Across America" initiative.

Item 9

**Boards and Commissions** - Sel. Sedlack introduced the following actions.

- 1) Jamie Giantonio (R) is submitted for consideration as a Member of the Inland Wetlands Commission with a term to expire 4/2025.
- 2) Todd Skutnik (R) is submitted for consideration as an Alternate Member of Zoning Board of Appeals with a term to expire 12/2025
- 3) Alla Kravchenko is submitted for consideration as a member of the Winchester Cultural District Commission with a term expiration TBD.
- 4) Linda Groppo (D) is submitted for Appointment as a Member of the Winchester Housing Authority with a term to expire 5/2028  
Motion - Sel. Sedlack / Second - Sel. Hester  
Vote to approve - Unanimous (7 - 0)
- 5) Jack Bourque (D) is submitted for Appointment as a member of the Board of Assessment Appeals with a term to expire 10/2024  
Motion - Sel. Sedlack / Second - Sel. Lamere  
Vote to approve - Unanimous (7 - 0)
- 6) E-mails confirming Resignations were received and accepted from the following volunteers.
  - \* James Welton - Ad Hoc Water level Committee
  - \* Troy Lamere - Planning and Zoning CommissionJame's and Troy's time and service to the Town is acknowledged with gratitude
- \* The following groups have position openings. Interested candidates are encouraged to apply!
  - Arch. Review Committee - 1 Member Seat and 2 Alternate Seats
  - Board of Assessment Appeals - 1 Alternate Seat
  - Conservation Commission - 1 Member Seat
  - Cultural District Commission - 8 Members
  - Economic Development Commission - 1 Member & 3 Alternate Seats
  - Ethics Commission - 3 Members
  - Historic Commission - 2 Member Seats
  - Laurel City Commission - 4 Member Seats
  - Inland Wetlands & Watercourses Commission - 1 Member Seat
  - Recreation Board - 1 Member Seat

Item 10

**Unfinished Business**

- D) 23-65a Consider and Possibly act on adopting a new Town Logo for external marketing purposes.  
Consensus to table this project was agreed upon without a formal motion.

Item 11

**New Business -**

- A) 23-72 Refunds as recommended by the Collector of Revenue  
Motion Statement - I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue in the amount of \$35.83  
Motion - Sel. Marino / Second - Sel. Pozzo  
Vote to approve - Unanimous (7 - 0)

B) 23-73 Consider and Possibly Act on Historical Commission Ordinance amendment - First Meeting  
Motion Statement - 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 third meeting as provided by the Town Charter."

Motion - Sel. Sedlack / Second - Sel. Hester

Vote to approve - Unanimous (7 - 0)

Item 12

**Executive Session**

A) Discussion of the Sale of Town-owned Land

B) To discuss Contract Negotiations

Motion Statement - "Motion to enter Executive Session to discuss Sale of Town-owned Land, Contract Negotiations taking Interim Town Manager Bob Geiger and Town Attorney Kevin Nelligan to be part of the meeting at 7:31pm."

Motion - Sel. Sedlack / Second - Sel. Lamere

Vote to approve - Unanimous (7 - 0)

The Board returned from Executive Session at 8:23pm

Motion Statement - "I move that we add to the agenda the sale of Town owned land at Wallen's Hill."

Motion - Sel. Marino / Second - Sel. Lamere

Vote to approve - Unanimous (7 - 0)

Motion Statement - "I also move that we reject all RFP's on this sale of property on Wallen's Hill."

Motion - Sel. Marino / Second - Sel. Pozzo

Vote to approve - Unanimous (7 - 0)

Item 13

**Citizens Comments** - The following people addressed the Board

\* Willard Platt

Item 14

**Selectmen's Comments and Reports** -

\* Sel. Marino Congratulated Justin DeVaul on becoming a new Sergeant on the force.

\* Mayor Arcelaschi Invited anyone interested to join the Salvation Army's Red Kettle campaign.

\* Sel. Hester Complimented the recent "Citizens Academy" initiative. Bill attended and graduated from this unique learning opportunity.

