

Town of Winchester
2011-2012
Annual
Report



NOTES

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NOTES

Office of the Mayor

Maryann Welcome, Mayor

Our city of Winsted, with all of the characteristics found in larger metropolitan areas, is nestled within the Town of Winchester...a welcoming, small community with enormous natural resources, beauty and great location at the intersection of major highways. Ours is a community of people of reason and hope who understand our responsibility to protect and preserve our special place and who compose the legions of volunteers that seek to enhance the quality of life of our current and future residents.

We should all look forward to our future with a sense of optimism and excitement, but we must be ever vigilant in our management of the increasing economic growth and development that stands on our threshold. We must gain the reputation as a place where people can come to work and live. To do this we must: balance growth and community sustainability, keep a watchful eye on our fiscal situation and manage our assets to prevent depletion, be innovative in our provision of municipal services, enhance municipal customer service & communication through technological means, and never allow our community's safety and health to be compromised.

In the near future we have to ask our residents to take action on a comprehensive bond package that will address the complex and difficult issues within our community's infrastructure that have been compiling over the past dozen years due to our neglect in being proactive. Future generations will not understand why we chose not to act to remediate these, in some cases, unsafe conditions, before the seriousness of neglect would demand total replacement of buildings and equipment at much greater costs. Addressing our infrastructure issues today will enhance the attraction of new businesses, and talented workers, to our Enterprise Zone and to our community, at large.

We have been fortunate in realizing economic growth and development as we see Main Street store fronts occupied and our industrial parks filled to capacity. Much of this success and revitalization of our downtown area has been the result of the Town's partnership with nationally recognized, non-profit organization, Friends of Main Street.

The Board of Selectmen, an elected policy-making body, develops, adopts and enacts policies and ordinances which it believes promotes and enhances the general welfare of the Town. The budgets that have been passed over the last few years have been zero budget or budgets with a very little increase. In this next budget we hope to include matching grant money for Holabird Avenue project, money for restructuring local neighborhoods and money to create professional Planning & Zoning Regulations.



Left to right (top): George N. Closson, James V. DiVita and Glenn Albanesius
Left to right (bottom): A. Candy Perez, Maryann D. Welcome and Kenneth J. Fracasso
Not pictured: Michael J. Renzullo

Our community has many reasons to be proud. We have a vibrant and thriving community with an involved citizenry. We have a local government that understands its responsibility to lead and to address the complex issues. Our local government understands that it is our duty to provide

quality services to our citizens, to make every attempt to maintain and improve our infrastructure, to protect our natural resources, to provide for a safe and healthy community, to insure fiscal viability, and to listen to and inform our community in a

timely fashion. The Town government will continue to work with the community, the region, and other levels of government, and with business and the non-profit sector in order to continue to enhance the quality of life that our community has come to expect.

Town Manager

Dale L. Martin, Town Manager

The Town of Winchester's Fiscal Year 2011-2012 was a year of turbulence. Political turmoil was rooted in the annual budget that was adopted by the town voters: the final budget underfunded the State-mandated Minimum Budget Requirement (MBR) for the Board of Education by approximately \$1.3 million. Although the advocates for the lower appropriation argued that changing conditions warranted the reduction, the reduction violated the state statute and, in response, the Board of Education subsequently filed a lawsuit. Several efforts to resolve the dispute with various state and local officials were unsuccessful. The issue was only resolved after the November municipal election, which altered the composition of the Board of Selectmen, which, in turn, pledged to appropriately fund the MBR. The Board of Education subsequently withdrew its lawsuit.

to allocate the funds internally, shifting funds from Town appropriations to the Board of Education, without the need for a supplemental tax. The burden of shifting \$1.3 million (roughly ten percent of the Town's appropriation) was somewhat eased by two factors. First, the approved budget allocated approximately \$750,000 as a direct contribution to enhance a minimal Fund Balance. Second, due to the uncertainty of State funding, approximately \$250,000 in grant revenue was not appropriated. The combined \$1 million of these funds minimized the impact of the MBR funding to only \$300,000. Through reduced and postponed expenditures, the Town was able to adequately fund the MBR to the State's satisfaction and with limited impact on governmental operations.

The Town also suffered from external turbulence, marked by two Presidentially-declared disasters: Tropical Storm Irene (August 27, 2012), which tormented the area with several inches of rain and high winds, and an October Nor'easter (October 29, 2012), which deposited nearly two feet of snow over several hours. Although the effects of Irene were limited to minor flooding and scattered power outages, the October snow crippled the Town and the northern portion of the State, leaving areas littered with storm debris and without power for almost a week.



Dale L. Martin

Financial turmoil was due to the need to then allocate the necessary MBR funds. The decision by the Board of Selectmen was

In response to the lack of power, the Town opened an emergency shelter at the Blanche McCarthy Senior Center. This shelter would not have succeeded without the efforts of volunteers and the support of local businesses. For four nights, approximately forty to fifty people sheltered

at the center overnight, including a few from neighboring communities. Several dozen more were fed each day.

Damage from both storms was primarily restricted to flooding: the Public Works facility (located on the banks of the Still River) and Hinsdale School were most affected, and several roads were washed out. The Federal Emergency Management Agency (FEMA), as a result of the disaster declarations, reimbursed the Town approximately \$120,000 for costs associated with the storms. More importantly, no injuries or fatalities were reported in the Town during either storm.

Despite the lack of damage and successful shelter, the storms did reveal several shortcomings. Town staff was not adequately trained for Emergency Operations Center activities. Communication with residents was ineffective and unorganized. Shelter capacity is woefully inadequate. Subsequent reviews of storm responses throughout the State illustrated that these issues are not necessarily unique to Winchester. The next significant storms may not be as merciful, though, and Town leaders need to closely examine the role and capabilities of local government for future emergencies and disasters.

Despite the contentious politics and the threatening weather, the Town continued several notable and successful traditions. The annual Firemen's carnival (mid-August) and the Friends of Main Street's Fall Foliage Festival (early October) fortunately missed the storm events and drew hundreds of visitors. The December "Gator" Parade had dozens of holiday light-bedecked fire and other emergency and municipal vehicles wind through neighborhoods throughout the town.

Spring arrived in early May with the Winsted Rotary Club's quirky Pet Parade. Costumed pet owners marched their dogs, cats, rabbits, chickens, ducks, goats, and other interesting creatures down Main Street to the cheers of hundreds of spectators. A few weeks later, the more somber Memorial Day parade filled that same street with reserved respect and

honor for both a dwindling group of aging veterans of the last century's wars and a burgeoning class of younger heroes from this century's.

The Laurel City reached full bloom in early June, when seventeen young women vied for the 2012 Laurel Queen title, an annual tradition (with a few overlooked years) that commenced in 1934. The celebratory weekend included a casual reception for the candidates, a formal ball, and a festive parade, culminating in the coronation ceremony at East End Park. Congratulations to Ms. Bethany Scott, Winsted's 2012 Laurel Queen!

Other ongoing events drew residents and visitors to downtown throughout the year. The Friends of Main Street's weekly concert series filled East End Park on Thursdays and the Farmers Market offered produce, baked goods, and handicrafts. New to downtown this year was a Saturday series of outdoor movies shown on a large inflatable screen with a sizeable accompanying audio system. Many families enjoyed watching *Ghostbusters*, *Back to the Future*, *Apollo 13*, and *Willie Wonka and the Chocolate Factory* under the stars with some movie snacks, ice cream, and glowing necklaces.

Also new to downtown was a paved and landscaped parking lot near the skate park and a restored fountain in East End Park. Both of these projects were funded by previous awards from the State of Connecticut's Small Town Economic Assistance Program (STEAP). Although not yet constructed, the Town was awarded a 2012 STEAP grant (\$125,000) to build permanent restrooms at the Willow Street ballfields. Construction is expected to be completed in late 2012.

I have enjoyed the opportunity to complete my first full year in Winsted. I hope that I effectively shared my visions for and frustrations with the community in my weekly newspaper column. I enjoyed meeting many residents in the stores, at the parks, at various events, and at Town Hall. Many significant challenges are still before us, but I have great faith in the potential of

Winsted, epitomized by the dozens of volunteers that make everything that I described above possible. We can work together to revitalize Winsted, filling the sidewalks, streets, and shops with

residents and visitors. I look forward to being a part of that effort.

Thank you for your assistance and support.

Board of Education

Thomas Danehy, Ed.D., Superintendent of Schools

The Winchester Public Schools hit several milestones in its work to educate the students in the Town during the 2011-2012 school year. Among the areas in which it saw much progress were leadership change, academic achievement, fiscal responsibility and stewardship, facility and building study, and new programming to meet several student needs. The changes the school district made were improvements for which the Town may be proud.

By August 1, the Board hired a new Superintendent of Schools, Dr. Thomas Danehy. The Board of Education also made leadership changes and in November elected Susan Hoffnagle as its Chair.

Student achievements included solid increases in reading and math as measured by the Connecticut Mastery Test. In reading, test scores for sixth grade students increased by 25 points over the same cohort's performance when the students were in fourth grade. And in math, students made steady gains in areas like problem solving, estimating and mathematical applications. The teachers received professional development in the use of the new Journeys series, a reading curriculum improvement from prior years. The district also engaged in Instructional Rounds, a practice where administrators and peers use the medical model to observe instructional practices analyzing strategies and learning new ways to differentiate for multiple learning styles and to calibrate their practices so there is consistency in instruction from one class to the next.

The school district was in a state of flux with two major issues pending. One was the prior Board of Selectmen's

underfunding of the minimum budget requirement by \$1,300,000. This forced the school district to live a double fiscal life from July to November and to exhaust its legal remedies to see that the schools funding met the required state minimum. In addition, the business services department was completely realigned and a certified public accountant was hired not only to complete the 2009-2010 audit, but also to revamp business practices within the school district. Mrs. Nadine Savage, the newly hired Director of Business Services, and the Superintendent drafted a Corrective Action Plan which was required after the audit stated that \$636,000 in grant expenditures were insufficiently documented. The Corrective Action Plan was reviewed by the State Department of Education and it found that virtually all of the funds, save \$1,826 where full documentation was missing, were in fact appropriately accounted for in the 2009-2010 school year. The next audit, representing the 2010-2011 fiscal year, was prepared and submitted in a timely fashion as requested by the auditor. By year end, in spite of the two major issues of the MBR and the audit, the schools were able to underspend and return some \$100,000 to the Town.

The Board of Education established an ad hoc Facility Study Committee to analyze building usage and needs. The Committee was comprised of three Board members, Dr. Dutton, Joe Hanecak, and Mimi Valyo, Chair. The Committee reviewed existing spaces, costs of remediating each building, and recommended to the full Board that a new building for grades Kindergarten to grade six be erected on the site of Pearson School and thereafter all three existing

schools be closed. Such project would capitalize on the reimbursement rate from the State for construction projects. The motion to recommend to the Board of Selectmen that a new K-6 school be constructed on the Pearson School site passed 6-2.

Finally, programming review and innovation resulted in establishing two new programs in-district as ways not only to improve student achievements, but also to save costs for services and transportation. First, a new program to the meet needs of medically fragile students was established at Pearson School allowing for two students to return to district. And second, the Winchester Individualized Secondary Education WISE program was established to support seventh through twelfth grade students needs as they set out to learn and to meet high school graduation requirements. Students who were formerly attending programs outside of the district returned to Winchester meeting their educational needs more effectively and saving expenses for tuition and transportation.

Overall, the Winchester Public Schools had a great year.



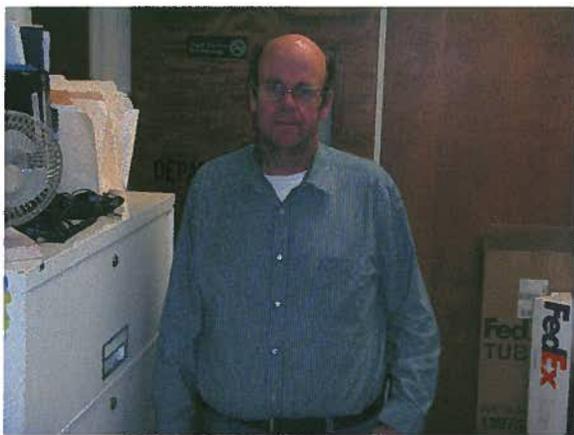
Building Department

Marc Melanson, Building Official

Ellen Miller-Nalette, Land Use Administrative Assistant

Steven Williams, Housing Inspector

The Building Department plays a vital role in the community. Our main objective is the protection of people in all public and private structures in the Town. This is accomplished through the enforcement of different state and local codes and ordinances.



Marc Melanson

The following are some of the codes and ordinances which we enforce:

The Connecticut State Building Codes, which consists of a number of model codes including the electrical code, the Fire Safety Code, the Mechanical Code, the Plumbing Code, the Energy Conservation Code, the Residential Building Code, the Fuel Gas Code, and existing building codes, as well as a number of reference standards including those for handicapped accessibility. The building codes apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure. The purpose of this code is to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress, stability, sanitation, adequate lighting and ventilation, energy conservation, and safety to life and property from fire other hazards attributed to the built environment and to

provide safety to firefighters and emergency responders during emergency operations.

The Town of Winchester's Property Maintenance Code, which applies to all existing residential and nonresidential structures and all existing premises located in the town. This code constitutes the minimum requirements and standards for premises, structures, equipment, and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance.

Some of the other codes and ordinances that we enforce are the Connecticut State Demolition Code, the Town of Winchester's Zoning Regulations, the Anti-blight Ordinance, the Apartment Occupancy Ordinance, and the Flood Damage Prevention Ordinance.

The bottom line is that we enforce a tremendous amount of very technical requirements and try to explain them in a way that we hope is understandable and attainable by the people who need to adhere to them.



Left to right: Ellen Miller-Nalette & Steve Williams

Some of the things that we do are thorough plan reviews on all construction projects, thousands of site inspections, act as a liaison for the power company and gas company for service inspections and approvals, assist the Fire Marshal when needed at fires, respond to numerous questions, complaints and inquiries, provide information to contractors, homeowners, anyone who is doing business in the town, assist people who need to apply for a zoning variance, and when needed, issue orders to obtain compliance with the code requirements and also have the authority to condemn a structure or building if it constitutes a life safety issue.

We coordinate our efforts with other departments including Zoning, Wetlands, Torrington Area Health District, Water and Sewer, Public Works, Fire Marshal's Office, Tax Collector, Tax Assessor, so that a

building permit can be issued. The Building Department also works with the State Traffic Commission, Department of Transportation, Department of Consumer Protection licensing, OSHA, and the State and Federal Environmental Protection regulations.

The permit process can be daunting, but our goal is to make it as simple as possible by getting the approvals from most of the other departments so that the customer only needs to make one stop to obtain a permit.

The Building Department consists of a full-time Building Official, a part-time Housing Inspector and a part-time Administrative Assistant. Our construction value for fiscal year 2011-2012 was \$7,781,834, with a revenue for the Town of \$146,793.

Community Planning & Development

Scott Eisenlohr, Interim Town Planner and Inland Wetlands Agent
Ellen Miller-Nalette, Land Use Administrative Assistant

The Planning Department originated in June, 1998; the Department has evolved into the central processing/information center for all development and grants. Due to budget reductions, the proposed position of Economic Development Coordinator has been eliminated from the Department. Personnel currently consists of an Interim Town Planner, who also serves as the Wetlands Agent and the Department Administrative Assistant is part time twelve hours a week.

The Planning & Development department directs and manages the development process by working closely with the Planning & Zoning Commission, the Economic Development Commission, the Redevelopment Agency, the Zoning and Building Department, the Fire Marshal, Police Chief and Public Works Director.



Left to right: Ellen Miller-Nalette and Scott Eisenlohr

Responsibilities include:

- Staff for the Planning & Zoning Commission, Inland Wetlands Commission, Economic Development Commission, Redevelopment Agency and POCD Sub-committee.
- Reviewing land use plans and studies for Town boards and commissions.

- Maintaining business inventories for economic development purposes.
- Attracting new businesses and assisting existing businesses

Partial List of Team Accomplishments:

- The Shop motorcycle facility
- Morsel Munk, sports and leisure products retailer
- Redline Performance Center
- Ocean Delight Restaurant
- Low Impact Development Regulations
- Hire Cut by Heidi
- Rachael Bakery
- Re-opened Laurel Lanes Bowling Alley
- Canine Academy Assistance for Handicapped
- New Cingular Wireless Antennas dba AT&T on Winsted Health Center
- Two lot sub-division
- Newly improved Walker field parking plan
- Winsted Area Ambulance facility expansion
- Rowley Street School Bus Parking facility
- Manufacturing facility on Maple Street
- New Image Nail Care

- Valley Thrift Shop on Main Street
- Opening of Winsted Grocery/Gas Man Station
- Excavation renewal for all existing Gravel Pit Operation
- Permit renewal for 105 lot sub-division for the Ridge at Winchester/Wallens St.
- Northwest Radio Control Club/RC Hobbies
- Instillation of Propane retail facility for Superior Plus Energy
- Extension of 9 multi-dwelling buildings at Mountain View of Litchfield
- Obtained a Grant from Farmington River Water Shed Association for the Installation and Design of two storm-water Low Impact Development retrofits (rain gardens) at the Water Treatment Plant and Waste Water Treatment Plant
- Major renovations for McDonalds Restaurant

In closing, I would like to thank the staff of other Town departments. Without interdepartmental cooperation none of the above could have been achieved.

Economic Development Commission

William Pratt, Chairman (2011)

Richard Labich, Chairman (2012) and Vice Chairman (2011)

The Winchester Economic Development Commission is chartered by the Town of Winchester in accordance with Connecticut General Statutes Chapter 97 and as the Development Agency for the Town of Winchester as set forth in Chapter 132 of the Connecticut General Statutes. The Commission is comprised of seven (7) regular members and four (4) alternate members appointed by the Board of Selectmen.

The Commission produced a number of significant accomplishments during fiscal year 2011-2012, despite a flagging national economy and difficult local and regional commercial real estate market. Among the commercial properties are:

- Recruitment of second manufacturing facility in Winsted's Whiting Mills complex for the reborn Hitchcock Chair, Inc.

- Coordination with new owners of reopened Laurel Lanes bowling facility
- Retention and relocation of The Shop motorcycle facility to Main Street location
- Establishment of Morsel Munk, sports and leisure products retailer, to the former Canton Cycle building
- Coordination and support of opening of Redline Performance Center in the former Canton Cycle building
- Support of and negotiation for the acquisition of the former Capital Products building on Willow Street for rehabilitation by Laurel City Revamp, LLC
- Establishment of a regional radio control complex for RC Hobbies & More at Ledgebrook Plaza Shopping Center
- Coordination with Winchester Housing Authority for approvals pursuant to construction of the Carriage Maker Place complex on Gay Street

Additional accomplishments of the Commission during the fiscal year include:

- Conduct of Business Internet Seminar to enhance marketing and operations effectiveness of area businesses by improved use of internet resources
- Consultation with Yale University Urban Design Workshop pursuant to creation of a municipal development plan for the Town of Winchester
- Ongoing training programs for Commission members
- Revision and updating of Commission by-laws
- Creation of Strategic Plans for Commission operations for calendar years 2011 and 2012
- Establishment of the "Winsted After Dark" program concept which included a gallery

reception for the Frank H. DeMars antique photography collection and the 68 Main Art Gallery event

- Establishment of the "Cash for Clunkers" program for removal and recycling of abandoned vehicles, with proceeds placed into a special fund for improvements to the downtown area
- Conduct of a special seminar for business owners for presentation of grant and loan programs available through the Connecticut Department of Economic and Community Development (DECD)
- Creation and pending completion in 2012 of a "Lights on Main Street" program to provide year-round decorative lighting of trees on the Main Street business district.

Inland Wetlands & Watercourses Commission

Christopher Waring, Chairman
Ric Nalette, Vice Chairman
Meg Delaney
Robert Haburey, Jr.
Chris Kiely

Stephen Molinelli
Jackie Mulvey
Susan Peacock
James Rollins, Jr.
Scott Eisenlohr, Staff

The Inland Wetlands & Watercourses Commission has the specific powers and responsibilities as set forth in the Connecticut General Statutes. The Inland Wetlands & Watercourses Commission members are appointed by the Board of Selectmen. Meetings are held monthly in the Town Hall.

The purpose of Inland Wetlands and Watercourses Regulations is "...to protect the citizens of the State by making provisions for the protection, preservation, maintenance and use of the inland wetlands and watercourses by minimizing their disturbance and pollution; maintaining and improving water quality in accordance with the highest standards set by Federal, State or local authority; preventing damage from erosion, turbidity or siltation; preventing loss of fish and other

beneficial aquatic organisms, wildlife and vegetation and the destruction of the natural habitats thereof; deterring and inhibiting the danger of flood and pollution; protecting the quality of wetlands and watercourses for their conservation, economic, aesthetic, fresh water supplies from the dangers of drought, overdraft, pollution, misuse and mismanagement by providing an orderly process to balance the need for the economic growth of the State and the use of its land with the need to protect its environment and ecology in order to forever guarantee to the people of the State, the safety of such natural resources for their benefit and enjoyment and for the benefit and enjoyment of generations yet unborn."

Planning and Zoning Commission

Scott Eisenlohr, Interim Town Planner

The Planning & Zoning Commission is comprised of five regular members and three alternates. The members are appointed by the Board of Selectmen. The powers and duties of the Commission originate from State law. The Commission is charged with reviewing and approving subdivision projects, commercial development, residential development, and writing, amending and enforcing the Zoning Regulations and Subdivision Regulations. The Commission is the only official body authorized to create, modify and approve the Town's Plan of Conservation and Development. Other duties of the Commission include reviewing public works improvements, municipal land sales and

purchases and levying assessments for road widening. The Commission meets twice monthly. A schedule of meetings may be obtained from the Town Clerk's office and/or the Planning Department.

Serving in a volunteer capacity and appointed by the Board of Selectmen, are the following members:

Bruce Hillman, Chairman
Mike Peacock, Vice Chairman
Barbara Wilkes, Secretary
Art Melycher
Craig Sanden
Susan Closson, Alternate

Redevelopment Agency

Scott Eisenlohr, Interim Town Planner

The Redevelopment Agency was formed by ordinance in January of 1998. The Agency consists of five members appointed by the Town Manager. The Agency is governed by all powers set forth in Chapter 130 of the Connecticut Statutes. The primary task of the Agency, since its inception, has been to prepare a Strategic Plan of Redevelopment in an effort to eliminate downtown blight and to promote downtown revitalization.

Serving in a volunteer capacity and appointed by the Town Manager, are the following members:

Pam Banks, Chairman
Dan Williams, Vice Chairman
Theresa Cannavo
Carol O'Connell
Scott Eisenlohr, Interim Planner

Partial List of Accomplishments:

- Welcome to Winsted Signs - design, permitting, installation and fund raising
- Open and maintain tourist gazebo/working with local business for informational flyer
- Fund raising for creation of a Disk Golf facility at Mad River Dam recreational area

Finance Department



Left to right:
Janet Closson &
Colleen Garrity

NO REPORT SUBMITTED

Assessor's Office

Janice McKie, Tax Assessor CCMAII

The primary responsibilities of the Assessor's Office is to ensure accurate and timely assessments of real and personal property and to maintain comprehensive records of assessed valuations and methods. Working under the general direction of the Director of Finance, the Assessor's Office must ensure the work complies with the Connecticut General Statutes, accepted practices of the Connecticut Association of Assessment Officers and policies of the Town. The statutes define what property is assessable and the procedure to be followed in determining assessments. The office is expected to maintain an operation that is dedicated to maintaining a positive public image and responsive citizen relationships through effective and convenient services and communication. The result of these efforts is the Grand List. This consists of all taxable and tax exempt property. The Assessor's Office is staffed with two full-time employees.

Rhonda Roy, Assistant Tax Assessor CCMAI



Left to right: Rhonda Roy & Janice McKie

The Grand List for 2011 - The Real Estate grand list net increase was 0.14%. The increase was due to 13 homes that were either under construction or renovation. Building permits were taken out for vinyl siding, enclosed porches, metal and wood sheds, garages, finished basements, total renovations, remodeled kitchens, renovated bathrooms etc. Greenwood Trails, 390 Winchester Road, built a 2-story dorm, Camp Wahnee built an addition to their arts and crafts building and new 10x30 deck onto the existing lodge which helped with the increase. Real Estate net

assessment went from \$726,214,945 to \$727,203,415.

Personal property has increased 5.24%. Increase due to New Machinery and new accounts. Personal property net assessment went from \$25,183,019 to \$26,502,253.

Motor Vehicle increase was due to many new cars. The five-year commercial motor vehicle tax abatement program ended for many commercial trucks. New trailer pricing program was applied to the 2010 grand list. Assessments were determined by VIN#-Type-Capacity and depreciated by year. Used vehicles have increased in value due to economic factors that have not previously affected values. Motor Vehicle net assessment went from \$61,614,599 to \$64,759,996.

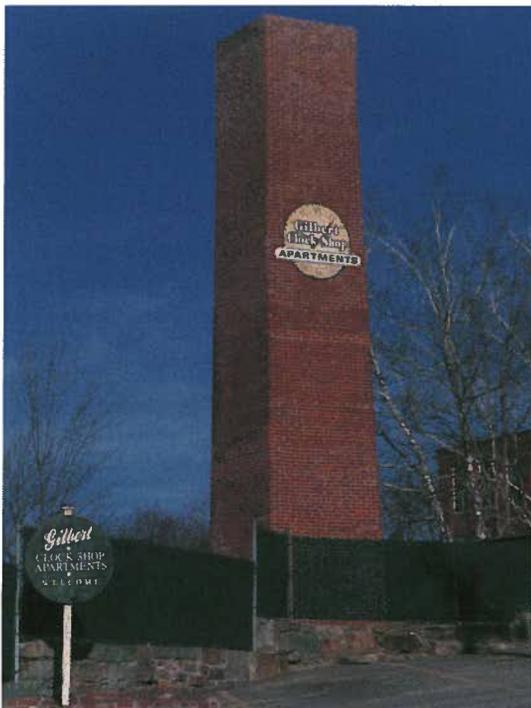
The Assessor's Office administers many programs and exemptions that are available to the public. Dates and programs are listed below:

1. Tax Credits for Homeowners and Totally Disabled: February 1st - May 15th Limited Income
2. Local Option-Tax Deferral Program: Real Estate owners must qualify by income and age. Taxes will be paid back to Town if sold. This is an interest free lien.
3. Local Option-Senior Tax Freeze: 70 years of age to qualify. Assets not over \$125,000.

4. Totally Disabled and Blind: file by January 31st.
5. Local Option for Adaptive Motor Vehicle: October 1st
6. Veterans Exemption: file Honorable Discharge with Town Clerk by Sept. 30th.
7. New-Vet Exemption: signed by Governor M. Jodi Rell starting with the 2007 grand list. Any member of the Armed Forces is entitled to a full exemption on one motor vehicle.
8. Farm and Forest Land Exemption: file with the Assessor's Office by October 1st.
9. Farm Machinery Exemption: October 1st
10. Manufacturing and Machinery Equipment & Bio-tech Equipment: November 1st
11. Commercial Vehicle Property Tax Exemption: November 1st
12. Mechanics Tools: November 1st
13. Water Pollution or Air Pollution Control Equipment: November 1st

10 Highest Real Estate Assessments

1. Winrock LLC	\$9,984,380
2. Litchfield Gardens Assoc.	3,226,860
3. Reeder Adam L & Deannie K	2,253,780
4. Litchfield Heights Apts. LLC	2,050,930
5. Gilbert Clock Properties LLC	2,051,000
6. Nationwide Health Prop. Inc.	2,025,170
7. Ilany Jonathan & Frances Trust	1,937,200
8. Elmont Realty Assoc. LLC	1,878,310
9. Laurel Commons Housing	1,704,220
10. Camp Wahnee Assoc. Inc.	1,681,260



Collector of Revenues

Arlene M. Boutin, CCMC
Collector of Revenue

Ross M. Herzog
Assistant Collector of Revenue

The Collector of Revenue's office is responsible for the collection of Real Estate, Personal Property, and Motor Vehicle taxes as well as the quarterly collection of Water Rents and Sewer Rents. For Grand List 2010, 18,900 tax bills were mailed for Real Estate, Personal Property and Motor Vehicle accounts and 22,145 bills were mailed for Water and Sewer for a total of 41,045 tax bills. The total receivable for Grand List 2010 was \$23,403,649.74 (prior to lawful corrections) for taxes due for the period July 1, 2011 through June 30, 2012. Our office currently consists of a staff of two collectors who are responsible for the total billing and collection of the town's tax revenue.



Left to right: Ross M. Herzog & Arlene M. Boutin

As a convenience to our taxpayers, the Town of Winchester has made every effort to make tax information more accessible to our taxpayers. With tight budgets and limited staff, taxpayers are encouraged to utilize the online tax information when needing to do research. The tax office not only accepts payments of tax bills over the internet, but our website provides taxes due and taxes paid information as well. The Town of Winchester was one of the first few towns in the State to take this step by offering online tax payments and continues to make tax information as accessible as possible. Anyone wishing to pay their town taxes online should go to

www.TownofWinchester.org and click on **VALUABLE LINKS** option on the homepage. Taxpayers are encouraged to register with the tax online payment system for accurate, efficient and timely payments being made to your account. Payments made online also provide taxpayers with the benefit of scheduling what date they would like to have the payment withdrawn from their account as well as having their year-end tax information easily accessible to them through the online payment history information.

The current billing schedule for the tax office is as follows:

1. Real Estate and Personal Property tax bills are due in two installments; July 1 and January 1. (Bills under \$100 must be paid in full when billed.)
2. Motor Vehicle bills are due July 1
3. Supplemental Motor Vehicle Tax bills are due on January 1. These bills cover the taxes due for vehicles register between the period of October 2 and July 31st for the Grand List billing year.
4. Water & Sewer taxes are billed quarterly and are due on August 1, November 1, February 1, & May 1.

(Note: The above schedule is subject to change if either the Board of Selectmen or Water & Sewer Commission elects to change the schedule of tax billings.)

The goal of this office continues to be educating the taxpayers of collection policies in order to provide a more favorable working relationship. Taxpayers are offered every reasonable opportunity to bring accounts current before an account is turned over to the Town Attorney for foreclosure or the Water & Sewer Commission for shut-off.

For the fiscal year July 1, 2011 through June 30, 2012, our collection percentage for this time period for General Fund receipts were 97.88%; sewer rents collected for this period were 93.13% and water rents

were 92.81% of the current year's taxes collected.

FISCAL YEAR ENDING	Grand List 2008 6/30/2010	Grand List 2009 6/30/2011	Grand List 2010 6/30/2012
REAL ESTATE/MOTOR VEHICLE/PERS PROP			
Current Year Adjusted Tax Levy	\$19,955,717.60	\$20,254,897.25	\$20,557,770.50
Current Year Tax % Collection Rate	98.07%	97.90%	97.88%
Total Taxes Collected as of % of Total Outstanding	97.29%	97.16%	96.71%
Total \$ Amount Outstanding	\$865,766	\$959,675	\$1,100,341
Mill Rate	24.67	25.43	25.43
# of tax bills	18,682	18,750	18,891
SEWER RENTS			
Current Year Adjusted Tax Levy	\$1,059,535.34	\$1,006,557.23	\$1,064,174.63
Total \$ Amount Outstanding	\$113,757	\$100,996	\$113,992
Current Year Tax % Collection Rate	86.91%	95.16%	95.16%
Total Taxes Collected as of % of Total Outstanding	86.72%	92.99%	92.99%
# of tax bills	11,486	11,497	11,506
WATER RENTS			
Current Year Adjusted Tax Levy	\$1,532,446	\$1,480,833	\$1,515,409
Total \$ Amount Outstanding	\$173,862	\$154,880	\$172,813
Current Year Tax % Collection Rate	88.36%	94.23%	92.81%
Total Taxes Collected as of % of Total Outstanding	87.65%	92.18%	91.60%
# of tax bills	10,456	10,469	10,451
SEWER ASSESSMENTS			
Current Year Adjusted Tax Levy	\$98,872	\$98,872	\$86,135
Total \$ Amount Outstanding	\$27,715	\$25,818	\$33,587
# of tax bills	216	197	188
TOTAL \$ TO BE COLLECTED FOR FISCAL YR	\$22,646,570.62	\$22,841,159.40	\$23,223,488.81
TOTAL TAX BILLS PROCESSED FOR FISCAL YR	40,840	40,913	41,036

Data Processing

Mark Douglass, Director

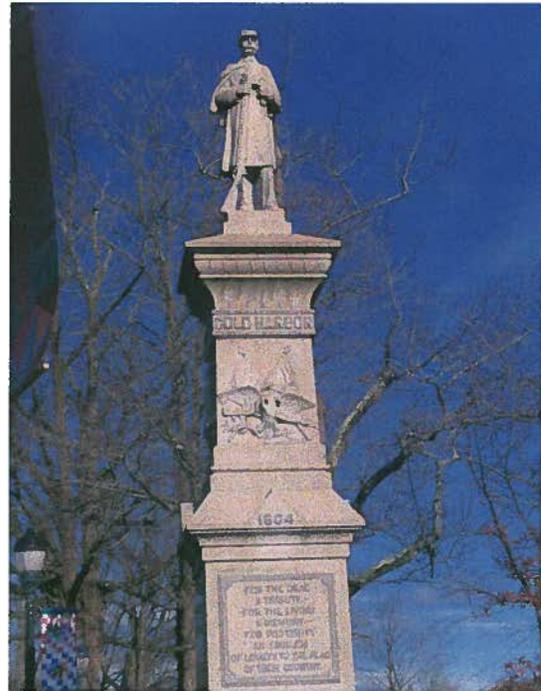
The Town of Winchester's Data Processing department has continued to enhance the town's computer needs. All departments are equipped with personal computers that allow for connectivity with the main frame and network server. With the network file server connected to the AS400, it allows much more flexibility in our information processing. It also provides inter-office mail where departments can easily share documents and allows access to the world wide web. We have also added wireless access to the internet in the Town Hall for both the public and town personnel to use. Town personnel can access their e-mails from anywhere. We also are currently working on access to their desktop from their home computer/notebook to enhance productivity.



Left to right: Mark Douglass & Sandra Lemelin

Sandra Lemelin, Assistant

The Town of Winchester has updated the Town's web site. Features include the downloading of Town forms like building permit applications to their own printer. You can also pay your tax bills online, and review tax information online. We have added a video feature to our new web site upgrade as well. The web address is www.TownofWinchester.org.



Civil War Memorial in East End Park



View from the top of Wallens Hill


Winsted Fire Department

Robert J. Shoppey II, Fire Chief

Founded in 1862, the Winsted Fire Department today consists of 150 professional and dedicated volunteer firefighters. The firefighters provide 24-hour fire protection and rescue services to the community utilizing the latest in technology, equipment and training and allow for an excellent ISO rating of 4.

In 2011, the Winsted Fire Department responded to 848 calls for service. These calls for service included auto crashes, residential and commercial fires, hazardous materials spills and ice/cold water rescues. Each firefighter is provided state-certified training in firefighting, vehicle extrication, hazardous materials mitigation, cold water rescue and confined space rescue.

Under the command of Fire Chief Robert Shoppey, the department operates 3 district fire stations and 9 fire companies. Each station is supervised by a Deputy Chief and each company is supervised by a Captain.

Fire Headquarters is located at 27 Elm Street and houses:

Station Chief: *Deputy Chief Steven LaMere*

Deluge Engine 2: *Captain Peter Toomey*

Aerial Tower 1: *Captain Robert Asselin*

Squad 5: *Captain James Lagassie*

Utility 9: *Captain Tammi Pavano*

Tactical Unit 8

Station 2 is located at 187 Prospect Street and houses:

Station Chief: *Assistant Chief David Sartirana*

Union Hose 1: *Captain Steven Sartirana*

Fire Police: *Captain John Sessa*

Station 3 is located at 215 Holabird Avenue and houses:

Station Chief: *Deputy Chief Curt Mongeau*

Niagara Engine 3: *Captain Robert J. Shoppey III*

Cascade Hose 4: *Captain Marc Marciano*

Explorer Post 911: *Captain Cody Rickevicius*

Apparatus inventory includes 5 pumpers, an 85 foot Tower Ladder, a Tactical Unit, a fire police vehicle, ATV's, a foam trailer, a Hazmat Trailer and a Support Services utility vehicle.

In 2012 the Winsted Fire Department is celebrating its 150 year Anniversary. The Department remains committed to providing superior fire protection and rescue services to our community for the next 150 years.



Office of the Fire Marshal

Steven Williams, Fire Marshal

The mission of the Winchester Fire Marshal's Office is to prevent and/or reduce the incidence of fire throughout our community by increasing the awareness of fire safety to our residents and businesses. This is accomplished by ensuring compliance with the Connecticut Fire Safety Codes through inspections of all occupancies within the community except for one and two family dwellings and occupancies used for manufacturing.

The Winchester Fire Marshal's Office is currently staffed by a part-time Fire Marshal. The Local Building Official and two members of the Winsted Fire Department are certified as Deputy Fire Marshals. They can be utilized to assist the local Fire Marshal with investigations and inspections.

State statutes require the Fire Marshal and Deputy Fire Marshals to attend 90 hours of in-service training classes during a repeating three year cycle to maintain their certifications.

The Fire Marshal is responsible to investigate the cause, origin, and circumstances of all fires within the Town of Winchester and to issue reports on those investigations. If needed, detectives from the Connecticut State Police Division of Fire and Explosion Investigation are available to assist with collecting and processing evidence at a fire scene and with the use of accelerant K-9's for cases of suspected arson. The Winchester Fire Marshal's Office works closely with the Winchester Police Department to investigate and prosecute all arson cases.

Some of the annual inspections conducted by the Fire Marshal include: residential occupancies of three or more dwellings, apartment buildings & complexes, restaurants, theaters, assembly halls, hospitals, nursing homes, board and care facilities, day care facilities, schools, nursery schools, doctor and dentist offices,

general offices, gas stations, convenience stores, shopping centers, grocery stores, department stores, oil trucks, LP gas tank trucks, gas, oil, and LP gas storage facilities, factories, dry cleaners, carnivals, amusement rides, tents, fireworks displays, and explosives magazines, spot checks of job sites that are using explosives.