Item 16

**Adjournment**

\* Motion - Sel. Sedlack / Second - Sel. Lamere

To adjourn the meeting at 8:27pm

Vote to approve - Unanimous (7 - 0)

ATTEST:

Glenn Albanesi, 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.



**Town of Winchester**  
***Public Works Department***

189 Rowley Street  
Winsted, CT 06098  
Phone: (860) 379-4101  
Fax: (860) 738-3509

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## **M E M O R A N D U M**

**Date:** December 4, 2023

**To:** Board of Selectman

**From:** Jim Rollins, Public Works Director, Phil Bascetta, Superintendent of Streets and Bart Clark, Project Administrator

**Re:** Project Update through 12/4/2023

### **Drainage projects**

- 300' Under Drain Sunny Ridge
- 300' Under Drain Mountain Rd.
- Pipe repair Holabird/Benton
- Basin and crossover on Grove St.
- Replaced basin and crossover on Wetmore/Allen
- Sinkhole repairs; Oakdale Ave., (3) Holabird Ave., Morningside Ave., Brook St.

### **Road Improvements**

**Case Ave. drainage, paving & sidewalks is Substantially Complete**  
**Marshall St. Reclaim & Pave is Substantially Complete**

### **Bridges & Culverts**

**Case Ave Bridge is Substantial Complete & Bridge is open to traffic**  
**Hannafin Rd. Culvert is in Preliminary Design**  
**White St. Bridge is in Preliminary Design**  
**Grantville Rd. Bridge is in Preliminary Design**

### Miscellaneous

Pothole patching

Blow leaves off sides of rural roads 2<sup>nd</sup> year

Guiderail replacement on Rugg Brook Rd.

Sidewalk repair at 66 Main St.

About to bid retaining wall 834 E. Wakefield Blvd.

Leaf pick-up

### Priorities NOT gotten to

Upland Rd.

Old Waterbury Tpk. Grading & water control

Old Colebrook Rd. Crossover upgrade 15" – 24"

Pothole patching

Miscellaneous curbing

Gutter maintenance

Foreclosure Maintenance

### Other

Asphalt is still available for another 2 weeks, so we are focusing as much as possible on potholes, curbing & other pavement repairs.



## TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

### Social Services Brief Update for The Board of Selectman

December 4, 2023

As we do every year, holiday planning and efforts to be sure that our community members are supported, are underway. Toy drives, food drives, and warm weather clothing drives are all underway.

General assessment: We continue to see an increase in needs from our community members, specifically, financial needs and issues related to housing such as landlord complaints, evictions, older adults facing housing instability, and homelessness.

The graphs that we have submitted this month were created by our intern, Jack Young, who is a member of the Team Success Scholars from CT State Community College Northwestern. Jack is working with me a few hours a week through a program funded by The CT Department of Labor and Jack is paid for his services through the college.

The Torrington cold weather overflow shelter for the winter months may not open until 12/15/23 due to concerns about the location being too close to schools. Hopefully, this will be resolved soon.

We have seen an increase in the referrals made by my office to the CT Department of Social Services Elderly Protection Services. Fortunately, DSS has been responsive and has opened protective service cases for the people I have referred to them.

44 Elm Street/The Winchester Community Resource Center: The Town has been awarded a 250K no-match STEAP grant to begin some of the renovation work to the building. The award is pending Board of Selectman approval to move the motion forward. These grant dollars are intended to be used to replace the roof and update the heating and cooling system. Both are required to save the building from further deterioration. An operations plan, including a budget, is available for each BOS member through the Interim Town Manager's office.

As always, I am always available for questions or comments.

Thank you!