The Fire Marshal also conducts inspections related to renewals of annual licensing such as liquor licenses, day care facilities, and board & care facilities, explosive magazines.

The Fire Marshal is responsible for issuing permits related to the transportation, storage, and use of explosives, installation of permanent propane tanks and piping, heating fuel storage tanks, gasoline and diesel fuel storage tanks, and commercial fireworks displays.

In addition to inspections, the Fire Marshal reviews all site plans submitted to the Planning and Zoning Commission, and all plans submitted as part of the building permit process. Plans are reviewed for compliance with the minimum standards set forth in the Connecticut Fire Safety Codes, as they relate to new construction, renovations, and change of use in occupancy. There is a great deal of coordination with the Building Department in regards to sign-offs prior to issuance of building permits and certificates of occupancy for building and structures that fall under the Fire Marshal's jurisdiction.

On October 3, 2011 Steve Williams was appointed Fire Marshal for the Town of Winchester to replace retiring Fire Marshal Bill Baldwin.

During the week following the October 29, 2011 Nor'easter, the Winchester Fire Marshal's Office was extremely busy with fire investigations, and with carbon monoxide poisonings from improper use of generators and heating appliances. In addition, several local restaurants

attempted to reopen using generator power and this required inspections for fire safety issues in these establishments.

From October 4, 2011 through June 30, 2012 fire code inspections totaled 171. There were 30 investigations completed for origin and cause of fires within the community. 40 sets of plans that were submitted to the Building Department were reviewed for compliances with the Connecticut Fire Safety Codes.

During the past year some of the properties that submitted plans for review or required fire code inspections of work being done were:

- 412 Main Street renovations to the structure
- 19 Gay Street Carriage Maker Place Apartments
- 60 South Main Street renovations to convenience store gas station
- 231-235 North Main Street renovations to McCall Foundation
- 161 Main Street Gas Man convenience store gas station

The Winchester Fire Marshal's office looks forward to working with all members of the community to provide a fire safe environment for all.

Winchester Police Department

Robert Scannell, Chief of Police

Kathy Venezia, Administrative Assistant/Records Clerk

Mission Statement: The mission of every member of the Winchester Police Department is to provide service in a professional manner and to seek to preserve and enhance the safety, security and quality of life within our community.



Left to right: Robert Scannell and Kathy Venezia

The officers of the Winchester Police Department continue to engage members of the community at every possible opportunity. Park and Walk patrols are continuing. Park and Walks are a patrol function where an officer assumes foot patrol in a specified area such as Main Street, a school, playground, or park just to name a few.

The Police Department has sponsored many community-oriented events and activities over the past year. Examples of some of these events are child safety days, bicycle safety classes, identity theft seminars, prescription drug take-backs, internet safety presentations, and the Special Olympics Law Enforcement Torch Run. The Winchester Police Department is an avid supporter of Connecticut Special Olympics and has sponsored numerous Tip-A-Cop and other fundraisers over the course of the past year.

The highlight of the Winchester Police Department's year was the reinstatement of the D.A.R.E. for 5th graders at Pearson and St. Anthony's Schools. The program this past year was made possible by a generous donation from the Winsted Hospital Women's Auxiliary.

Police Programs and Activities

Fire & Ambulance Dispatch	Patrol Services	School Crossing
Speed and Traffic Enforcement	Park and Walk Patrols	Animal Control
Traffic Accident Investigations	Criminal Investigations	Parking Control
Investigation of All Citizen Complaints	Identity Theft Seminars	K9 Patrol
Construction Site Traffic Control	Internet Safety Classes	Training
Prescription Drug Take-backs	Bicycle Safety Classes	Marine Patrol
Crime Prevention/Neighborhood Watch	D.A.R.E.	
First Responders to all Medical Emergencies	Special Olympics Torch Run & Fundraisers	

The following Regional Police Activities have been suspended due to Overtime Constraints:

Emergency Response Team Accident Investigation Team Traffic Enforcement Team

- In 1998, the Winchester Police Department handled 9,174 calls, supplemental reports, and directed patrols with a total of 24 sworn officers.
- In 2009, the Winchester Police Department handled 11,603 calls, supplemental reports, and 7,215 directed patrols with 21 sworn officers.
- In 2010, the Winchester Police Department handled 14,181 calls, supplemental reports, and 7,700 directed patrols with 19 sworn officers. Regular "Park and Walk" foot patrols were expanded in 2010 totaling 2,806.
- In 2011, the Winchester Police Department handled 12,001 calls, supplemental reports, and 10,947 directed patrols/park and walks with 18 sworn officers.

Current Staffing (as of 9/1/12)

1 Chief of Police
 3 Sergeants
 14 Patrol Officers (For a Total of 18 Sworn Officers)
 8 Public Safety Dispatchers (3 full-time, 4 part-time, 1 per-diem)
 1 Part-time Animal Control Officer
 7 School Crossing Guards
 1 Administrative Assistant/Records Clerk

Budgeted Sworn Personnel 2008-2009

Chief of Police
 Deputy Chief
 4 Sergeants
 18 Patrol Officers (Total 24)

Budgeted Sworn Personnel 2009-2010

Chief of Police
 Deputy Chief
 4 Sergeants
 17 Patrol Officers (Total 23)

Budgeted Sworn Personnel 2010-2011

Chief of Police
 Deputy Chief
 3 Sergeants
 15 Patrol Officers (Total 20)



Alphabetic Winchester Police Department Personnel

879 Chief Robert Scannell

Sergeants: 3

65 Fox, Brian
34 Kenney, Jr., Thomas
81 Kinahan, Kevin

Patrolmen: 14

932 Boyne, Kim
875 Hermenau, Jason
64 Lopardo, Gregory
39 Marchi, John
931 Milhomens, Joseph
150 Pietrafesa, Daniel
92 Roy, Christopher
26 Roy, Michael
15 Ruot, Eugene
95 Skinner, Christopher
500 Smith, Thomas
873 Twombly, Scott
877 Vaccari, Paul
20 Varasconi, Robert

Dispatchers: 8

191 Bascetta, Philip
721 Fagan, JoAnn
1090 Fracasso, Shelley
448 Kenney, III, Thomas
781 Matthews, Daniel
1126 Marcus, Ben
1131 Racloz, John
1105 Underwood, Ellen

Animal Control

933 Campbell, Alicia

Administrative Assistant/Records

510 Venezia, Kathleen

The Winchester Police Department must accommodate the increased demands for service created by an influx of students attending Northwestern Connecticut Community College during the school year, and the increase in activity at Highland Lake during the summer.

Every community is unique in relation to the staffing requirements of its Police Department. Along with crime data and call volume, the following factors must be considered. Your Police Department must be able to:

- Respond to emergency and non-emergency calls in a timely manner.
- Allow time for report writing, investigations, and court appearances.
- Conduct proactive activities such as directed patrols, foot and bicycle patrols.
- Promote public safety.
- Ensure the safety of officers.
- Allow for used time off (vacation, personal, and sick).



The following is a chart of the types and number of incidents the Winchester Police Department responded to in fiscal year 2011/2012:

7-1-11 THRU 6-30-12

UCR	NATURE	TOTAL	1ST SHIFT	2ND SHIFT	3RD SHIFT
10	Fire Dispatch	489	231	207	51
11A	Forcible Rape	2	2	0	0
11D	Forcible Fondling	7	5	1	1
12	Larceny	24	12	12	0
120	Robbery	4	3	0	1
13A	Aggravated Assault	8	3	4	1
13B	Simple Assault	87	22	41	24
13C	Intimidation	63	23	33	7
14	Motor Vehicle Check	7	1	6	0
17	Suicide or Attempt	47	19	20	8
18	Abandoned MV	30	25	4	1
19	Disabled MV	130	54	58	18
2	Motor Vehicle Accident	402	206	151	45
200	Arson	4	0	3	1
21	Escort	68	38	29	1
220	Burglary	76	41	19	16
23	Suspicious Person	152	54	78	20
23C	Shoplifting	24	10	13	1
23D	Theft from Building	50	29	19	2
23E	Theft from Coin-Op Machine	1	1	0	0
23F	Theft from MV	33	17	10	6
23G	Theft of MV Parts/Access.	10	6	4	0
23H	All Other Larceny	45	28	15	2
240	MV Theft	8	4	1	3
25	MV Stop	2162	1164	524	474
250	Counterfeit/Forgery	5	3	2	0
26A	False Pretenses/Swindle/Confidence	7	4	3	0
26B	Credit Card/Auto Teller Fraud	9	2	6	1
26C	Impersonation	4	2	2	0
26E	Wire Fraud	1	1	0	0
270	Embezzlement	2	1	1	0
290	Vandalized	120	70	30	20
3	Ambulance Request	1423	614	533	276

30	Well-being check	123	50	63	10
35A	Drug/Narcotic Violation	12	7	5	0
35B	Drug Equipment Violation	4	1	3	0
36A	Incest	1	1	0	0
36B	Statutory Rape	2	2	1	0
370	Pornography	2	2	0	0
39	Routine Complaint	2951	1323	1254	373
40	Parking Violation	101	61	35	5
46	Animal Complaint	402	200	166	36
5	Warrant Check	134	59	45	30
520	Weapon Law Violations	4	0	4	0
55	Person Found Dead	12	3	5	4
6	Fire Alarm	122	62	50	10
66	Domestic Violence	116			
69	Intoxicated Person	10	3	6	1
7	Assault	8	3	5	0
70	Disturbance	94	12	72	10
74	Intrusion Alarm	375	146	127	102
80	Vessel Stop	71	14	57	0
84	911 Hang-up/Misdial	623	194	336	93
88	Drug Related	16	6	10	0
89	Park & Walk	3	0	0	3
9	Medical Emergency	3	0	2	1
90A	Bad Checks	3	2	1	0
90C	Disorderly Conduct	33	14	15	4
90D	DWI	40	1	35	4
90G	Liquor Law Violation	1	0	1	0
90Z	All Other Offenses	61	23	22	16
92	Trespasser/Prowler	1	0	0	1
95	Barking/Roaming Dog	6	5	1	0
98	Missing Person	27	13	13	1
SUP	Supplemental Report	819	427	274	118
		11,581	5,332	4,444	1,805
	CRIMINAL ARRESTS	502			
	DIRECTED PATROLS	10,141			
	DOMESTIC VIOLENCE CASES	116			
	PARK AND WALKS	766			

Current Shift Assignments

1. Day Shift: 1 Sergeant, 4 Patrol Officers, 1 Detective
2. Afternoon Shift: 1 Sergeant, 5 Patrol Officers
3. Midnight Shift: 1 Acting Sergeant, 4 Patrol Officers

5 Year Projection

The Police Department has been able to maintain an excellent level of police service to the citizens of the Town of Winchester due to the dedication and hard work of its officers and employees. However, funding continues to be an issue which impairs operations of the Winchester Police Department. Further staff reductions will inevitably force management to cut police services. The Police Department has been forced to rely solely on Federal and State Grants to replace and update old department equipment. The community as a whole will need to identify what the citizens feel are essential services and then fund them properly.

Department of Public Works

James A. Rotondo, P.E., Director

Sandy Phelps, Administrative Assistant

The Department of Public Works had a total combined budget of \$4,433,801.00 for 2011/2012. It is comprised of the following divisions:

- Highway Department
- Water & Sewer Department
- Water Filtration Plant
- Wastewater Treatment Plant
- Cemeteries
- Parks
- Buildings

Mr. Rotondo took over supervision of the Public Works Department on March 15, 2010. Under his direction the department placed an emphasis on needs analysis and long term planning. While trying to provide improved responsiveness to taxpayer needs, a significant amount of time has been devoted to evaluating infrastructure, capital equipment and labor needs. Several initiatives have been started which have led to improvements in department efficiency and effectiveness.



Left to right: Dennis Millard, Sandy Phelps, James Rotondo and Jim McCarthy

Significant Accomplishments achieved since March 2010 include:

- *Investigated & initiated a treated salt pilot program:* "Ice-B-Gone" treated salt was utilized in lieu of traditional rock salt/sand mixtures on 3 of the 13 snow plow routes. Results of the pilot program were dramatic. Streets that had been applied with treated salt were clear of snow and ice well before similar roads treated with traditional salt/sand mixtures. Based upon the positive results achieved a goal of expanding the treated salt program to the entire town was set.
- *Supervised successful sidewalk improvement project:* Inspection and

contract administration duties were provided for sidewalk replacement project on Chestnut Street, Gay Street, Perkins Street, Fruit Street, Greenwoods Avenue, Oak Street, St. James Place, Holabird Avenue and Cornelio Avenue.

- *Supervised and administered (ARRA) Wetmore Avenue mill & pave project:* Town administration duties were provided for the complete milling and repaving of Wetmore Avenue.
- *Coordinated completion of the East Wakefield Boulevard drainage project:* Worked with the design engineer, contractor and CL&P to resolve outstanding issues to allow the completion of the drainage improvement project that had been put on hold.
- *Created 5-Year Capital Plan:* A 5-Year Capital Plan was created and presented to the Selectmen on September 20, 2010. The plan detailed infrastructure and capital equipment needs through 2015/2016.
- *Created 2011 Municipal Bond Plan:* A Proposed Capital Plan for a 2011 Municipal Bond was created and presented to the Selectmen on June 20, 2011. The plan detailed immediate needs with respect to infrastructure and capital equipment.
- *Initiated and coordinated the relocation of utility poles from Willow Street sidewalk:* Worked with CL&P and private property owners to obtain easements which allowed the existing utility poles to be removed from the sidewalk adjacent to the ball fields and relocated to the opposite side of Willow Street.
- *Initiated Fast-Track program to accelerate the installation of radio read units on water meters:* A fast-track program was developed and initiated to upgrade and convert all existing water meters in the water distribution system from manual read to automatic radio read.
- *Updated highway repair standards for work done in town roads:* Road repair requirements and policy were revised to a more stringent standard to ensure that road repairs conducted are done

satisfactorily and are permanent in nature. This new standard required Yankee Gas to completely mill and repave Hillside Avenue curb to curb in November 2011 after installation of a new gas main and service laterals.

- *Investigated/pursued a sinking pavement patch on Perkins Street which led to a \$15,500.00 settlement from Yankee Gas:* Research was done pertaining to a sinking pavement patch on Perkins Street. It was determined that Yankee Gas had performed gas main work at this location in the early 1990's and upon completion installed a substandard road repair. The utility paid a monetary settlement to the Town to correct the faulty work.
- *Applied for and received FEMA disaster funds for the following events:*
 - January 12th-13th 2011 blizzard: \$30,616.53
 - Hurricane Irene, August 28th, 2011: \$66,926.61
 - Storm Alfred, October 29th, 2011: \$35,011.34
- *Created DPW Safety Committee & received award from CIRMA:* A department-specific Safety Committee was established which meets monthly and works on topics related to personnel safety. As a result of various efforts, the department received a safety award for "Establishing risk as an organizational priority".
- *Designed and installed Main Street parking delineations:* A parking plan for Main Street Enhancement - Phase I area was designed and permits were obtained from CTDOT to allow for their installation. Delineation lines were painted which provides a much more organized parking arrangement.
- *Initiated major DPW yard reorganization & parking lot improvements:* The northwest corner of the yard was graded and roadway millings were installed to create more usable space and to allow the equipment to be parked on higher ground further away from the Still River.
- *Compiled and eliminated obsolete highway trucks & equipment through Town auction:* Decades of old, obsolete

equipment were gathered, sold and removed from the DPW yard.

- *Supervised East End Park Fountain restoration and upgrade (STEAP Grant):* Hired a project architect, reviewed contract documents, participated in construction project meetings and performed Town administration duties. Project highlights include stone restoration, addition of night lighting and water recycling system. This project was completed in the spring of 2012.
- *Initiated the use of regional purchasing thru LHCEO:* Purchasing through LHCEO was initiated for the first time with the acquisition of treated salt for the 2010/ 2011 winter season. The combined buying power of all the towns in the association has resulted in more competitive pricing and resulting cost savings to the member towns. Additional items purchased cooperatively by the Public Works Department include street signs and snow plow blades.
- *Created 1st comprehensive drainage database tabulating catch basins town wide:* All town-owned catch basins were inspected, tabulated and their physical condition noted. Approximately 1,400 basins were found to exist. This survey which was completed in the spring of 2012 serves as a living document which is continuously updated to reflect the current condition of this infrastructure component.
- *Directed a Leak Detection Survey on Winsted Water Works water distribution piping:* A town-wide leak detection survey was performed by NYLD in October 2011. Based upon survey results water department personnel repaired 6 leaks which had been identified as problem areas. The repairs performed are saving approximately 150,000 gallons of water per day which was previously drawn from the reservoir, treated at the filtration plant and then lost through leaks in the distribution network.
- *Rehabilitated Oakdale Avenue Water Booster Station:* This booster station was completely rehabilitated. A non-

functional tri-plex pump system was removed and replaced with variable speed drive pumps. The new manifold piping includes a permanently installed backup pump. Once a permanently mounted emergency generator has been installed on site (grant applied for through a CT DPH small generator program) the project will be complete. This project will drastically improve reliability of the station and will provide the highest level of service to its customers. This project was substantially completed in the summer of 2012.

- *Rehabilitated Sewer Plant Corner Sewage Pump Station:* This pump station was updated with a new programmable pump control panel which will improve reliability. The new controls were relocated above-ground in a new weatherproof enclosure making inspection and maintenance duties safer and easier. Considerable site work was performed including installation of a retaining wall, security fence and paved driveway. This project was completed in the summer of 2012.
- *Administered Walker Field Parking Lot project (STEAP Grant):* Hired a project engineer, reviewed progress drawings/ contract documents, participated in construction meetings and performed Town administration duties. Project highlights include site grading, paved parking lot, lighting, low impact development features and landscaping. This project was completed in the spring of 2012.
- *Cemetery Ordinances rewritten and new Fee Schedule created:* Extensive research was done pertaining to cemetery rules and fees. As a result, one new comprehensive ordinance was written which replaced six existing ordinances. A new Fee Schedule was also created based upon a regional survey of 11 other cemeteries. Previously burial fees had not been increased since some time before the late 1990's. Plot prices were modestly increased in 1997 – 15 years ago. The Board of Selectman adopted both the proposed ordinance and fee schedule in 2012.

- *Estimated & obtained Prefabricated Restroom Project for Walker Field (STEAP):* A \$125,000.00 grant for a pre-fabricated restroom project was successfully obtained through the STEAP program. Oversight of the project design and procurement of the pre-fabricated building has been initiated.
- Deficiencies with Infrastructure & Capital Equipment identified include:

ROADS

- Due to the lack of an adequately funded preventative maintenance program (including chip sealing, crack sealing and bituminous overlay) the conditions of roads continue to deteriorate year after year.
- As a consequence of perpetual road maintenance underfunding, many roads are slipping from a routine maintainable condition to severe deterioration that will require a much more expensive rehabilitation option (pulverizing and paving or total reconstruction).
- Widespread potholes which are symptoms resulting from the lack of appropriate investment are demanding an ever increasing portion of the budget and departmental labor.

CAPITAL

- Many pieces of Capital Equipment are old, obsolete and in need of replacement. Most desperately needed are:
 - Snow Plow Trucks
 - Roadside mower
 - Asphalt roller
- An adequately sized and configured Salt Shed is needed to support the new "treated salt initiative", which will curtail material waste and increase productivity

BRIDGES

- West Road Bridge is in need of replacement. Due to concrete decay, the shoulder of the westbound lane has been closed to

traffic. The allowable weight limit of the bridge has also been reduced to 15 tons maximum. This bridge was built in 1933 and has exceeded its useful life.

- Sucker Brook Road Bridge was officially closed to traffic on October 26, 2010 because of public safety concerns. The concrete bridge deck is seriously deteriorated and is in need of complete replacement. Due to the closure this bridge was accepted into the State Local Bridge Program which qualifies it for 80% reimbursement. The Town needs to commit to its 20% cost share.
- Holabird Avenue Bridge, roadway and drainage system need replacement.
- Results of the most recent bridge inspection conducted by the State of Connecticut and reported to the Town on August 3, 2012 are as follows:
 - Bridge No. 04060, Holabird Avenue over Still River: Rated SERIOUS as of 2010
 - Bridge No. 03986, Wallens Street over Still River: Rated POOR as of 2004
 - Bridge No. 04059, Bridge Street over Mad River: Rated POOR as of 2004
 - Bridge No. 05127, Case Avenue over Mad River: Rated POOR as of 2004

DRAINAGE

- Oakdale Avenue drainage system is failing and is in need of extensive repairs or replacement.
- Catch basins, drainage piping and old stone culverts are structurally failing faster than they can be rebuilt or replaced.
- Additional drainage systems (catch basins & piping) in specific city areas and drainage ditches need to be installed in country areas to eliminate chronic winter ice problems on roadways.
- Widespread sinkholes in town roads and sidewalks which are symptoms resulting from the lack of

appropriate investment in the Town's drainage system are demanding an ever increasing portion of the budget and departmental labor.

major rehabilitation or total replacement becomes necessary.

Street Department

Solutions identified include:

- A continuous, adequately funded road preventative maintenance program needs to be recognized and accepted as an integral part of the yearly working budget and designated funds should be dedicated and immune from "spending freezes".
- The proposed DPW 2011 Municipal Bond & future years of the 5-Year Capital Plan need to be re-evaluated, revised and implemented.
- A capital equipment replacement program needs to be established so that the condition of equipment is maintained at a level that provides safe, dependable and cost effective operation. Equipment should be traded-in for replacement when it still retains some market value.
- The Town needs to take advantage of all eligible State and Federal grant programs to help defray infrastructure replacement costs. In the past after qualifying for certain programs, Winchester failed to appropriate its' required share. As a result, the proposed infrastructure replacement or improvement never took place. Although these programs may contain additional red tape they often pay for up to 80% of the project cost.
- The Town needs to recognize that infrastructure can not be maintained appropriately through grants and bonds alone. Adequate funds need to be budgeted yearly to keep infrastructure in a safe, dependable condition.
- Preventative maintenance is more cost effective than deferring investment until infrastructure has deteriorated to the point where

Budget = \$1,643,371.00

Dennis Millard, Foreman
Dennis Gomez, Cemetery Attendant/
Maintainer IV

Ronald Banks, Mechanic
Scott Goodell, Mechanic
Francis Barth, Maintainer III
Kenneth Schibi, Carpenter/Mason
Philip Bascetta, Maintainer IV
Fred Wiarda, Maintainer III
Mark Cardillo, Maintainer III
Larry Zani, Maintainer IV

The primary responsibility of this department is summer and winter maintenance of Winchester's 73 miles of paved/improved roads and 8 miles of gravel/unpaved roads. The Public Works Garage is located at 189 Rowley Street. The facility is shared with the water and sewer department. The highway garage provides 10 bays to house trucks and equipment while the remainder must be parked outside. Equipment owned by the department and available for use includes: 2005 Cat Loader, 1994 Case Loader, 2008 John Deere Grader, 1994 & 2002 Case Backhoes, 1997 Vacuum/Jetter Truck, 2004 Elgin Sweeper, 1985 Asphalt Roller, 1988 Skidsteer Loader, Miscellaneous Pick up and Utility Trucks ranging from 6 to 17 years old. The average age of the snow plow fleet is 11.5 years old with the oldest truck at 21 years old. No new snow plow equipment has been purchased in the last 6 years.

The fiscal year began with the Vacuum/Jetter Truck being placed back into service after funds were made available for the repair. The truck required extensive work which was completed in June 2011. Once the machine was put back on line, a methodical drainage cleaning program was initiated with respect to the Town's drainage infrastructure. The drainage systems on many Town roads were completely jetted and cleaned. This process

revealed many structural problems that existed within individual catch basins and drainage piping.

On August 28, 2011 Hurricane Irene arrived and caused considerable damage. Tree removal and roadway washout repairs were required for days afterward. Significant work was performed on Waterbury Turnpike, Hollow Road, Losaw Road, Hannifin Road, Moreland Road and Lansing Drive bridge.

A freakish fall nor'easter hit the area on the weekend of October 29th. The storm dropped eighteen inches of snow requiring snow removal crews to work throughout the night. The heavy snow took down a significant number of wires and tree branches. It took several days working with the power company to remove all tree limbs and debris from the roads. Based upon a decision by the Board of Selectmen, Public Works personnel removed storm debris that had fallen onto private property provided that the property owners place it curbside. This work which represented a significant effort continued through the end of December. The debris was collected and brought to the public works yard and stockpiled. The pile consisted of approximately 1,500 cubic yards of material which was ultimately ground and removed by an outside contractor. In the fall, the resident's leaf pickup program was conducted. At the end of November leaves that had been placed in biodegradable bags along the curbside were picked up and removed.

After the nor'easter, the rest of the winter was unusually mild with light precipitation. There were a total of twelve snow events that required plowing and/or salting. Six occurred in January, four in February and two in March. Thirteen separate snow plow routes were attended to by 11 large trucks (36,500 - 41,000 GVW) and 2 small trucks (19,000 GVW). The department is responsible for snow removal on all town owned roads, parking spaces on Main Street (State Route 44) where the Phase I Enhancement Project has been completed as well as parking lots at Pearson, Hinsdale and Batcheller Schools, Fire Departments

at Elm Street, Prospect Street and Holabird Avenue, Elm Street and Center Street Municipal Parking Lots, Town Hall, Senior Center and the Ambulance facility. Snow is also removed from Town owned sidewalks, bridges and footbridges.

Favorable early spring weather allowed the street sweeping program to begin in March. All town roads were completely swept. Utilizing a two crew system sweeping activities were completed in April, months ahead of historical completion dates. Some additional sweeping was performed later in the year on an as needed basis.

Potholes continued to be an extensive and growing problem on many of the Town's roads. Hundreds of tons of bituminous asphalt were used over the course of the year repairing reoccurring potholes as well as patching drainage repairs and other related projects. The condition of many roads has deteriorated to the point of total breakdown which makes patching a futile and non cost effective measure.

A roadside mower was rented for a month in the fall and 90 miles of Town roadsides were mowed and sight lines were improved. Vegetative growth including saplings up to 3 inches in diameter were cut and removed.

Several times throughout the year the Town's gravel roads were graded and washouts were repaired. Gravel roads maintained by the department include: Waterbury Turnpike, Losaw Road, Dayton Road, Chapel Road, Old Danbury Quarter Road, Reaching Hill Road, Weigold Road, Hollow Road and Preston Road.

Over the course of the year, outside vendors were contacted to remove many dead or dying trees from town property.

Significant projects conducted by department personnel over the past year include:

- Replacement of 40 linear feet of 15" diameter catch basin outlet drain @ 348 East Wakefield Boulevard

- Replacement of 30 linear feet of 15" diameter drainage pipe on Carey Avenue
- Replacement of 20 linear feet of 12" diameter drainage pipe on Alpha Avenue
- Replacement of stone culvert on Upson Avenue with 40 linear feet of 30" diameter drainage pipe
- Replacement of 70 linear feet of 4" diameter drain pipe on Walker Field
- Rebuilt 22 collapsing catch basins

A very limited bituminous overlay project was conducted in October by Galasso Paving, the State of Connecticut Vendor-In-Place low bidder in the Town of Winchester. 764 tons of bituminous concrete was installed on the following streets:

- Williams Avenue
- Morgan Drive
- Lakeview Road
- Sections of East Wakefield Boulevard

On-going maintenance duties on a day to day basis include: the removal of trees and debris from roadways including the chipping of brush when necessary, the maintenance and replacement of Town highway signs when necessary, maintenance and repair of highway and drainage infrastructure, and trash removal from municipal receptacles on Main Street, at the Parks, and at the Cemeteries.

When called upon by other Town departments, assistance is given. Each year the dock at Highland Lake is installed and removed for the Police Department. This year, department personnel replaced 70 linear feet of 4" diameter collapsed drain pipe on Walker Field for the Recreation Department. The department also helps the Water and Sewer Department in the repair of broken water mains, and in asphalt repairs when needed.

When requested, the Highway Department also provides assistance to other groups in Town. Again this year in the spring, personnel and equipment assisted the Friends of Main Street installing bark mulch in the medians on Main Street.

Assistance was also provided to the Highland Lake Watershed Association. On April 23rd rubbish collected during their annual spring cleanup was picked up and disposed of. On April 30th department personnel picked up a considerable amount of brush and debris that was collected during the annual Mad River and River Walk cleanup which was performed by volunteers.

The Highway Department assists in the setup and cleanup of the numerous parades and festivals scheduled throughout the year. A viewing trailer is positioned on Main Street and department personnel work with the Police Department setting up and taking down signs used for traffic control. The department also assists in the installation of holiday lights and decorations on Main Street.

Joe Lemelin, Highway Foreman retired on April 6th, 2012. On August 21st, 2012 Dennis Millard, a Highway Maintainer IV, took over as Foreman.

During the past year the Department of Public Works issued the following permits:

- (21) Road Opening permits for a total fee of \$1,050.00
- (5) Driveway permits for a total fee of \$125.00

Wastewater Treatment Facility

Budget = \$926,099.00

Richard Kemp, Chief Plant Operator
 Alex Combes, Senior Lab Technician
 Michael Griffin, Plant Operator III
 Charles Nichols, Plant Operator II

The Winsted Wastewater Treatment Plant is located along the Still River at 470 North Main Street and has been in operation since the early 1950's. It began as a simple primary plant with a single sludge digester. In 1964, it was upgraded to secondary treatment with the addition of rotating trickling filters, two secondary clarifiers and a secondary digester. When higher water standards were mandated in the middle

1980's the plant was again renovated with a major 15 million dollar upgrade which was finished in 1989. This expansion/renovation was designed to handle a daily flow of 3.0 million gallons per day and included many new buildings and tanks along with a bridge, as the new plant extended to both sides of the river. Significant equipment and processes included in this upgrade were: primary and secondary anaerobic digesters with methane gas recovery for digester and building heat, belt filter presses, an influent building that houses screening and grinding equipment, a grit removal system, eighty foot diameter final clarifiers, chlorine contact chambers and an operations building including offices and laboratory. The Treatment Plant is owned and operated by the Town of Winchester and is regulated by the Connecticut Department of Environmental Protection, Water Compliance Division.

In the late 1990's, it was determined that wastewater plants were significant contributors of nitrogen into Long Island Sound, causing low dissolved oxygen levels, a condition called hypoxia. To counteract this condition, CT DEP established nitrogen discharge limits and created a nitrogen trading program. As a result of these new limits, plants could proceed in two ways. They could make no attempt at reducing nitrogen discharges and purchase "over limit" credits or make plant modifications to reduce nitrogen discharge below the set limits. Plants discharging below the set limits would get paid for "under limit" credits. Winsted decided to make the necessary plant upgrades and began denitrification in 2006. The plant's aeration basins were modified to encourage the growth of selective microorganisms that convert nitrate nitrogen to nitrogen gas. Based upon last year's operating results the wastewater plant was not required to purchase any over limit credits, nor did it generate any income from under limit credits.



The day-to-day operation of the Wastewater Treatment Facility is under the direction of Richard Kemp, Chief Plant Operator. A process control operator, a maintenance operator, and a laboratory technician complete the single shift staffing. The plant staff keeps busy operating and maintaining the various pieces of equipment that treats the wastewater and keeps the discharge quality within the permitted parameters. A computerized maintenance system generates work orders, tracks spare parts and schedules lubrication which keeps equipment running smoothly and minimizes after hour emergency calls.

Over the past 12 months, an average daily flow of 1.89 million gallons per day of wastewater was treated and discharged into the river. In accordance with the discharge permit, biochemical oxygen demand, suspended solids, various forms of nitrogen, dissolved oxygen, turbidity, chlorine concentration, coliform bacteria, temperature and pH were monitored and recorded by plant personnel on a regular basis. No parameter violations occurred at the plant during this reporting period. In March, the annual Operation & Maintenance Inspection was conducted by the DEP, Water Compliance Unit. Lab data, operational reports, equipment maintenance, parts inventory and overall housekeeping were reviewed and found to be acceptable.

On the revenue side, the Treatment Plant has a septic receiving station and accepts residential waste from surrounding towns. Over the past year, approximately 2.7

million gallons were received. This additional waste stream generated \$205,425.00 of income.

Crystal Lake Water Treatment Plant

Budget = \$378,090.00

Jeff Rines, Chief Plant Operator

The Crystal Lake Water Treatment Plant is located at 338 Winchester Road and has been providing quality filtered drinking water to the Town of Winchester since August of 1998. The plant is designed to filter 6 million gallons of water per day at peak capacity. Over the past year the average daily usage by Winsted Water Works customers was 906,382 gallons. The large design capacity of the plant was meant to provide water for high flow periods such as a fire, as well as for the future growth of the town. Over the last 12 months, the plant produced a total of 330,829,490 gallons of water. The finished water is tested twice daily at the plant by certified operators. Water quality is also monitored 24 hours a day by distribution instruments. Water samples are taken weekly from chosen locations within the distribution system and are tested by an independent laboratory certified by the State of Connecticut. The results of these tests are reported to the CT Department of Public Health to ensure water quality.

The Crystal Lake Water Treatment Plant gets its water from two sources. The Crystal Lake reservoir is the primary source. The secondary source is the Rugg Brook reservoir which can be made to feed Crystal Lake via a 3,500 foot long tunnel. The combination of these two sources provides a great abundance of source water for the Town of Winchester. Taking into account the entire source availability, current consumption could be increased by a factor of 3. The Water Department has not had to issue any water use restrictions in many years.



Crystal Lake Reservoir

The Department conducts an annual watershed inspection. The purpose of this inspection is to monitor and help protect our sources from possible contaminants. Based on a combination of current reservoir and watershed area conditions, existing potential sources, and the level of source protection measures in place, the source water assessment for our watershed system indicates that there is an overall low risk of contamination from any identified potential sources of contamination.

The day-to-day operation of the Water Treatment Facility is under the direction of Jeff Rines, Chief Plant Operator. A Treatment Plant Operator IV completes the two-person team that make up the single shift staffing. Both operators are Class IV certified by the State of Connecticut, Department of Public Health. They are each required to attain 30 hours of continuing education units over a 3 year period to maintain Class IV certification. The plant is monitored 7 days a week by certified personnel. During unmanned hours a series of alarms are in place to alert operators of any potential problem.

Within the Filtration Plant there are many mechanical pumps, valves and treatment components which need to be monitored, maintained and repaired. Sophisticated monitoring equipment is essential to the successful operation of the plant. This equipment receives periodic calibration and maintenance to ensure proper, dependable & efficient operation.

2011 was an eventful year. Class IV Operator Tom Linkovich retired in November. Tom will be missed. Finding his replacement is currently underway. We hope to have the position filled this October. During this period, Class IV operators from the Connecticut Water Company have filled in, in accordance with Department of Public Health Regulations. Over this past year, computer hardware and software upgrades were completed, replacing the original software that operated the plant for 14 years. The original equipment was obsolete and in need of replacement. The total package for this upgrade represents a \$50,000 investment. These new upgrades will ensure trouble free operation for years to come.

Issues to be dealt with this coming year include an upgrade of the heating system in the process area, as well as maintenance on the emergency backup generator.

The operators of this plant take great pride in trying to provide the best possible quality drinking water to the Town of Winchester.

Water & Sewer Department

Budget = \$ 1,235,375.00

Jim McCarthy, Foreman
Mark Lombardo, Utility Man IV
Michael Girolamo, Utility Man IV
Robert Stockno, Utility Man IV

This department oversees and maintains the Winsted Water Works water distribution network, the sewer collection system, the town's reservoirs and watersheds and the lake level at Highland Lake. There are approximately 2,700 water & sewer customers.

Crystal Lake Reservoir is the main source of water supply to the Town of Winchester and contains 456 million gallons of useable water within a 146-acre area. Rugg Brook Reservoir is the backup supply and contains 163 million gallons of useable water including the Mad River Diversion into Rugg Brook Reservoir. Elevations of

these water supplies are monitored by the Water Department. Water can be transferred from Rugg Brook to Crystal Lake if low supply conditions occur.

The watersheds of both reservoirs are maintained by the Water Department. Work routinely done at these valuable resources consist of clearing brush, picking up trash, maintaining roads and protecting our water system from vandalism or contamination. The system is closely monitored and no trespassing signs have been posted at the reservoirs, filtration plant and water storage tank. Our land management consultant Ferruci & Walicki has ongoing logging projects and the replanting of conifers to help maintain the integrity of our watershed. The watershed is inspected yearly by Lenard Engineering.

The distribution system consists of approximately 35 miles of water main. The pipes range in size range from 4" to 16" in diameter. These transmission lines are maintained yearly through a regularly scheduled flushing program. Flushing expels deleterious materials from the distribution system keeping tap water clear and clean. The flushing process is accomplished by opening hydrants throughout the system. During the flushing process the hydrants are also checked to assure that they are in good working condition.

There are 358 fire hydrants within the system. They are inspected and winterized in the late fall and monitored throughout the winter to guard them from freezing. The hydrants are also kept clear of snow to maintain their visibility. Gate valves are also exposed in the winter to ensure that they can be easily located should they be needed in an emergency.

Department personnel respond to all Call Before You Dig (CBYD) requests in a timely fashion as required by law. Water and Sewer system components are marked out for clients and contractors excavating within or near the system, to ensure protection and to avoid interruptions of service to our customers.

Other components of the water system require ongoing maintenance. Two water booster stations are checked frequently and necessary repairs are made when problems are discovered. The Water Department also monitors the 1.5 million gallon water storage tank on Wallens Street. The tank is inspected regularly and the water stored within it is tested frequently.

Other duties of the Department include:

- Repair all water service leaks and major interruptions, such as water main breaks. (When repairs are made and service is restored, temporary road patch is initially used. At a later date, full restoration is made including a permanent patch using hot bituminous concrete. Any adjacent disrupted areas are repaired using top soil and grass seed when necessary)
- All water meters in the distribution system are read quarterly. Any meters which are found to be in need of repair during this process are addressed when all the readings are complete. Meter repairs are scheduled with the resident at their convenience.
- Water Quality Tests are performed on water samples taken from the distribution system weekly. Four separate samples are collected at Department of Public Health approved locations. These samples are then tested at an approved laboratory for processing and the results sent to the Water Department. The Water Department reports the test results to the Department of Public Health on a monthly basis. These results document and ensure compliance with the "Safe Water Drinking Act".