Katie Vaill MS

Director of Social Services

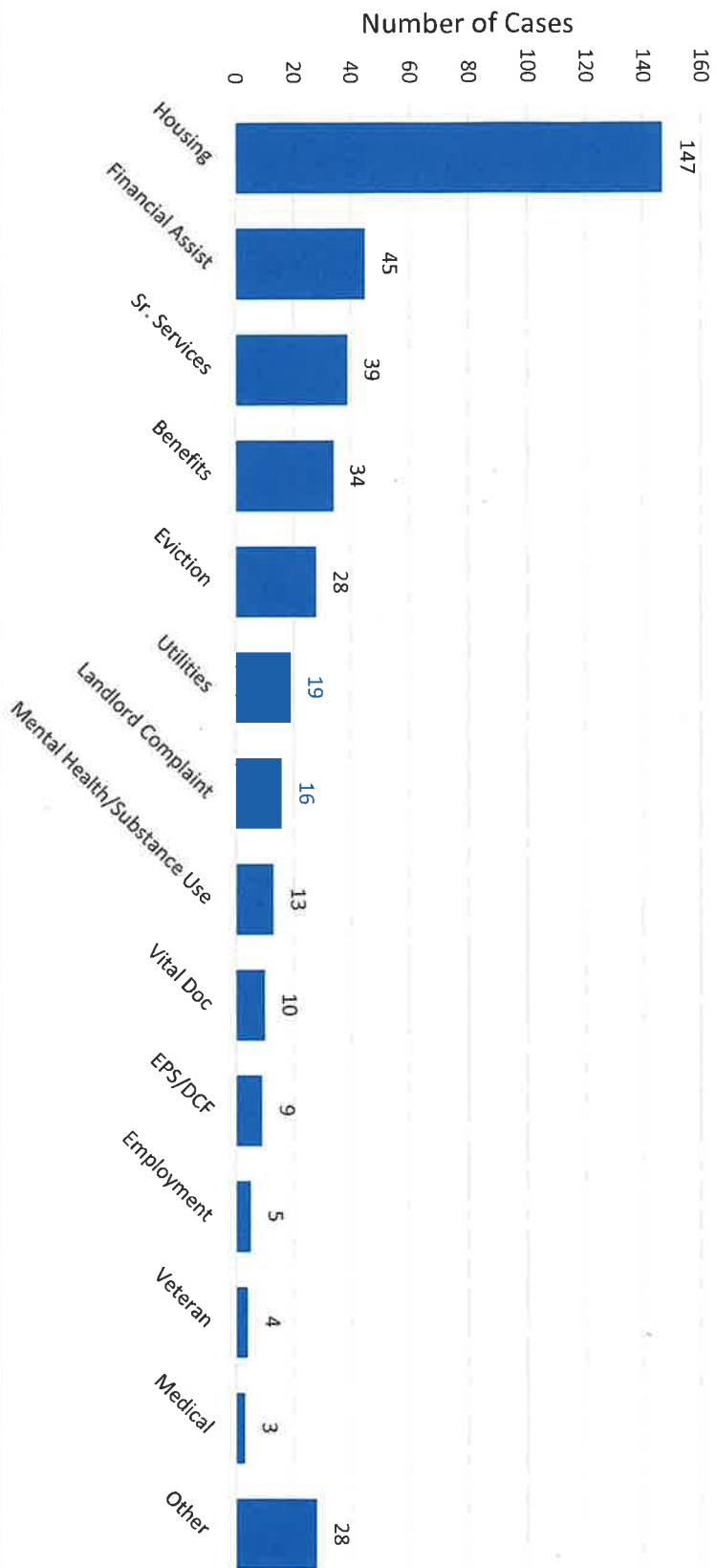
Town of Winchester CT

860-853-0061

860-9212-8487

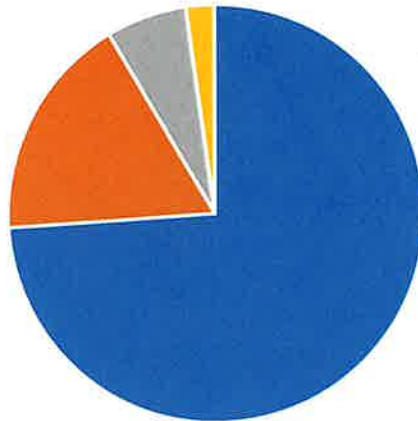
[kvaill@townofwinchester.org](mailto:kvaill@townofwinchester.org)

### Social Services Yearly Cases by Need (Jan-Oct 2023)





### Where Social Service Seekers are From



■ In Town ■ Homeless Winsted ■ Out of Town ■ Homeless Out of Town

Good Evening Gentlemen,

Just reaching out to you about a very positive interaction I personally had with your agencies today. I was covering the road when I got dispatched to a call on Meadow Street for a patient with a traumatic injury. Prior to my arrival, WPD and a WAA first responder had applied a tourniquet to one leg and applied pressure dressings to both legs. The report I got given and the help provided on scene by the two officers and the WAA responder were amazing – they did a great job having a story, patient information, etc. in addition to doing a great job with their bleeding control skills. If you could pass the kudos along, I'd appreciate it.

Have a great night,

**Ryan Antonowicz, BS, NRP, FP-C, CCP-C, EMS-I**

Northwest Region EMS Operations Manager  
Hartford Healthcare Emergency Medical Services  
Charlotte Hungerford Hospital  
540 Litchfield Street  
Torrington, CT 06790  
Office: (860)496-6226  
Cell: (959)261-8139  
Email: [Ryan.Antonowicz@hhchealth.org](mailto:Ryan.Antonowicz@hhchealth.org)

**Hartford**   
**HealthCare**  
**Emergency Medical Services**

# Boards & Commissions

## RE-APPOINTMENT

*(TO BE VOTED ON FOR RE-APPOINTMENT AT TONIGHT'S MEETING)*

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends

## RESIGNATION

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

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends
12/04/2023	William Hester	Water & Sewer	R	Member	6/2025
12/04/2023	Paul Marino	Zoning Board of Appeals	R	Member	12/2025
12/04/2023	Melissa Bird	Laurel Commission	D	Member	
12/04/2023	Linda Groppo	Laurel Commission	D	Member	
12/04/2023	Lara Green-Kalouskas	Laurel Commission	D	Member	01/2025

## CONSIDERATION

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

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends
12/04/2023	Dave Pines	Ad Hoc Water Level Committee	D	Member	3/2024 Rplc. James Welton
12/04/2023	Christina LaGrave	Ethics Commission	R	Member	01/2026
12/04/2023	Rista Malanca	Planning & Zoning	U	Alternate	10/2024
12/04/2023	Matthew Closson	IWWC	R	Member	4/2024[
12/04/2023	David Lapointe	Historic Commission	R	Member	12/2025

# Boards & Commissions

## NOMINATIONS

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

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends
12/04/2023	Jamie Giantonio	IWWC	R	Member	4/2025
12/04/2023	Todd Skutnik	Zoning Board of Appeals	R	Alternate	12/2025
12/04/2023	Alla Kravchenko	Cultural District Commission	D	Member	TBD

## APPOINTMENTS

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

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends
12/04/2023	Lynn Kessler	Board of Assessment Appeals	R	Alternate	10/2024
12/04/2023	Jack Bourque	Board of Assessment Appeals	D	Move from Alternate to Member	10/2026

## APPOINTMENTS BY OTHER APPOINTING AUTHORITIES

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

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends	Appointing Authority

# Boards & Commissions

## CURRENT VACANCIES

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

Board/Commission	Position	Openings	Meets On	Appointing Authority
<a href="#"><u>Architectural Review Committee</u></a>	Member & Alternate	1 & 2 Alternates	As needed	Planning and Zoning Commission
<a href="#"><u>Conservation Commission</u></a>	Member	1	2 <sup>nd</sup> Thursday of each month	Board of Selectmen
<a href="#"><u>Cultural District Commission</u></a>	Member	8	TBD	Board of Selectmen
<a href="#"><u>Economic Development Commission</u></a>	Member & Alternate	4 Alternates	1 <sup>st</sup> & 3 <sup>rd</sup>	Board of Selectmen
<a href="#"><u>Ethics Commission</u></a>	Members	2	At the call of the chairman	Board of Selectmen
<a href="#"><u>Historic Commission</u></a>	Member	2	TBD	Board of Selectmen
<a href="#"><u>Laurel City Commission</u></a>	Regular	4	TBD January-June	Board of Selectmen
<a href="#"><u>Inland Wetlands &amp; Watercourses Commission</u></a>	Member	1	3 <sup>rd</sup> Wednesday of each month	Board of Selectmen
<a href="#"><u>Recreation Board</u></a>	Member	2	1 <sup>st</sup> Wednesday of each month	Board of Selectmen

William E. Hester  
82 Boyd Street  
Winsted, CT 06098

11.21.23

To whom it may concern:

Please accept this notice as a formal notification of my resignation from my position on the Winsted Water and Sewer Commission effective immediately.