The sewer collection system consists of approximately 40 miles of gravity sewer line. The sewer system ranges in size from 6" to 36" in diameter. The collection system contains nine sewer pumping stations and approximately 6 miles of force main. Weekly maintenance is performed on each pump station and immediate repairs are made when they are not functioning properly. The sewer lines are maintained, repaired or replaced as required.

Occasionally it becomes necessary to remove blockages from plugged pipelines.

The Department also maintains a low-pressure sewer system on East and West Wakefield Boulevard servicing Highland Lake residents. There are 310 individual grinder pump stations on this system. Each station is equipped with a high level alarm and is responded to 7 days a week.

Significant projects completed over the past year include:

- Rehabilitation of Oakdale Avenue Water Booster Station
- Rehabilitation of Sewer Plant Corner Sewage Pump Station

Other significant events that occurred last year include one major water main break that occurred in the water distribution system. The break took place the evening of December 18th, 2011, in a 12" diameter line located on East Lake Street. Emergency crews worked through the night and had the line back in service the next morning.

During the past year the Water & Sewer Department issued the following permits:

- (2) Sewer connection permits for a total fee of \$1,439.50
- (1) Water & sewer connection permit for a total fee of \$2,000.00

Cemeteries

Budget = \$36,652.00

Dennis Gomez, Cemetery Attendant/
Maintainer IV

The Town of Winchester owns and maintains five (5) cemeteries. Three are actively accepting new burials while the other two are full. The active cemeteries are:

- Forest View Cemetery: This cemetery is located at 85 Rowley Street and is the most active. It is also the largest at

thirty two acres with an approximate total capacity of seventeen thousand graves.

- Winchester Center Cemetery: This cemetery is located on South Road and is the second most active. It is comprised of five acres and has an approximate total capacity of five thousand graves.
- "The Old Burial Ground", Center Cemetery: This cemetery is located on Grove Street and is the least active. It is comprised of six acres and has an approximate total capacity of twenty five hundred graves.



"The Old Burial Ground", Center Cemetery

The two inactive cemeteries are located on Old North Road and on Old Waterbury Turnpike. The cemetery on Old North Road is one half acre in size and contains approximately 25 graves. The cemetery located on Old Waterbury Turnpike is approximately one acre in size and has thirty graves.

Dennis Gomez is the cemetery attendant and is responsible for opening and closing graves, cleaning and general maintenance at all 5 locations. The grounds are maintained by an outside mowing contractor. It is the mission of the Winchester Cemeteries to create the most comfortable atmosphere possible for the families and friends of the deceased.



Old North Road Cemetery

A summary of last year's activity is as follows:

- 19 Full Burials for an income of \$ 5,100.00
- 22 Cremation Burials for an income of \$1,500.00
- 12 Vaulted for an income of \$600.00
- Plot Sales for a total income of \$9,950.00
- 5 Military Markers for an income of \$500.00

Buildings Department

Budget = \$202,469.00

William Fairchild, Building Maintainer

This department's primary responsibility is for the maintenance of the Town Hall building and surrounding grounds. Minor repairs, renovations, snow removal and custodial duties are some of the functions that are typically performed.

In addition to work done at Town Hall, small projects and custodial duties are sometimes performed at the Senior Center, Public Works garage and the Recreation Department facility.

The day-to-day maintenance of the Town facilities is conducted by William Fairchild, Building Maintainer and Thomas Rea, Part-Time Building Maintainer. We are sad to report the passing of Mr. Rea in July, 2012

of this year. Due to budget cutbacks there are no plans to refill this position.

In September 2011, a new 60 KW emergency backup generator was acquired and installed behind Town Hall. The grant came through the Department of Emergency Management and Public Protection (DEMPP) and was made possible by the Homeland Security Appropriations Act. The generator replaces an older, smaller output unit located on the fourth floor.

The Town facilities that are maintained by this department all currently have specific repair needs. Town Hall in particular is in

need of brick façade repairs and roof shingle replacement.

Parks

Budget = \$11,745.00

Town parks and properties that are maintained in this division are: East End Park, West End Park, Flat Iron Park, Playground on South Road, Winchester Center Green, Route 263 Park, Soldiers' Monument and the Historical Society.

Weekly lawn and grounds maintenance is performed by an outside mowing contractor.

Winchester Recreation Department

Tricia Twomey, Director

The mission of the Winchester Recreation Department is to develop a progressive and responsive organization, which will not only provide a variety of meaningful leisure activities for the community, but improve the quality of life for all citizens. It is our intent to build partnerships with all people, businesses, and organizations, as well as, achieve the goals and aspirations of all population groups. In 2011 and 2012, the Winchester Recreation Department has progressed to fulfill the mission of the department through the creation of new partnerships, added program offerings, and new community events.



Tricia Twomey

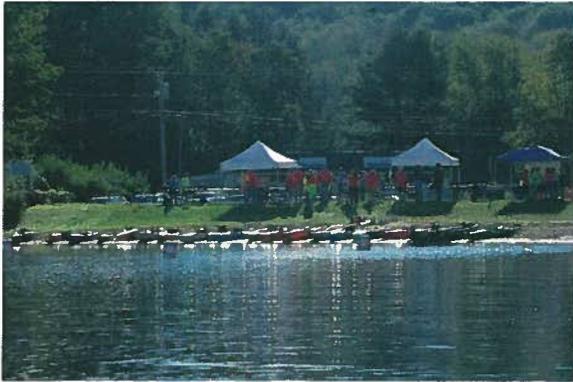
A ten member Board of Recreation assists the Director of Recreation. The Board sets broad-based policy and meets the first Wednesday of the month at 7:00 p.m. at Town Hall with the exception of July which meets the second Wednesday. Board meetings are open and the public is invited to attend. James DiVita, a member of the Board of Recreation for 38 years, chairs the Board. In the past year the Board has reviewed and updated both the bylaws and policies of the Recreation Department.

The Director of Recreation is responsible for community events, recreational facility maintenance along with providing year round programs for children, adults, and families. The Recreation Department works with volunteers, non-profit and private sector organizations to provide a variety of community based recreation activities.

The Department sponsors community special events including Pumpkin Creation and Illumination, the Christmas Tree Lighting Ceremony, Santa on Main Street, the Annual Easter Egg Hunt, Movies in the Park, Annual Weiner Dog Race, and the

Highland Lake Relay Race.

In September, the Winchester Recreation Department along with the Highland Lake Watershed Association sponsored the 4th Annual Highland Lake Relay Race. The race consists of a run, canoe/kayak, bike, and swim around Highland Lake. This year we also were sponsored by the Northwest Community Bank, Green Woods Country Club, Matt Smith and Laurel Hill Health Care. Participants ranged in ages from sixteen to seventy-four.



In October, the Recreation Department held its 3rd annual "Pumpkin Creation and Illumination" event. The goal of the event was to see how many carved and lit pumpkins we could have in East End Park by 7:00 p.m. Our record remains at forty-one pumpkins carved, lit, and displayed on the bandstand.

In early December, we decorated our Christmas tree in East End Park, and held our annual Christmas Tree Lighting Ceremony. Over 150 townspeople came out to drink hot chocolate, shake hands with Santa, listen to holiday songs, and marvel at the beautiful tree. Earlier in the day, the Recreation Department hosted Santa on Main Street, during Friends of Main Street's Christmas on Main Street event. We turned the Friends of Main Street office into Santa's corner allowing children to meet Santa, relay Christmas wishes, and receive a picture for the moment to remain a memory forever. We also placed illuminaries from the Friends of Main Street office to East End Park to connect the days events.



In April, the Annual Easter Egg Hunt was a product of pure teamwork. The Recreation Department along with the YMCA, Winsted Elks and The Gilbert School collaborated to have a wonderful day full of fun. The Recreation Department organized the egg hunt, while the YMCA, Gilbert Student Volunteers, and Winsted Elks set up games and activities. Hundreds of children came to this event and had plenty of fun, along with receiving a lot of candy!

In June and July, we hosted four movie nights on the Rowley Street fields. The Town Manager's office was responsible for locating the sponsors and donations needed to fund these nights. Families came out in force to enjoy entertaining evenings together. The Winchester Public School's PTO also lended a helping hand publicizing the nights throughout the schools, and hing out glow sticks to the audience; which was always a delight!

The Recreation Department also offers a variety of programs during the year for all ages. The programs include Dance and Gymnastics, Karate, Yoga, Zumba, Youth Travel Basketball, Youth Recreation Basketball, Men's Basketball, Swimming Lessons, Women's Self-Defense Classes, Boot Camp Fitness Classes, Co-Ed Flag Football, Adult Softball, Dog Obedience, Multi-Sport Camp, Babysitter Safety Courses, Summer Playground Camp and Twister Clinics for Baseball and Softball. This year we also teamed up with the Board of Education's School Lunch Program to offer a Free Summer Lunch Program at the Gaylord-Tiffany Building. Recreation

activities are conducted throughout the community including Recreational Facilities, The Gilbert School, Pearson School, Northwestern Connecticut Community College, East End Park, and The Blanche McCarthy Senior Center.

The Winsted Youth Softball and Baseball League (WYL) and the Winsted Youth Soccer Association (WYSA) are also branches of the Recreation Department. These leagues are comprised of 100% volunteers. They each require an executive board who meet throughout the year to create a bigger and better program each year. Paul Gibson serves as the President of the Winsted Youth Softball and Baseball League, while Joseph Nichols serves as the President for Winsted Youth Soccer Association. Together, these two leagues involve over seven hundred children during the spring, fall, and summer seasons.

The Recreation Department maintains and supervises facilities throughout the community. The maintenance staff consists of three part-time seasonal employees under the direction of the Recreation Director and Jim Welcome, Maintenance Supervisor.

The main facilities are located on Willow Street and Rowley Street. On the corner of Willow and Rowley, the Laurel City Skate Complex and parking lot is housed. The Rowley Street fields include the Gaylord-Tiffany Building and Playground, a

basketball court, Gaylord-Tiffany Field, the Senior Farm Field and Ryan Field. Willow Street features the Hanley "Little League" Field, Dodge Field, Walker Field, Walker Field Grandstand, and two tennis courts. Willow Street also houses The Recreation Department maintenance facility. This year we have started fundraising for the Gaylord-Tiffany Playground on Rowley Street. Stacy Kish and Melanie Gomez have volunteered to lead the project. We have joined forces with local business and schools to help raise funds to build an updated playground for the community. We look forward to seeing the community join together more as we delve further into this project.

Manor Playground is located at the corners of Colony Drive, Glendale and Oakdale Avenues. A basketball court and small playing field are also adjacent to the playground area. The Prospect Street Walkway, located between Prospect and Main Street, and Tatro's Pond on Walnut Street are nature areas maintained by The Recreation Department. The Director also supervises a ten member lifeguard staff at Resha and Holland Beaches at Highland Lake. The beaches are maintained year round and the lifeguard staff present between Memorial Day and Labor Day.

This year has been full of events, activities, programs, and a tremendous amount of fun! I am truly grateful to be able to serve as your Recreation Director.

Registrar of Voters



Left to right: Betty Kelsey, Barbara Braunstein, Deborah Jones and Astrid Robitaille

NO REPORT SUBMITTED

Blanche McCarthy Winsted Senior Center

Ellen Schroeder, Director

The Winsted Senior Center's services are available to all Winsted residents age 55 or older. Regular recreational programming at the Center includes light aerobic exercise classes, movies, card playing, Wii bowling, line dancing, crafts, and bingo. Special social events include ice cream socials, picnics, "theme parties", holiday programs, intergenerational programs, and programs with musical entertainment. Educational programs and speakers are provided on a variety of topics of interest, including medical insurance, assisted living, legal issues, health issues, and safety concerns.



Left to right (top): Ellen Schroeder & Carol Grant
Left to right (bottom): Louis Fracasso & Joseph Landor

The seniors pay for all their own activities, programs and trips; therefore, no Town monies are used for their programming. The seniors have 2 fundraisers each year, a Penny Auction and a holiday Craft Fair and Light Lunch. The proceeds are used for paying for entertainment at special events, programs, etc.

The seniors are involved in community service projects, including food drives for the Salvation Army and knitting hats and mittens for the Salvation Army and the Open Door.

The Senior Center is designated as an emergency shelter by the Town. We were opened for 5 days and 4 nights after the

October 2011 snow storm. The Center has a book and magazine lending and exchange program. Seniors are welcome to sit in the sunroom and read. The Center has 2 computers with internet service, which the seniors pay for out of their own account.

Medical clinics are provided for blood pressure checks, blood sugar testing, cholesterol screening, foot care, eye and hearing testing, and flu and pneumonia shots. Once a month, Attorney Debra Brown comes to the Center to provide free legal advice. AARP offers its Safe Driving Course at the Center several times a year.

Our van provides rides for seniors and the disabled Monday through Friday from 8:30 a.m. to 3 p.m. and twice a month in the evening from 6 to 10 p.m. These rides may be used for medical appointments, senior center activities, shopping, and errands. The DDS funded van provides rides for DDS clients to the center and for group activities. Once a month, the North West Transit District provides a short day trip for up to 15 seniors, for a donation of \$7 per senior. The Center also offers travel opportunities for the seniors. Several day trips are offered monthly and overnight trips run 4 or 5 times yearly.

Our daily Nutrition Program provides balanced meals each weekday at the Center. Winsted's homebound seniors may receive Meals on Wheels. The Nutrition Program provides approximately 11,000 meals each year.



Our DSS (Department of Developmental Services) "Elderly Enrichment" program provides educational and social programs for seniors who the state has medically classified as mentally retarded. DDS grant monies fund this program which encourages the integration of its clients with the rest of our senior population. This is a model for other such programs being developed across the state.

As the Municipal Agent for the Elderly, Director Ellen Schroeder provides assistance in filling out rent rebate applications, insurance forms, and Department of Social Services redetermination forms, and provides referrals to appropriate agencies and services as needed. For fiscal year 2011-12, the director processed 257 rent rebate applications for Winsted's senior and

The Senior Citizen Commission

Frances F. Cooper, Chairperson

The Senior Citizen Commission is composed of nine (9) members. The Commission meets on the last Tuesday of every month, with the exception of July, August and December, when no meeting is held. Monthly minutes are recorded.

A Chairperson, Vice-Chairperson and Secretary are elected by the members of the Commission from among their members.

There is no budget, as no expenses are incurred.

disabled citizens. She also distributed 100 farmers' market coupons to seniors who met age and income requirements. The Director serves on the Board of Directors for the Helping Hands Chore Service. She also serves as a member of Charlotte Hungerford Hospital's "Fit Together" initiative. The Director writes a monthly newsletter, which details events at the center and items of interest to the seniors. Twice a year she sends out postcards to all center members announcing the special activities for the next six months.

Senior Center Staff

Town Employees

Director: Ellen Schroeder

Part-time office assistants: Patricia Mills, Carol Grant

Part-time van drivers: Louis Fracasso, Joseph Landor

Grant-Paid Employees

Nutrition program part-time site manager: Helen Archer

Nutrition program part-time aide: Helen Denver

Dept. of Developmental Services (DDS) program coordinator: Betsy Anderson

DDS assistant coordinator: Susan Moran

DDS program aide: Yvonne Gilley

DDS van driver/aide: Linda Moore

All full-time staff members are CPR and first aid certified.

The Director submits a report to the Commission each month.

The Commission studies the needs of and advocates for the senior citizens of the Town, working in close conjunction with the Director.

A member of the Board of Selectmen acts as liaison between the Board of Selectmen and the Board of Commissioners. The current liaison is Selectman A. Candy Perez.

Town Clerk

Sheila S. Sedlack, CCTC, CMC
Town Clerk

Cheryl L. Carriere, CCTC
Assistant Town Clerk

The Town Clerk is elected for a two-year term by the electors of the town and serves as clerk of the Board of Selectmen and Registrar of Vital Records. The office is governed by the Charter of the Town of Winchester and Connecticut State Statutes. The office is responsible for a wide variety of municipal and intergovernmental services. The Connecticut General Statutes directly outline the duties of the Clerk and establish standards and procedures for the restoration of the valuable records that are maintained in the office. The pricing for the services that we offer is also regulated by the State. All legislative changes and Freedom of Information Laws are strictly followed as well as the laws written by the State Elections Enforcement Office.



Sheila S. Sedlack



Cheryl L. Carriere

The role of the Town Clerk is rapidly changing with advanced technology offering the public greater information than ever before. The Connecticut Town Clerk's Association is an active organization both on the local level and state levels. The Town Clerks now play a greater role in legislation concerning the laws that govern our towns and offices. Therefore, it is necessary to stay active in this Association in order to provide the best service available.

The land records generate the bulk of the documents filed in the office. The documents filed for Land Records for this fiscal year totaled \$126,267. The conveyance tax collected for land transfers this fiscal year totaled \$85,927 for a grand total in revenue of \$160,424 for land recordings. This is an increase in revenue for Land Records of \$51,770. All land recordings dating from 1995 through to the present are now available on the computer through our Cott Portal for all persons to view.

Business Activity, Three-Year Comparison Town Clerk's Office

	<u>2009/2010</u>	<u>2010/2011</u>	<u>2011/2012</u>
Recording	\$ 131,807.00	\$110,478.00	\$126,267.00
Vitals	\$ 17,472.00	\$ 19,141.00	\$ 19,383.00
Sporting Licenses	\$ 13,325.00	\$ 8,509.00	\$ 6,692.00
Dog Licenses	\$ 14,250.50	\$ 15,224.50	\$ 14,047.00
Conveyance Tax	\$ 94,336.78	\$ 49,946.83	\$ 85,927.30
Xerox	\$ 8,946.25	\$ 7,527.85	\$ 9,042.00
Notary Public	\$ 1,626.00	\$ 1,290.00	\$ 1,530.00
Gross Income	\$281,763.53	\$212,117.18	\$262,888.30

Through the diligent work of the Dog Warden the number of dogs that were licensed are as follows:

Male/Female	164	\$3,097.
Spayed/Neut.	1,128	\$9,024.
Kennel Licenses	14	\$ 714.
Late Fees		\$1,207.
Total Fees Collected		\$14,047.

The Dog Program has proven to be a very efficient system. In the future the goal is to have this program connected to the Police Department, which in turn will provide the necessary information to the police during the hours that the Clerk's office is closed. At the time a dog is licensed there needs to be proof that he/she has had their rabies vaccinations updated making this a matter of public safety.

Dealing with Vital records is another area that requires time and knowledge of the Connecticut State Statutes. The office is responsible for processing and issuing certified copies of Birth, Death and Marriage Certificates. A pleasant duty is that of issuing a marriage license to anyone who is to be married in the Town of Winchester. Along with the vital records that are already listed below are the Burial Permits, Cremation Certificates, Cremation Permits, Sexton's Reports, Home Births, Disinterment Permits, Sub Registrars, and Cemetery records. Copies of many of these records are all forwarded to the State where much information and statistics are compiled.