Thank you for giving me the opportunity to work in this position for the past 4 years. I have thoroughly enjoyed working with the commission and appreciate all of the opportunities given to me to help the town move forward.

If there is any other assistance I can provide the board in the future, please let me know.

Yours sincerely,



William E. Hester

## **Terry Hall**

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**From:** Paul Marino  
**Sent:** Tuesday, November 21, 2023 4:31 PM  
**To:** Terry Hall  
**Cc:** Lance Hansen; Robert Geiger  
**Subject:** ZBA

Terry,

We finally have a definitive answer from our town attorney regarding my seat on ZBA.

Accordingly, please accept my resignation from the Winchester Zoning Board of appeals effective immediately.

Paul Marino  
Selectmen Town of Winchester CT

November 12, 2023

It is with mixed emotions that I submit my resignation as Chairman of the Laurel Commission. Serving in this role has been a profound privilege, especially in contributing to the preservation and growth of our historic tradition and expanding the scholarship program for our community's young people.

Witnessing the impact of the scholarship program has been particularly rewarding. Meeting these talented and ambitious young individuals has not only inspired me but reinforced my belief in the potential and promise of our future generation. I am grateful for the opportunity to have played a role in fostering their educational pursuits.

As I step away, I am confident that the Laurel Festival and scholarship program are in capable hands. I extend my heartfelt thanks to the entire community for the support and collaboration that made these initiatives possible.

I look forward to witnessing the Laurel Festival's continued success. Thank you for allowing me to be a part of this meaningful journey.

Best Regards

Melissa Bird



## Terry Hall

---

**From:** linda groppo <l.groppo@sbcglobal.net>  
**Sent:** Monday, November 27, 2023 10:26 AM  
**To:** Terry Hall  
**Subject:** Boards and Commissions - Resignation

Caution! This message was sent from outside your organization.

[Block sender](#)

Enclosure for the Dec BOS packet. Thanks!

Please accept this as my Resignation Notice from the Laurel City Commission.  
It has been an honor working alongside committed, talented committee members on this time-honored tradition serving the youth of our community.

Linda Groppo  
Dated: Nov 27, 2023

Sent from AT&T Yahoo Mail for iPad

## Terry Hall

---

**From:** Melissa Bird <melissa.oiseau@googlemail.com>  
**Sent:** Monday, November 20, 2023 12:11 PM  
**To:** Terry Hall  
**Subject:** Fwd: Laurel Commission

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Lara asked me to forward this to you.

----- Forwarded message -----

**From:** Lara Green-Kazlauskas <larakaz69@gmail.com>  
**Date:** Mon, Nov 20, 2023 at 12:04 PM  
**Subject:** Fwd: Laurel Commission  
**To:** Linda Groppo <l.groppo@sbcglobal.net>, Melissa Bird <melissa.oiseau@googlemail.com>

FYI

----- Forwarded message -----

**From:** Lara Green-Kazlauskas <larakaz69@gmail.com>  
**Date:** Mon, Nov 20, 2023 at 12:03 PM  
**Subject:** Laurel Commission  
**To:** Candy <perezcandywinsted@gmail.com>, Josh Kelly <jskelly@townofwinchester.org>, Robert Geiger <rgeiger@townofwinchester.org>

Good Morning, I was informed my name still appears as being on The Laurel Commission. I actually haven't been for a couple of years. I've only volunteered to assist, but was not on the commission.

Wondering if you can help me out and remove my name?

I'm so busy with two hobbies/business and my job- it's hard to put in 100%.