Birth Certificates		
(Long Form)	378	\$7,560
(Wallet Size)	77	\$1,155
Burial Permits	80	\$ 240
Cremation Permits	56	\$ 168
Death Certificates	295	\$5,900
Marriage Licenses	58	\$1,740
Marriage - Certified	131	\$2,620
Vitals Pay From		
Other Towns	28	
Total Income		\$19,411

The Town Clerk's office is the record keeper for all Board of Selectmen's meetings, Special Board of Selectmen's meetings, Town Meetings, all referenda, Public Hearings, and budget meetings. Agendas and minutes of the Boards and Commissions of the Town are also kept as are the agendas of the Board of Education.

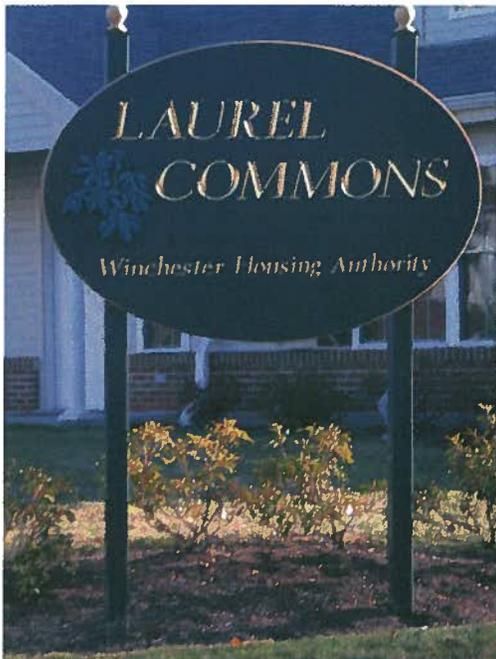
Minutes recorded for the past year are:

1 Annual Town Budget Meeting	1 Public Hearings
2 Special Town Meetings	1 Municipal Election
24 Board of Selectmen's Meetings	1 Budget Referendum
18 Special Board of Selectmen's Meetings	

Equipment provided by the Department of Environmental Protection has been installed, at no cost to the Town and which was optional, to enable the office to be connected to the state's main computer. The Clerk has received training and is now able to sell sporting licenses over the internet.

The office is presently connected, along with the Registrars of Voters, to the Centralized Voting Program. This enables access to voter information through the latest technology that the State has to offer. This goal was achieved as a result of the close cooperation with the Registrars.

The Board of Selectmen and our citizens have continued to support on-going programs for the restoration of unique and valuable records dating back to 1744. The process is very expensive, but the office is making progress. We still have maps, land record volumes, indexes and vital statistic volumes that need attention. The State offers a grant program for the restoration of documents for which funds would not otherwise be available. To date a total of \$62,000 in grants has been applied for and received. This has led to the restoration of many valuable records. Without the help of the State and the grants these restoration projects would not have been possible.



Beardsley & Memorial Library

Serving the Towns of Barkhamsted, Colebrook and Winchester

Karin Taylor, Library Services Director

Mission: To enrich the lives of our patrons by promoting literacy, lifelong learning, and cultural enhancement to all generations of our diverse community.

Board of Trustees:

Louise Van Alstyne, President, Winchester
Alan Colavecchio, Vice President, Winchester
Anne Dodge, Treasurer, Barkhamsted
Jeannine Frink, Secretary, Colebrook
Heather Cappabianca, Winchester
Curtis K. Case, Barkhamsted
Robert Geiger, Barkhamsted

Deborah Kane, Winchester
Richard Lavieri, Winchester
Barbara Millar, Colebrook
Virginia Leighton, Trustee Emerita
Karin Taylor, Library Services Director
Christine Moscarillo, Business Manager

Our Mission in Action

This has been an extraordinary year at the Beardsley & Memorial Library. We've experienced a remarkable increase in library usage, and it is clear that the Library is more valuable and relevant to the people of our community than ever. We strive to be an essential focal point of community life by offering the opportunity to advance knowledge, foster creativity, encourage the exchange of ideas, and build community.

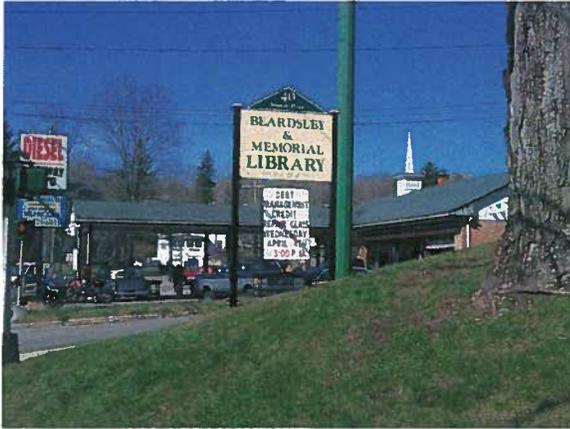


Highlights and Happenings

This year we implemented several new services to meet the changing technological and informational needs of our patrons. Our patrons can now access a mobile application to search our catalog and view their library account from a smart phone.

We launched an eBook lending service in a partnership with Library Connection and OverDrive through a consortium of over 40 libraries around the State. Our patrons can go to our website for assistance with their employment needs through a service called JobNow. The online service helps job seekers with resume writing, interview tips, and career coaching. Through the help of our Friends of the Library group, we were able to install an Early Literacy Station in our Children's Room.

This year the Library continued to be a destination for lifelong learning opportunities and cultural enhancement through speakers, programs, and workshops. In October, Papillion the Pirate invited children of all ages to set sail on a musical adventure in our Community Room. The Jarod Caty Jazz Trio entertained patrons at our Holiday Open House in December. We offered classes in cooking, wreath-making, couponing, beginner computer skills, buying and selling on eBay, and yoga...just to name a few! We hosted presentations on everything from bats, owls, and llamas to Victorian quilts and fashions. The Friends of the Library sponsored the Tanglewood Marionettes' presentation of "The Dragon King" at the Gilbert School in April.



Preserving our History

A new library sign was installed this year to replace the existing sign which was damaged during Tropical Storm Irene. The original sign, erected circa 1939, now hangs in the Community Room of the Library.

Services and Statistics

Our Library is a valued Destination: Our traffic count shows there were over 50,000 library visits last year.

- 5,618 people used computers.
- Patrons asked 1,688 reference questions.

- 2,243 people attended the 180 educational and cultural programs held at the library in 2011-2012.
- 939 new patrons were added last year.

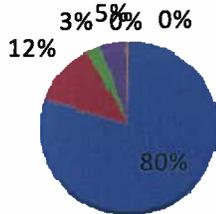
Our Library has a Great Collection: The Beardsley & Memorial Library holds a total of 62,858 items. 82% of the collection is books. 3.1 books for every person in our service area, national average is 2.8. 3,653 new items were added last year...We are much more than books! The library also has 20 museum passes, 2 ukuleles to borrow, and a collection of local newspapers on microfilm dated back to 1856.

Borrowing Books, Films, CDs and More: 59,159 items were borrowed from the library in fiscal year 2011-2012. 15% increase in circulation over the previous year!

- 47,171 books borrowed
- 7,082 DVDs borrowed
- 186 museum passes used
- 1,725 magazines & newspapers read

Annual Circulation

- Books
- Magazines
- Museum Passes
- DVDs
- Audio CDs
- Other



Over 70 eBooks were downloaded from our new collection in the first month after launch of the service at the end of May 2012!

Our Library Promotes Literacy for all Generations: Summer Reading Program conducted with 100 children participating and reading over 700 total hours during the eight week session.

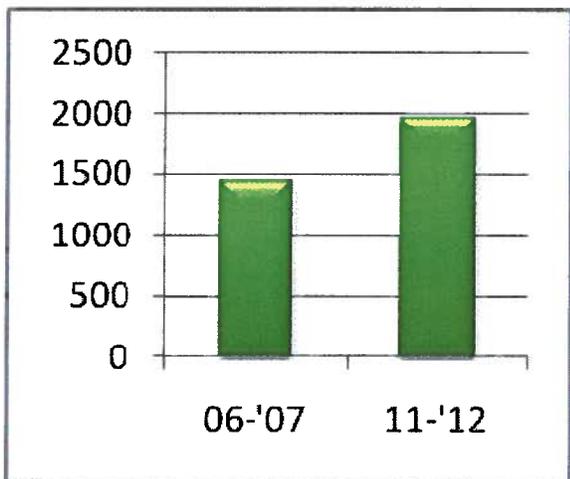
- 36 book discussion groups hosted for adults.

- Outreach programs for local schools, including monthly story times for Head Start.
- Book delivery service with the Lions Club for homebound and senior citizens.

Our Library is Community Oriented:

Outreach is an important part of Library services. This year we:

- Participated in the Colebrook Fair
- Volunteered for the Northwest CT Chamber of Commerce Read Aloud Day
- Donated non-perishables to the Open Door food bank as part of our "Food for Fines" program during Library Amnesty Month
- Marched in the Annual Rotary Club Pet Parade
- Were a site for the Northwest CT Volunteer Income Tax Assistance program



Outreach to Youth: The circulation of young adult books has increased by 37% since 2007!

Our Library Values Professionalism: We hold several professional memberships and participate in State programs.

- Connecticut Library Consortium
- Connecticut Library Association
- Northwest Connecticut Chamber of Commerce
- Connecticut Library Consortium's DVD and Audio Circuit
- ICONN and Request, Connecticut's Digital Library and Interlibrary Loan system
- Participated in the 1st Annual Statewide Take Your Child To The Library Day

The support of the Towns, our patrons, the Board of Trustees, Friends of the Library, and most of all the Staff has been critical to the success of the Beardsley & Memorial Library this year. Thank you for making this special part of our community possible for us all.

Office of Civil Preparedness

Steven J. Williams, Civil Preparedness Director

The mission of the Town of Winchester Office of Civil Preparedness is to coordinate all preparedness, response, mitigation, and recovery activities necessary to minimize and control the effects of disaster, both natural and technological, as well as the effects of terrorist attacks by enemies of the United States. Natural disasters, hazardous material releases, and mass casualty incidents are all possible threats for the Town of Winchester. When disasters strike, town government responds through its Civil Preparedness Organization. The Civil Preparedness Office develops and maintains the Town of Winchester's Emergency Operations Plans.

These plans enable to town to respond quickly and effectively to an actual incident.

The Civil Preparedness Director coordinates resources, and agencies during large scale natural and man made emergencies, manages the Emergency Operations Center (EOC), relocates disaster victims, manages the towns shelters, writes and submits emergency management grants, supervises volunteer Civil Preparedness Force members that include FCC licensed Amateur Radio Operators and Citizen Emergency Response Teams (CERT). The Civil Preparedness Director is the point of contact between the Connecticut

Department of Emergency Management and Homeland Security (DEMHS), Charlotte Hungerford Hospital, Torrington Area Health District, and other disaster relief agencies such as the American Red Cross and Salvation Army.

Preparing for an emergency requires organization, information, training, and exercises. During an emergency town forces are organized under the Incident Command System (ICS) in compliance with the National Incident Management System (NIMS). This is a system that provides a consistent nationwide approach for federal, state, local governments, the private sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. The ICS structure is a standard method of managing emergencies.

Responding to a disaster draws upon all of the resources that are available to the Town of Winchester. The Town establishes an Emergency Operation Center (EOC). Members of the EOC staff will coordinate the town's efforts to combat the disaster. Radios and telephone lines are set up in the EOC to gather information about the disaster and to dispatch town resources. Information for town residents will be channeled through a public information officer in order to provide accurate information and quell rumors.

Recovery is perhaps the most difficult phase of a disaster. People's lives have been changed; homes, businesses, and town infrastructure maybe damaged and will require repairs and rebuilding. Many

volunteers come forward in disasters and the best of a community shines through during the worst of times.

During fiscal year 2011-2012 the Civil Preparedness Office was involved in the recovery phase of the October 29, 2011 Nor'easter and assisted in shelter operations at the Blanche McCarthy Senior Center.

In June 2012, the Civil Preparedness Director participated in seminars and meetings in preparation for the Town of Winchester's participation in a statewide hurricane exercise that was scheduled for July 28th through July 31st 2012. The exercise was planned in response to lessons learned from the Governor's Two Storm Panel that investigated the response and recovery weaknesses that occurred during Tropical Storm Irene in August 2011 and the October 2011 Nor'easter.

The Civil Preparedness Office is always available to answer your questions or concerns regarding emergency preparedness for the community and your family. We are also looking for residents who maybe interested in volunteering their time or expertise during an emergency. Help can always be used to staff an emergency shelter if residents must be evacuated, to answer the phones, and assist with the communication with our residents and emergency response agencies during emergencies. If you think you have a talent that maybe of value or simply wish to offer your help or ask a question, please feel free to reach out to the Civil Preparedness Office and we will be glad to discuss your concerns.

Civil Service Commission

Fran Delaney, President

The Civil Service Commission of the Town of Winchester exercises the Authority of Connecticut General Statutes 7-407 to 7-424, incorporated in Article XII, Section 1201 and 1202 of the Town of Winchester Charter.

The personnel regulations are adopted to provide for the recruitment & development of the best available employee for each position in the classified service of the Town of Winchester at all times. They provide for establishing orderly procedures for administering the Civil Service System in such a way to insure:

- a) That employment in the classified service of the Town of Winchester shall be made attractive as a career.
- b) That all appointments and promotions to positions in the classified service shall be on the sole basis of merit and fitness, which, so far as practicable, shall be ascertained by means of competitive examinations.
- c) That a performance rating system shall be provided whereby economy and effectiveness in personnel services may be promoted to the mutual benefit of the employees, Town officials, taxpayers and all the people of the Town of Winchester.
- d) That each classified service employee shall be encouraged to render his or her best service to the Town.

The Commission is comprised of three unpaid commissioners, appointed by the

Town Manager for six year terms, staggered at two year intervals. The Commission employs a Chief Examiner who ensures proper process is followed precluding bias, real or perceived attempts to influence the commission and/or nepotism in the examination, promotion and hiring process of employees.

Over the past two years the Commission reviewed and approved a multitude of updated job descriptions and was involved in the hiring or assignment of personnel in the following positions: Part-time Police Dispatcher, Part-time Office Assistant at the Senior Center, Mechanic for Public Works, Maintenance for Recreation, Building Maintainer, Assistant Tax Collector and Utilityman IV for Public Works. Additional processes were performed for the Town, for which no hiring action has occurred to date. There are a number of positions which need to be filled imminently. These include police officers, Public Works and Recreation department all of which have critical needs.

The commission meets regularly once per month normally on the fourth Thursday of the respective month, meetings are held at 5:30pm during regular Town working hours to make us readily available to all town employees and other interested parties. Special meetings are conducted as necessary to facilitate hiring processes throughout the year.

Foothills Visiting Nurse & Home Care, Inc.

Michael Caselas, Director

Organized as the Winsted Visiting Nurse Assoc. in 1922 by the Red Cross, Foothills Visiting Nurse & Home Care, Inc. has been providing expert, compassionate home health care to the residents of Northwest Connecticut for 90 years. In 1973 the Public Health Nursing Associations of Barkhamsted and New Hartford merged with the Winsted Visiting Nurse Association to create Regional Health Services. In 1974 full services were provided to Colebrook and in 1979 Norfolk Public Health Services merged into this group. In 1991 our name changed to Foothills Visiting Nurse & Home Care, Inc.

Foothills is a State licensed, Medicare certified, non-profit VNA providing care 24 hours a day, 7 days a week. Foothills provides services in the areas of Skilled Nursing, Physical, Occupational and Speech Therapies, Medical Social Work, Hospice, IV Therapy, Dietary, Pediatrics, Wound Care, and Chronic Disease Management. Bereavement Programs and Telemonitoring are also provided.

Foothills VNA is very proud to be named to the 2011, 2010, 2009 and 2008 HomeCare Elite and identified as one of the best Home Care Agencies in the United States.

Foothills has undergone a major building addition project and has added 4,500 square feet of space to its existing building. Project was completed December 31, 2011.

Foothills employs 65 people, 95% of whom reside locally in Northwest Connecticut.

Foothills is proud of its long-standing history with the Town of Winsted/Winchester. 353 persons from Winsted received home health services from Foothills during the past year.

Foothills receives an annual allocation from the town to help defray the costs of providing free Health Promotion visits and Public Health Programs. Health Promotion is a program in which certain elderly at-risk

patients, who normally live alone and no longer qualify for insurance benefits, are routinely monitored free of charge by one of our staff nurses.

Seventy (70%) percent of our patients were age 65 or older.



Foothills offers home cosmetology services by a licensed cosmetologist. Services include hair cuts/sets/permanents and manicures.

Foothills provides free space two days per month for voucher distribution by WIC (Women, Infants, and Children) Nutrition Program.

This past year Foothills was able to conduct 8 public and various private flu clinics and administered 1,402 flu and pneumonia vaccines to mostly high risk individuals. All ages, 18 and older, were welcome to attend. The Winsted Senior Center held two clinics and the Ambulance Garage held one clinic.

Foot Care Clinics are held monthly at the local Senior Center. They are currently open to persons 65 or older. One hundred fifteen (115) foot care procedures were performed.

Blood Pressure and Cholesterol screenings are held monthly at the Senior Center and Chestnut Grove. Blood Pressure readings are free of charge with Cholesterol Screenings costing \$5.00. Three hundred fifty-seven (357) blood pressures and (36) cholesterol screenings were performed in 2011-2012.

Semi-annual Preschool Dental Clinics continue to be held at the Agency office. At this clinic a registered dental hygienist cleans teeth and applies fluoride. A nominal \$5.00 donation is suggested.

Since Foothills is a non-profit health agency, the Board of Directors serve on a voluntary basis and represent all the towns in which full services are provided. The representatives from Winsted/Winchester for 2011-2012 were:

Alan Colavecchio (since - 2005)

Eleanor Gunn (since - 2008)

Foothills provides full service to the towns of Winsted/Winchester, Barkhamsted, Colebrook, New Hartford, and Norfolk. Foothills provides therapeutic only services to the towns of Burlington, Canaan, Canton, Goshen, Hartland, Harwinton, Litchfield and Torrington.

Referrals for services are accepted from anyone and services are provided regardless of ability to pay, as long as contributions, grants and other appropriations are sufficient to cover these costs.



Helen Bunnell, Director

In 1999, residents and business owners in Winsted joined hands and envisioned a more lively and prosperous community. The goals were ambitious and began with the suggestion that Winsted pursue membership in the Connecticut Main Street Program. This milestone was met in 2001.

Friends of Main Street is dedicated to the revitalization of Winsted. We have an engaged Board of Directors, Executive Director and many enthusiastic volunteers and donors. With the generous support of our corporate sponsors including West State Mechanical, Northwest Community Bank, Howd, Lavieri & Finch, LLC., Fairchild Auto-Mated Parts, ATT and Alcoa Howmet, business, family and individual members, Friends of Main Street is working with the Economic Development Commission and the Town for the revitalization of the downtown and betterment of the community as a whole. Though organized and professional, our core is grass roots and driven by our friends and volunteers

Our mission is to preserve, protect and enhance Winsted's Downtown environment and its historic and natural assets, while

raising the equity value of downtown: the properties and its businesses.