Thank you very much,

Lara

**APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION**  
**WINCHESTER, CONNECTICUT**

338 Main St. Winsted CT 06098 860 379-2713

[www.townofwinchester.org](http://www.townofwinchester.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 most Board/Commission vacancies.

**LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:**

AD HOC WATER LEVEL COMMITTEE

NAME: David Pines

ADDRESS: 204 Perch Rock Trail

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: 413-636-7128 E-MAIL: dp7102@gmail.com

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

PRIOR CIVIC INVOLVEMENT: None

**SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:**

I moved to Winchester about a year ago and live on Highland Lake. I'd like to get more involved in making sure that the Town and State protect the lake's water quality and watershed.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? Yes Name: Willie Pratt

Signature:  Date: 11-12-2023

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](mailto:townmanager@townofwinchester.org)

# APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION

## WINCHESTER, CONNECTICUT

338 Main St. Winsted CT 06098 860 379-2713

[www.townofwinchester.org](http://www.townofwinchester.org)

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### LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Ethics Commission

NAME: Christina LaGrave


ADDRESS: 18 Strong Terrace Winsted CT 06098

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: 860-309-7104 E-MAIL: C\_lagrave@yahoo.com

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

PRIOR CIVIC INVOLVEMENT: N/A

### SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

I have been a resident of Winsted for 3 years, planning to raise a family here. I am interested in civic involvement in the town. I am young and look forward to a lifetime of 

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

Signature: Christina LaGrave

Date: 11/18/2023

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](mailto:townmanager@townofwinchester.org)

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## WINCHESTER, CONNECTICUT

338 Main St. Winsted CT 06098 860 379-2713  
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### LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

#### Inland Wetlands and Watercourses

NAME: Jamie Giantonio

ADDRESS: 234 Perch Rock Trail, Winsted CT 06098

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: 860-989-8114 E-MAIL: jamiegiantonio@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 Giantonio Date: 11/12/2023

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](mailto:townmanager@townofwinchester.org)

# APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION

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338 Main St. Winsted CT 06098 860 379-2713  
[www.townofwinchester.org](http://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](mailto:townmanager@townofwinchester.org)



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[www.townofwinchester.org](http://www.townofwinchester.org)

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LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Cultural District Commission

NAME: Alla KRAVCHENKO

ADDRESS: 21 Fairview Ave Winsted

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: (347) 675-6666 E-MAIL: laurelcityplayhouse@gmail.com

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

PRIOR CIVIC INVOLVEMENT: none

- SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST: - Owner of two buildings, renovated <sup>being</sup> for becoming major arts & 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 the state training in Creative Solutions for Small town. Placemaking
  - 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: A Kravchenko 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](mailto:townmanager@townofwinchester.org)

RECEIVED  
NOV 05 2023

BY: TUH

**APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION**  
**WINCHESTER, CONNECTICUT**

338 Main St. Winsted CT 06098 860 379-2713

[www.townofwinchester.org](http://www.townofwinchester.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:**

Planning & Zoning Commission

**NAME:** Rista Malanca

**ADDRESS:** 20 Lovely St, Winsted CT

**HOME PHONE #:** \_\_\_\_\_ **CELL PHONE #:** 860-309-0368 **E-MAIL:** ristamalanca@gmail.com  
YES

**ARE YOU A REGISTERED VOTER IN THE TOWN OF WINCHESTER?** \_\_\_\_\_

**PRIOR CIVIC INVOLVEMENT:** 2014-2015 Board of Ed

**SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:**

I am a member of the American Planning Association and an AICP - Certified Planner. For over 10 years I was a Zoning and Wetlands Enforcement Officer and have been an Economic Developer for the past 5, all focused on community planning.

**Have you contacted any current members or attended any meetings on the Board/Commission that interests you?** NO **Name:** \_\_\_\_\_

**Signature:** Rista Malanca **Date:** 11/05/2023

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](mailto:townmanager@townofwinchester.org)**



RECEIVED  
NOV 17 2023  
JH

**APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION.....**  
**WINCHESTER, CONNECTICUT**

338 Main St. Winsted CT 06098 860 379-2713

[www.townofwinchester.org](http://www.townofwinchester.org)

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**LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:**

**Board of Assessment Appeals**

**NAME:** Lynn Kessler

**ADDRESS:** 272 Gilbert Avenue

**HOME PHONE #:** \_\_\_\_\_ **CELL PHONE #:** 201-388-9512 **E-MAIL:** lynnkessler1941@gmail.com

**ARE YOU A REGISTERED VOTER IN THE TOWN OF WINCHESTER?** Yes (R)

**PRIOR CIVIC INVOLVEMENT:** Soldiers Monument Commission, Ethics Commission.

**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:** Lynn Kessler **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](mailto:townmanager@townofwinchester.org)**

APPLICATION FOR APPOINTMENT TO A  
BOARD/COMMISSION  
WINCHESTER, CONNECTICUT

RECEIVED  
NOV 30 2023

BY: *TLB*

338 Main St. Winsted CT  
06098 860 379-2713

[www.townofwinchester.org](http://www.townofwinchester.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 & Watercourses Commission*

NAME: *Matthew Closson*  
ADDRESS: *609 E Wakefield Blvd*  
*Winsted, CT 06098*

HOME PHONE #: CELL PHONE #: *860-309-1896* E-MAIL: *ClossonbuildingCAD.com*

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

PRIOR CIVIC INVOLVEMENT: *Wetlands Commission*

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

*I am a lifelong Highland lake resident with a Construction and Building background.*

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? Name:

*Matthew Closson 11-15/2023*

**APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION  
WINCHESTER, CONNECTICUT**

338 Main St. Winsted CT 06098 860 379-2713

[www.townofwinchester.org](http://www.townofwinchester.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:**

Winchester Historic Commission

NAME: DAVID Gordon LaPointe

ADDRESS: 11 Hillside Avenue Winchester, CT 06098

HOME PHONE #: <sup>860</sup> 379-2736 CELL PHONE #: <sup>203</sup> 757-7873 E-MAIL: davidglapointe@verizon.com

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

PRIOR CIVIC INVOLVEMENT: Student of History / Justice of the PEACE  
Winchester Taxpayer Association / certified Para-Legal

**SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:**

Love of History and commitment to Preservation of Winchester / Winsted historical buildings and places.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? N/A Name: NONE YES  
(NEW commission/board)

Signature: David G. LaPointe Date: 11/19/2023

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](mailto:townmanager@townofwinchester.org)

FILED

CLERK'S OFFICE

**NOV 20 2023**

TOWN CLERK OF WINCHESTER  
WINSTED, CT

## BOARD OF SELECTMEN ACTION REQUEST

**No.:** 23-73a

**Date:** December 04, 2023

**Topic:** Business (B) – Change of Ordinance regarding Historical Commission (2nd Meeting of 3).

**From:** Robert Geiger, Town Manager

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**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 second 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 3<sup>rd</sup> meeting. Final adoption could take place on December 18<sup>th</sup>.

**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 3<sup>rd</sup> 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.

### § 50-4. 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.

#### **§ 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.

#### **§ 50-8. 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.

#### **§ 50-9. 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.

#### **§ 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.

## **§ 50-11. Severability.**

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.



# TOWN OF WINCHESTER BOARD OF SELECTMEN

## MEETING SCHEDULE 2024

Board of Selectmen's meetings are the 1<sup>st</sup> and 3<sup>rd</sup> Monday of  
every month unless that Monday falls on a Holiday then it will be  
the following Tuesday

January 02, 2024 (Tuesday)  
January 16, 2024 (Tuesday)

August 05, 2024  
August 19, 2024

February 05, 2024  
February 20, 2024 (Tuesday)

September 03, 2024 (Tuesday)  
September 16, 2024

March 04, 2024  
March 18, 2024

October 07, 2024  
October 21, 2024

April 01, 2024  
April 15, 2024

November 04, 2024  
November 18, 2024

May 06, 2024  
May 20, 2024

December 02, 2024  
December 16, 2024

June 03, 2024  
June 17, 2024

July 01, 2024  
July 15, 2024



## BOARD OF SELECTMEN ACTION REQUEST

**No.:** 23-74

**Date:** December 04, 2023

**Topic:** New Business (C) – Town Hall Vehicle Bid Waiver Request

**From:** Robert Geiger, Town Manager

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**Background:** Presently, the police department needs another vehicle. This purchase was allocated in the approved in the FY 24 budget.