We follow a **FOUR POINT APPROACH™**, currently being used by over 1,600 Main Street Communities around the country.

The Economic Restructuring Committee joins with business owners, residents and property owners to build economic viability and stability in the downtown. This past year, the ER committee organized a Network Marketing Seminar that taught both the novice and the veteran business owner's creative ways to increase sales through network marketing.

The Design Team creates the beautification, restoration and reuse of public spaces as they affect the sense of pride in our community. Working with the town's Public Works Department for Earth Day we are able to provide hundreds of volunteers that work annually to clean, plant and beautify the downtown. This program reinforces a sense of community pride.

The Organization Committee builds meaningful partnerships between private and public interests with shared visions for a revitalized downtown. We have created many partnerships with local businesses, non-profits and corporations to build a stronger community.

The Promotion Committee markets Winsted's unique and growing assets to shoppers, investors, new businesses, visitors and residents through events and other promotional avenues. FOMS coordinates the Fall Festival and Christmas on Main Street. This year we introduced

our weekly email which is sent to over 400 individual and businesses which promotes local business activities as well as non-profit and community events. We actively plan and support activities that bring the community downtown to shop, dine and enjoy the ever evolving beauty of Main Street.

Friends of Main Street ~ Preserving our Past, Promoting our Future!
P.O. Box 18, Winsted, CT 06098 ~ 860-738-3351 ~ info@foms.org or visit us at FOMS.ORG



The Geer Adult Day Center is a small non-profit organization started in 1979 as part of the on-going services offered by Geer Nursing & Rehabilitation Center. Our goal and mission has remained the same, to enhance the quality of life and maintain independence for our participants while supporting family efforts of keeping their loved ones at home and active within the community.

The Center is open to all adults who are in need of daytime supervision or socialization regardless of age, sex, race creed or religion. Our participants are individuals who are physically impaired, socially isolated or are limited in their ability to function independently within their communities or at home. The Center's program hours are Monday through Friday from 7 am to 3:30 pm.

The Geer Adult Day Center provides door-to-door transportation for the participants within a 20 mile radius. The towns included in our services are Cornwall, Falls Village, Canaan, Salisbury/Lakeville, Sharon, Goshen, Barkhamsted, Winsted, Norfolk, Colebrook, and neighboring towns in the state of New York and Massachusetts. The

Day Center is now extending its services to Torrington, New Hartford and Kent.

Our therapeutic programming includes music, exercise, arts & crafts, entertainers, activities that stimulate thinking and problem solving, community out trips, gardening and much more.

Our Center is a medical model which includes an on-site registered nurse during program hours to monitor general health needs. Individual care plans are developed. Blood Pressures, weights and glucose monitoring are recorded on a regular basis. Showers and personal care are also offered.

A continental breakfast, a hot lunch and snacks are provided according to nutritional needs and dietary restrictions.

- In addition, a Caregiver's Support Group is offered every 2nd Thursday of the month at 1 pm.
- A Blood Pressure Clinic is open to the community Monday through Friday from 10 am to 2 pm.
- The Geer Adult Day Center also operates a dial-a-ride service providing transportation to appointments to individuals residing in the towns of

Sharon, Canaan, Falls Village, Cornwall and Lakeville/Salisbury. Transportation is available Monday through Saturday. Call 824-7067 for more information or

to reserve a ride. There is no charge for this service. Donations are accepted. (24 hour notice is requested)

Helping Hands Chore Service

Irene N. Connole, Program Coordinator

Helping Hands Chore Service, Inc. ("Helping Hands") founded in 2006, is a 501(c)(3) nonprofit, community-based homemaker and companion care service, affiliated with the Winsted Health Center. The program is designed to enhance the daily living and overall quality of life of senior residents in the Towns of Barkhamsted, Colebrook, New Hartford, Norfolk and Winchester, Connecticut. Our goal is to provide the best possible service to older adults who need non-medical in-home care. We tailor our services to our clients' needs to ensure that they remain secure and independent in their own homes. This is accomplished through the provision of services offered such as light housekeeping, laundry, grocery shopping, meal preparation, errands, medication reminders, light yard work, companionship and a break for family caregivers. Our clients maintain control of their schedules and what services they receive.

Services are provided on an hourly basis and clients are given an opportunity to donate toward services rendered. While there is no age restriction to receive services, clients age 60 or over may be eligible to receive assistance in paying for the services.

The Program Coordinator meets with prospective clients to assess their needs and preferences and matches them with compatible caregivers who provide services that support independence and safety. We strive to employ caring, trustworthy workers to assure that clients receive the best possible individualized service. Our chore workers are employees of Helping Hands. They are bonded and covered by liability and workers' compensation insurance, and

each caregiver undergoes a thorough background check. Individuals interested in becoming a caregiver or have a question about how to support Helping Hands so that others may benefit from our care, please contact the Program Coordinator at (860) 379-4900.

Helping Hands is much more than a basic "chore" service. It has grown into an agency that addresses the basic human needs of clients, including food delivery and preparation, shelter in terms of preventing clients from having to move into institutional facilities, as well as helping them find adequate healthcare services. The Winsted Health Center, its founding organization, provides health and wellness services and programs. The campus is also home to Hungerford Emergency and Medical Care, the Community Health and Wellness Center and the Susan B. Perry Senior Housing Complex.

Helping Hands is funded in part by a grant from the Western Connecticut Area Agency on Aging, municipalities, client donations and support from the community through fundraising efforts.

The staff at Helping Hands is comprised of a Program Coordinator, 10 Chore Workers, a volunteer Board of Directors and President of the Winsted Health Center:

Helping Hands Board of Directors:
Michael Caselas, President
Ellen Schroeder, Executive Director
Penny White
Cynthia Williams

Winsted Health Center Board of Directors:
Chris Battista, President

Highland Lake Water Level Committee

Committee Members

Clare Stevens, Chairperson
Shirley Allshouse
Ed Bollenbach
Sue Peacock

Candy Perez, Liaison of Board of Selectmen
Scott Eisenlohr, Wetlands Agent
Jim Rotondo, Public Works Director

The Highland Lake Water Level Committee met in September, 2011 primarily to review the results of the 2010 Emergency Five Foot Drawdown. It was determined that the trial of lowering the lake level commencing on October 15, 2010 and ending on December 1, 2010 allowed for removal of a large quantity of dangerous debris that had been deposited as a result of the 2009-10 eight foot drawdown. Further, refill of the lake prior to ice covering the cove prevented the formation of a "mud island" and provided insight for possible future water level drawdown strategies.



The Water Level Committee voted to ask the Selectmen to create an Alternate position for the committee in order to have a knowledgeable person in line to fill future vacancies or absences of members. The Selectmen unanimously granted that request at the meeting of October 17, 2011.

Because the 2008-2014 Five-Year Drawdown Schedule had been modified by the Board of Selectmen and Inland Wetlands Commission to a four year plan, the Water Level Committee convened in January 2012 to develop a proposal for a Five Year Drawdown Schedule for 2012-2017. The proposal was the result of in depth research regarding the impact of winter drawdowns

on the overall lake environment. Included in the research were factors such as lake water quality data from 1938 to 2012; oxygen depletion and increased phosphorus are of particular concern. Other important factors were the results of the depth and timing of the emergency drawdown of 2010, depth of drawdown as it relates to precipitation and refill, protection from ice damage, property owners' legal rights to access the lake year-round and impacts on plant and animal life in the lake.

The 2012-2017 Drawdown Schedule proposal was presented to the Selectmen on February 20, 2012 and was unanimously approved to be sent to the Inland-Wetlands Commission. Several changes from previous schedules were:

1. The 4-foot drawdown in 2013-14 is a trial to determine if that depth would permit property owners in shallower areas of the lake to do waterfront repairs and remove dying vegetation;
2. In 2014-15, the 6-8 foot drawdown would commence on October 1 (previously done on October 15) and end on December 15 (previously January 15) in order to avoid damaging "mud island" formation and allow property owner access to the lake.

The Inland-Wetlands and Watercourses Commission unanimously approved the application IWC #12-08 on April 18, 2012 with the provision that the minutes of the Selectmen's meeting and the IWWC meetings be attached to further clarify the acceptance by both boards.

The Water Level Committee will continue to monitor the lake level along with the Public Works Department that implements it on a daily basis. The schedule calls for a 3 foot drawdown commencing on November 1, 2012 and maintaining that level, as much as possible, until ice off in the spring of

2013. The lake will then allowed to refill to flowing over the spillway or approximately 11.9 feet as measured on the gauge in the gatehouse.

The Water Level Committee's proposed schedule is the result of in depth research regarding the impact of winter drawdowns on the overall lake environment. Included in our research is lake water quality data for Highland Lake dated 1938 to 2012; oxygen depletion and increased phosphorus are of particular concern. Other important factors that the committee has analyzed include the condition of the lake watershed, precipitation figures as they relate to rate of drawdown and refill, aquatic plants (both native and invasive), protection from ice damage, property owners' legal rights to access to the lake year-round, oxidation and compacting of exposed sediments, shallow well impacts, reptile, amphibian and invertebrate impacts, fisheries impacts, contiguous wetland impacts, floating mud islands and growth of filamentous algae. Thus, drawdown of Highland Lake is a very complex process with benefits and detriments. It is the work of the Water

Level Committee to develop a drawdown schedule that will mitigate the detriments, enhance the benefits and provide an opportunity for waterfront property owners to repair retaining walls and dock piers or build new structures. It is a delicate balancing act.

Some of the studies that we use to garner the scientific data include:

- ◆ "Evaluation of Lake Level Drawdown at Highland Lake, Winchester, CT" prepared for the Highland Lake Water Level Committee by Dr. George Knoecklein (limnologist-consultant) November, 2008
- ◆ "Highland Lake 2009 and 2010 Monitoring Results" - prepared by Dr. George Knoecklein - February, 2011 - includes extensive Aquatic Plant Survey
- ◆ "Highland Lake Management Plan" - written by the Ad Hoc Committee created by the Winchester Selectmen - 1991
- ◆ "Diagnostic/Feasibility Study for Highland Lake"-compiled with funds from the Federal EPA

<u>DATE</u>	<u>TARGET DRAWDOWN DEPTH</u>	<u>BEGIN DRAWDOWN</u>	<u>END-MAINTAIN UNTIL ICE-OFF</u>
2012-13	3 feet	November 1, 2012	January 15, 2013
2013-14	4 feet	November 1, 2013	January 15, 2014
2014-15	6-8 feet	October 1, 2014	December 15, 2014
2015-16	3 feet	November 1, 2015	January 15, 2016
2016-17	3 feet	November 1, 2016	January 15, 2017

Housing Authority

Anthony J. Paige, Jr., Chairman
 John R. Sullivan, Vice-Chairman
 John Iacino, Commissioner

June D. Mickley, Assistant Treasurer
 Neil R. Kelsey, Treasurer
Fred W. Newman, Executive Director

The Housing Authority of the Town of Winchester, under its *Housing Program*, currently provides housing for 163 low-income, elderly, handicapped or disabled tenants. All communities, i.e. Chestnut Grove Apartments, Greenwoods Garden Apartments and the newest complex, Laurel Commons continue to be fully occupied. The current waiting lists for these communities continue to increase for single

persons and couples waiting for housing, which in recent times rarely drop below 100 persons. Currently the total number of Winsted residents waiting for an apartment is 146.

The Chestnut Grove Apartments (79 units), (20 one-bedroom – 59 efficiency) and designated for elderly only, continues to have renovations done through the HUD

Capital Fund Program. During the past year, the program of installing hot water storage tanks, repairs to water lines from the street, and repairs to its alarm/security systems.

The Greenwoods Garden complex (40 one-bedroom units) is available for both elderly and non-elderly, disabled. The Housing Authority has recently initiated an insulation program to take place this year.

Laurel Commons (44 units), (29 two-bedroom - 15 one-bedroom) is age restricted, and is currently the showpiece of the Housing Authority. This new, larger-sized bedroom community has daily inquiries for available apartments.

In addition, the Winchester Housing Authority also administers approximately 249 units of Section 8 Rental Assistance (Housing Choice Vouchers) through the Department of Housing and Urban Development. Currently there are over 150 active and or disabled elderly and families waiting for assistance. The Housing Authority is responsible for the payment of over \$1, 400, 000.00 rental assistance each year to landlords within its jurisdiction. Some years ago, the Winchester Housing Authority gained the authority to assist a total of seventeen (17) rural, northwest Towns in Connecticut.

FORWARD PLANNING

The Winchester Housing Authority's affiliate, Winchester Housing Authority Development Corporation, (WHADC), a not for profit, continues to update its Five Year Strategic Plan. This effort currently includes a Partnership with the Town to address Downtown blighted properties by actively refurbishing less-than productive areas.



Carriage Maker Place Rendition Drawing

In a continuing effort to address the skyrocketing need for Senior Housing, the WHADC last year, provided a booklet report entitled "Winsted's Aging Population" for all Boards and Commission members in Winchester. To address this avalanche of need for senior housing the WHADC has, after over five years of planning; about to initiate the construction of a new downtown community called Carriage Maker Place. Construction will begin in earnest in the October/November time frame. The new facility will have 12 two-bedroom and 20 one-bedroom apartments. It will be located at the west end of Gay Street. In addition to removing several blighted buildings the location provides for easy walking to downtown shopping.

In an effort to provide much needed first-time homebuyer housing, the WHADC has preliminary plans for the placement of 15 new, single-family homes on Florence Street. This Florence Street property, owned by the State, has been left neglected for more than 50 years. It is hoped that these new houses might be offered to Winsted's volunteer Fire and Ambulance members, along with workforce residents who are income qualified.

As always, the Winchester Housing Authority, and its affiliate the Winchester Housing Authority Development Corporation is focused in its efforts to provide decent, safe and sanitary housing for low income, and elderly, handicapped and disabled persons.

Laurel City Commission

Tracie Colabella, Chairman

This year marked the Laurel Festival's 78th year since the inception. Scholarship candidates are juniors or seniors who live in Winsted or attend Gilbert, Explorations or Regional 7 schools. The scholarship festival hosted 17 candidates vying not only to be crowned the Laurel Queen but also competing to be one of three winners to receive scholarships. This year we were able to increase all the scholarships. The scholarship festival is a process to select a young woman to represent Winchester as our Ambassador at area functions such as the Winchester Grange Strawberry Festival, the annual Fireman's Parade, the Pet Parade and other community events throughout the year. The winners are selected by a panel of 5 judges based on poise, personality, academic success and her contributions to our community.

During our Fiscal 2011-2012 year the Laurel City Commission raised funds to award three candidates scholarships totaling \$3,200 to help fund their college education. Our fundraising efforts included Kelly' Kitchen fundraiser, a car wash, Laurel Plant sale with the Friends of Main Street and a vendor show on the green.

This year's events started on Saturday June 9th with a semi-formal Laurel Ball at The Cornucopia. The event was attended by over 180 guests from our community. On Sunday we ended the weekend with the Laurel Parade marching down Main Street followed by The "Crowning of the Queen" ceremony took place in the East End Park. We were very honored to have Grammy Winner Joseph Firecrow play his flute on the Rotary Bandstand during the crowning ceremony. The Laurel Commission held their 2nd annual "Vendors at the Park" at East End Park coinciding with the Parade and crowning. We had 20+ vendors participate and was very well attended.

Bethany Scott was crowned 2012 Laurel Queen received a \$1,200 scholarship and she was sponsored by More Than Words. Bethany graduated from Regional 7 and will

be attending Gordon College where she will be majoring in Psychology. Patricia Schlosser our 1st runner-up and winner of the Geizha Ahles award received scholarships totaling \$1,200 and was sponsored by The Elks. Patricia graduated from Regional 7 and has passed the ASFAB test to become a Marine and serve the U.S. Brynne Beneke our 2nd runner up received an \$800 scholarship and was sponsored by Pretty Soon Blooms. She graduated from Gilbert and will be attending San Juan University where she will be pursuing a sports nutrition degree.



Left to right: Brynne Beneke, Bethany Scott & Patricia Schlosser

During the fiscal year 2012-2013, the Laurel City Commission will continue to raise funds to keep the Scholarship festival growing within our community. We will continue to promote higher education and community awareness among our youths. We will also organize special events in coordination with our festival to celebrate the beauty of the Laurel City and to encourage community involvement.

The 2011-2012 members of the Commission are: Debbie Angell, Robin Diorio, Kim Schlosser, Lynette McCarthy, Ruth Ferrarotti, Kristen Tazzara, Elaine Williams, Lisa Perry, Alison Welcome-Calkins, Belinda Douglass, Amber Matarainen, Cathy Rotondo and Ursula Hale.

Litchfield Hills Council of Elected Officials

Rick Lynn, Planning Director AICP

The Litchfield Hills Council of Elected Officials is the state-recognized regional planning organization for the eleven-town Litchfield Hills Region. The LHCEO consists of the Mayors and First Selectmen from the member towns of Barkhamsted, Colebrook, Goshen, Hartland, Harwinton, Litchfield, Morris, New Hartford, Norfolk, Torrington, and Winchester.

The LHCEO meets monthly to discuss issues of inter-municipal concern, promote regional cooperation, and direct various regional planning activities. Serving as officers this year were Hartland First Selectman Wade Cole as Chairman, Barkhamsted First Selectman Donald Stein as Vice Chairman, Torrington Mayor Ryan Bingham as Secretary, and Norfolk First Selectman Susan Dyer as Treasurer. The LHCEO is based at the Goshen Town Hall and has two employees.

Major activities of the LHCEO this year included the following:

1) **Planning and Coordination:** A variety of issues of regional significance were discussed at the monthly meetings of the LHCEO including: municipal growth trends, economic development, cooperative purchasing, affordable housing, homeland security priorities, legislative priorities, road improvement projects, regionalizing health insurance, the draft State Plan of Conservation and Development, and consolidation of police dispatch centers. In addition to the LHCEO's regular monthly meetings, several special meetings of the LHCEO were also held to discuss legislative priorities with local legislators.

The LHCEO responded to numerous requests for demographic, economic, and housing data. The LHCEO also reviewed and commented on several referrals of proposed zoning changes, town plan updates, or development proposals near municipal borders this fiscal year, as required by state statute.

The LHCEO administered a Business Energy Efficiency Program for towns in the region this year with funding provided by the State. This program offered financial assistance to area businesses for window replacement, building insulation, energy saving light bulb replacement, and solar installations. Thirty-two (32) projects were approved with the funding available.

The LHCEO continued to receive funding this year from the CT Office of Emergency Management and Homeland Security to help coordinate the activities of the Regional Public Safety Task Force and other emergency planning programs.

The LHCEO also administered the "Litchfield Hills Public Works Equipment Cooperative" this year. Under this program, interested area towns can share in the use of two street sweepers and one catch basin cleaner.

The LHCEO, in conjunction with the Northwestern CT Council of Governments, NWC Economic Development Corporation, and the NWC Chamber of Commerce, also helped coordinate an update of the region's Comprehensive Economic Development Strategy this year.

2) **Transportation Planning:** The LHCEO continued to help administer the region's Rural Collector funding program this year, as well as several local road projects funded under the federal American Recovery and Reinvestment Act.