The police department requests permission to contract with Northwest Hills Automotive LLC, in Torrington, Connecticut for the purchase of a 2024 Chevrolet Tahoe. The quoted price is \$51,143.60 and Northwest offers state contract pricing award # 19PSX0161. Funds for this purpose were allocated in the approved FY24 budget and are available in police department account # 179-000-0210-100-2401-0000.

**Requested Action:** We ask that the Board waive the bid process and give the Town Manager the authority to purchase from a local dealership for the acquisition of one vehicle to be used by Police Department staff.

**Fiscal Implications:** Funds for this purchase are allocated in the FY24 budget.

**Recommended Motion:** *"I move that the Board of Selectmen authorize a waiver of the requirement to bid out the Police Vehicle"*

**Attachments:** Bid Waiver Request Letter.

Quote form dealership

# WINCHESTER POLICE DEPARTMENT

*Chief of Police • Christopher C. Ciuci*

Date: November 21, 2023

To: Robert Geiger, Interim Town Manager

From: Chief Christopher C. Ciuci

Subject: Agenda Item for the 12/04/2023 BOS Meeting – Bid waiver for police vehicle purchase.

## **Summary of Agenda Item:**

The police department requests permission to contract with Northwest Hills Automotive LLC, in Torrington, Connecticut for the purchase of a 2024 Chevrolet Tahoe. The quoted price is \$51,143.60 and Northwest offers state contract pricing award # 19PSX0161. Funds for this purpose were allocated in the approved FY24 budget and are available in police department account # 179-000-0210-100-2401-0000.

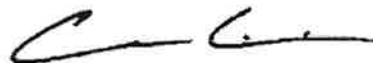
## **Action Needed:**

Move to waive the Town's bidding procedures and approve issuing a purchase order in the amount of \$51,143.60 for the purchase of a 2024 Chevrolet Tahoe.

## **Attachments: (1)**

Quote

Prepared By:



Christopher C. Ciuci  
Chief of Police



## BOARD OF SELECTMEN ACTION REQUEST

No.: 23-75

Date: December 04, 2023

**Topic:** New Business (D)- Proposed Resolution: Authorization to sign documents to enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate.

**From:** Robert Geiger, Town Manager

---

**Background:** As indicated in the attached correspondence,

Adoption of this resolution would permit the Town Manager to sign documents on behalf of the Town of Winchester to enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate.

**Requested Action:** I request that the Board of Selectmen consider adopting the Resolution, supporting the Town Manager's signing of the necessary documents on behalf of the Town to enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate.

**Manager's Recommendation:** I recommend that the Board of Selectmen approve proposed Resolution supporting the authorization for the Town Manager to sign documents to enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate.

**Recommended Motion:** I move that the Board of Selectmen adopt the Resolution, supporting the authorization for the Town Manager to sign documents to enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate.

*Attachments*  
*Resolution*

AUTHORIZING RESOLUTION OF THE

**Town of Winchester - City of Winsted**

CERTIFICATION:

I, Glenn Albanesius, the Town Clerk of Town of Winchester, do hereby certify that the following is a true and correct copy of a resolution adopted by Board of Selectmen at its duly called and held meeting on December 4, 2023, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town of Winchester may enter into with and deliver to the **State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security** any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Robert Geiger, as Town Manager of Town of Winchester, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Winchester and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Robert Geiger now holds the office of Town Manager and that he has held that office since October 20, 2023.

IN WITNESS WHEREOF: The undersigned has executed this certificate on this 4th day of December, 2023.



---

Glenn Albanesius, Town Clerk