Two meetings of the Litchfield Hills Road Foreman Association were held this year to discuss local experience with road maintenance activities, opportunities for cooperative purchasing, and operation of the Litchfield Hills Public Works Equipment Cooperative.

The LHCEO also continued its active support this year for federal and state funding to build a new transit center for the

Northwestern CT Transit District. LHCEO staff also prepared and reviewed several grant applications to enhance transit services in the region.

3) Solid Waste Disposal and Recycling: In cooperation with the Northwestern Connecticut Council of Governments, the LHCEO continued to coordinate meetings of the Regional Recycling Advisory Committee.

This Committee oversees the regional recycling program and coordinates the scheduling of household hazardous waste collection days in the regional area. Two successful household hazardous waste collection days were held this year for area residents, along with two electronics collection days sponsored in cooperation with the Connecticut Resources Recovery Authority.

Litchfield Hills/Northwest Elderly Nutrition Program

Nancy S. Hodkoski, Nutrition Director

Joel Sekorski, Nutrition Supervisor

The Litchfield Hills/Northwest Elderly Nutrition Program serves Congregate and Home Delivered meals to people 60 years of age or older in 18 towns in Northwest Connecticut.

The purpose of the Congregate Program is to provide seniors with well-balanced and tasty meals. It is our goal to reduce loneliness through socialization and provide volunteer opportunities and camaraderie in a congregate setting.

The purpose of the Home Delivered Program is to deliver two meals (one hot, one cold) daily to homebound seniors who are not able to prepare their own meals, or access a Congregate Meal Site. The drivers are a daily contact to make certain our homebound seniors are safe and secure.



During the fiscal year 2010/2011 the project served 7,172 Congregate Meals at the Blanche McCarthy Senior Center and 37,802 Home Delivered Meals to those eligible in the Town of Winchester/City of Winsted. The Litchfield Hills Elderly Nutrition Program looks forward to its continued relationship and is proud to partner with your Town in support of your seniors.



CMHA's Northwest Center is Litchfield County's leading resource for mental health care.

Raymond J. Gorman, President and CEO

Founded in 1952, Northwest Center for Family Service and Mental Health (NWC) is part of Community Mental Health Affiliates, Inc. (CMHA). CMHA's Northwest Center is

a licensed outpatient mental health clinic and family service agency with Joint Commission accreditation. In addition to CMHA's locations in 5 other cities and

towns, CMHA served the residents of Litchfield County through service offices in Lakeville, Torrington and New Milford.

CMHA's NWC remains the only state licensed, non-profit mental health clinic serving all of Litchfield County. The Center also serves clients from border towns in New York State including Millerton, Amenia and Dover. CMHA's Litchfield County offices operated thirteen programs and provided over 30,000 hours of service to more than 3,000 individuals and families.

In fiscal year 2011-12, more than 230 Winsted area residents received services from one of the many programs at CMHA's Northwest Center.

Funding Sources:

Annual Fund Drive and Annual Event
Private Donations
Town Grants
Fees and Insurance Payments
Department of Children and Families
Department of Mental Health and Addiction Services
United Way of Northwest CT
Berkshire Taconic Community Foundation
The Bissell Fund
Civic Family Services
Private Contracts
The Jack Rogers Fund
Community
Mental Health Affiliates, Inc.

Current Programs and Activities

Outpatient Mental Health: CMHA's NWC operated three outpatient mental health clinics in the past year, serving people of all ages: children, adolescents, adults and seniors. Services include individual, family and group psychotherapy, psychological and psychiatric evaluation and medication management and case management. In addition, CMHA continued its contract with Trinity Glen, a residential substance abuse treatment facility in Sharon, CT, to provide medication management services.

From 2011-12, CMHA responded to more than 3,000 requests for service in its Litchfield County outpatient clinics. **Approximately 650 people receive**

services monthly in the clinics for a total of over 10,300 visits annually. CMHA's Northwest Center provides more than 860 clinical sessions every month. These services include individual, family, and group therapy, psychiatric evaluations, and medication management.

CMHA's Litchfield County programs receive funding from the CT Department of Children and Families (DCF) to operate two distinct county-wide services:

Parent Aide/Family Enrichment is a home-based family support program that provides parenting, advocacy, case management, consultation, and crisis intervention, especially where there are concerns about child abuse or neglect. **From 2011-2012, 25 clients received this home based service.**

Intensive Family Preservation is a program designed to maintain severely emotionally and behaviorally disturbed children in their homes with their families. **From 2011-12, 71 clients received intensive, home-based support, counseling and parenting assistance.**

Foster Care Clinic: An outpatient clinic, funded by the Department of Children and Families, provides multi-disciplinary assessments (mental health, physical, and dental) of children entering the foster care system for the first time. The clinic is co-located with a pediatric practice thus enabling children to receive comprehensive and integrated primary and behavioral health care. **This service provided 26 comprehensive assessments to children ranging in age from 18 months to 17 years in 2011-12.**

Community Support Program (CSP) is offered to adults with severe and persistent mental illness. Services include individual, group, and family therapy, medication management, and on-going advocacy and recovery support groups. The groups are offered in our Lakeville and Torrington offices. This program is funded by the Department of Mental Health and Addiction

Services. **In 2011-12, over 35 individuals received services.**

CMHA's NWC also provides services to divorcing parents through the court-required **Parent Education Program**. This 6-hour course helps parents learn how to lessen the impact of divorce on their children. The Parent Education Program is offered in our Torrington and New Milford offices. **In 2011-12, 358 divorcing parents completed this training.**

Collaborations:

- During the past year, CMHA's contracted services from PrimeTime House to provide community support and social rehabilitation services to the chronically, severely mentally ill served by the Lakeville office resulted in the opening of a new ClubHouse in Lakeville. These case management services enable CMHA clients and other community residents to access additional support for social and vocational activities. To date, PrimeTime averages 40 contacts per month with clients and serves 34 clients in Clubhouse activities.
- CMHA hosted an Open House in October, 2011, to welcome the community and other providers to our new location at 350 Main Street in Lakeville.
- CMHA's Substance Abuse Action Council partnered with Winsted for a prescription drug take-back, participated with Northwestern Regional High School for a Child Safety Day, presented information on current drug trends at NW Regional School #7 and provided alcohol safety training to Warner Theater employees in Torrington.

- CMHA is working with Litchfield County attorneys, the Berkshire Taconic Foundation and the Foundation for Community Health to provide a free estate planning seminar for the community.

Recent Important Events

- Utilizing surplus DMHAS funds from CMHA's New Britain program, CMHA obtained DMHAS approval to contract with PrimeTime House to provide community support and social recreation services to the chronically and severely mentally ill population therapeutically served in the Lakeville office. Today, PrimeTime has secured leased space around the corner from CMHA's new location at 350 Main Street and provides service to 35 clients each month.
- Regina Moller, a new Vice President for Children and Family services with a medical background and 30 years experience in Child and Family services, was hired in July 2011, to provide vision and leadership for the outpatient programs.
- The economy continues to impact private philanthropy, however this year's gala in Lakeville raised \$62,000 in much-needed revenue.
- Due to ongoing economic shortfalls that threaten the agency's viability, CMHA closed the New Milford office June 30, 2012.

With the current depressed economic climate in Connecticut, it is unclear what budget cuts may be instituted and what the financial impact will be on CMHA's services.

Northwest Regional Mental Health Board

Janine Sullivan-Wiley, Executive Director

Mission: *"The Northwest Regional Mental Health Board is dedicated to improving the quality of life for individuals who need support in their recovery from mental illness and/or addiction. The Board monitors and advocates for services through review, recommendation, planning and education."*

The Board has implemented its mission through an ongoing process of evaluation of

DMHAS-funded services, annual needs assessment and planning, and the

subsequent recommendations. This year represents **thirty-six years of continuous quality improvement in the services afforded the residents of this region.**

Volunteer Membership And Stakeholder Representation:

Through our membership and staff, all stakeholder groups are represented, including the identified key stakeholders of consumers or family members of people in recovery, representatives of the public at large through our town representatives, and elected key providers. Our members have a broad range of service years from new to 22 years.

We are well connected to other community and stakeholder organizations including the National Alliance on Mental Illness (NAMI), Advocacy Unlimited, the United Way, the State Mental Health Planning Council, the State Board of Mental Health and Addiction Services, CCPA, CAN (CT Association of Nonprofits), the Regional Action Councils, the Behavioral Health Partnership Oversight Committee and many more. We are connected to services that are private not-for-profit as well as state-operated.

The Board has a small – three people, two of whom are part-time – but very dedicated and hard working staff. The staff is honored to be support and facilitators to the work of the members.

The Town of Winchester had not had a representative to the local Catchment Area Council for many years now. Board staff would be happy to work with the Mayor to find a new volunteer for this appointment.

Outcome or Results-Based Accountability

For the third year, the activities and work of the Board and were put through the **Results-Based Accountability process.** This is an arduous but helpful process which measures what we do against our long- and short-term goals and objectives.

Review and Evaluation

As in years past, and in keeping with its legislative mandate, review and evaluation activities remain a major focus of the work of the Regional Board, the Catchment Area

Councils and the staff. Our process is highly collaborative with other entities and assesses both programmatic strengths and challenges which are captured in findings of Merits, Concerns and Recommendations. These findings are a major force of continuous quality improvement of services *throughout the region.* Evaluations are conducted through the three Catchment Area Councils (CACs). This year, over 28 program reviews were conducted, an all-time high but a number that is not sustainable. It included the following agencies/programs in the Northwest Catchment Area #22 alone:

- WCMHN-TA (Western CT Mental Health Network, Torrington Area) Community Support Program, Fidelity Review
- WCMHN- TA WamLine Services
- WCMHN-TA Access Services
- Prime Time House presentation
- WCMHN-TA CSP
- CNV HELP Residential Programs
- CMHA – Lakeville Outpatient Services
- Education Connection TRED (Transportation Reaching Every Direction)

In addition to these reviews, at the Board level we also review and analyze the **quarterly critical incident review report** developed by the Network and amended over time in response to Board concerns. Some of the parameters addressed – often with comparisons by month, quarter and year - include highlights, number of incidents, incidents by type, client frequency, detail on critical incidents involving client deaths, demographics and reviews and action plans. Review and discussion of this data has affected the questions asked at the program reviews, and the development of new initiatives and policy considerations. A major consideration for at least several years has been regarding deaths by “natural causes” which seem to occur at unnaturally early ages. This has led to for more focus on wellness, health in general and an emphasis on smoking cessation supports, as well as efforts to bring in resources to the region to address the needs as identified. (See also Wellness and Recovery Support, below.)

Needs Assessment and Planning

Planning is one of the key legislatively mandated activities of the Board. The foundation of planning is a clear understanding of what is available (needs assessment). This is closely tied to and integrated with the evaluation process. The information amassed from these various sources, plus key informant surveys and strategic focus groups, is incorporated in to the **needs assessment and priority planning report.** The resultant report information is incorporated into the statewide planning process, which then informs the State Board and the budget development of the Department of Mental Health and Addiction Services. This year was our Biennial major process, involving an expanded survey, more forums and key stakeholder interviews.

Community Education and Training

Again in a highly collaborative manner, information about mental illness, substance abuse, and services available are provided to a broad range of citizens in the Region V area. This has had the added benefit of reducing stigma, and encouraging earlier access to necessary treatment. Our major initiative in this is the annual **Community Education Project**, now conducted for over sixteen years. In addition to the original community libraries, this has expanded to include town halls, schools, hospitals, train stations, senior centers, community college, police department, and health districts. It has continued to grow and this year was again the most successful ever in two respects: the number of locations in which the information was provided, and the extraordinary volume of materials taken by the public. It is estimated that through this project, more than 4,500 pamphlets, resource sheets and cards provided information and access information to the residents of Region Five. This year the project included 35 Public Libraries, eight police departments, 19 senior centers, one senior housing complex, five schools and colleges, a youth service office, health district office, two train stations, town halls and village stores. The town representatives are at the core of this distribution process, as well as knowing the

key locations to be targeted in each community.

Advocacy and Referral

The Board and Councils' work includes advocacy in a number of areas and ways including **Individual referral, advocacy and education; support of and advocacy on behalf of local and community services; and participation in public hearings and activities regarding key legislation** assures that the needs of this region are articulated and understood by legislators as bills and budgets are considered.

Wellness and Recovery Support

For over five years now, this area has been identified as a key area of focus including recovery supports throughout the system and **Smoking Cessation.** As noted before, people with mental illness smoke at a much higher rate than the general population, research indicates that stopping is more difficult for this population, and this is believed to be a contributor to the early mortality. We have continued active membership and participation in the Smoking Cessation Supports Initiative (SCSI), one of the 25 awardees in the nation from the 2010 *Pioneers for Smoking Cessation Campaign.* In May 2011, the Board applied for a major, two-year Department of Public Health (DPH) grant for smoking cessation supports for adults with mental illness across the entire region. We were informed in July 2011 that we were being awarded a grant. This funding for this project just came through at the very end of this fiscal year (May 2012).

The **W.O.W. - Working On Wellness project** involves major collaboration with providers in the region including in the northwest catchment area Charlotte Hungerford Hospital, the Prime Time House social club, as well as residential service providers. The goals of increasing treatment capacity and changing culture are ambitious. Progress has already been made as of this writing, and will shift some staff resources from evaluation to implementation of the project.

Financial Considerations

The value of volunteers: We have already noted that our work is done with a very small paid staff and a strong volunteer membership. The value of their work is over \$41,000 a year. Their impact is immeasurable.

We are funded by the Department of Mental Health and Addiction Services, which increased our allocation this fiscal year in

recognition of our deficits over the last several years as well as inequities with other Boards in facility support. Our other major source of funding is through the contributions of our member towns, for which we are truly grateful. Our work is mandated and could not be accomplished without their support.

For FY 2011-12 we received \$1,186 from the Town of Winchester.

Northwest Conservation District

Sean Hayden, Director

Northwest Conservation District works to promote the conservation and wise use of natural resources through education and technical assistance services.

Our Technical Services Improve Land Use Planning and Protect Water Quality

This past year we assisted land use commissions and staff with over 80 site development reviews covering hundreds of acres. Each time we review and make recommendations on proposed land use changes, we are balancing development with protection of water and other sensitive natural resources. We provide practical, science based solutions. We use the latest technologies, such as LID – Low Impact Development, to ensure that projects work with the landscape instead of against it. The need for our expertise in controlling erosion and managing stormwater runoff continues to grow due to more frequent and intense precipitation events. This year working with several partners, we were able to install several on the ground LID structures including Rain Gardens, a Bio-swale at a Drinking Water Filtration Plant, the first ever Gravel Wetland in Connecticut, and two Stormwater Wetland retrofits. All of these are improving local water quality.

Our GIS Center provided many field surveys, maps and reports to support acquisition of Open Space or solve environmental problems. Our GPS capabilities were applied to trail mapping,

wetland mapping, school projects and asset management as well. We have made great progress creating a wildlife preserve called Native Meadows on the Housatonic River. Invasive plants have been removed or treated and new habitat created. Finally, we have partnered with the USDA NRCS to provide services to the agricultural community.

Energy Conservation, Efficiency and a New Renewable Energy Future

Efforts to increase energy awareness are producing results in our region. Working with NCD and local energy committees, more households and businesses have chosen electricity from clean sources of power, home energy audits and more sustainable behaviors in their daily lives. Another free NCD service is the benchmarking of energy usage in town buildings to document their relative efficiency. This helps the town to prioritize needed energy upgrades. See nwconnvert.org/energy

Education Leads to Environmental Protection

Our Envirothon Program continues to provide hands-on science for High School students. This year each team studied how Low Impact Development measures impact water quality all the way to Long Island Sound. They presented their solutions for water protection to a panel of judges. The team from Housatonic Valley Regional High School achieved 1st place in the

Connecticut Envirothon and went on to place 6th out of 54 teams representing most US States and Canadian Provinces in the North American Envirothon held in Pennsylvania. Other local Envirothon Schools include Litchfield, Hotchkiss, Marvelwood, Nonnewaug, Northwestern and Wamogo. www.ctenvirothon.org

Earth Day Plant Sale, Fish and Ponds

This year marked the 30th Anniversary of our hugely popular Earth Day Plant Sale. Thanks to the efforts of many amazing

volunteers, thousands of Native Plants, Evergreen Seedlings, Shrubs for Wildlife Habitat and Perennials were planted by local gardeners. We also continued our Trout Stocking Programs for local ponds and streams.

Community Support

Northwest Conservation is very grateful for the ongoing support and partnership of the municipalities we serve and the generous contributions of local individuals, private funders and our many volunteers.

Northwestern Connecticut Transit District

Carol Deane, Director

The 2011/12 year was the 23rd year of the Northwestern Connecticut Transit District's (NWCTD) actual operation of the Northwestern Connecticut Rural Transit program. NWCTD also has operating responsibility for the Torrington/Litchfield and Winsted flexible deviated route. This broader base gives Rural Transit a greater stability and closer management than it has in the past.

The Interregional service continues to offer service to the 16 towns in Northwest Connecticut for medical to hospital and vet centers, doctor visits, shopping and social trips to the Hartford area and other out of region areas. The district is still maintaining the three days for this service due to high demand. Winsted residents can request this service Tuesday, Wednesday or Thursday. Winsted also receives 5 days of deviated flexible route service, which is the "CANDYSTRIPER" route that is based in Torrington. This service provides four routes per day from Torrington to Winsted.

The district provides curb-to-curb Dial a Ride Service for Winsted residents to travel to Torrington for medical and shopping five

days per week from 9AM to 3PM with extended service Tuesday, Wednesday and Thursday until 6PM. Weekend service is now available to Winsted Residents with a 48 hour reservation.

The Job Access Program is still utilized to full capacity. We provide two vehicles for three shifts ITW and Bicron in the Salisbury/Lakeville. We provide two vehicles for this service – one leaving from Torrington and the second bus picking up Winsted residents to go to Canaan.

Total Dial a Ride Transportation for FY12 was 42,852 rides and the Deviated Flexible Route was 45,258 for a total ridership of 88,110. Winsted had a total of 7,700 rides for FY12.

The State Matching Grant was reinstated in October 2009 will continue through FY 13 with a possible 25% cut for the upcoming year. This grant provides added Dial a Ride service such as extended days and weekend service.

The district's website is www.nwcttransit.com where all of our schedules are explained in detail.

Regional Refuse Disposal District One

James Hart, Administrator

The District, which serves the solid waste functions for Barkhamsted, New Hartford and Winchester, completed its 38th year of operation at its Barkhamsted/New Hartford location.

District wide, 12,668.28 tons of MSW (municipal solid waste) was collected and delivered to the CRRA waste-to-energy facility in Hartford; mostly through the CRRA Torrington Transfer Station, which was up slightly from 12,451 the previous year. \$571,955 was expended from the District budget for "tip fees", the disposal costs for this refuse. The District budget pays one-half of the disposal fees for all MSW picked up by Haulers within the District and 100% of the disposal fees for transfer station users (\$30 of the sticker fee pays for ½ of the MSW disposal fee). 3,855 tons of the total came through the District Transfer Station (30%) The District also expended an additional \$74,333 for other disposal costs such as bulky waste, wood waste, household hazardous waste and special recycling fees for items such as paint, florescent lamps, tires, Freon and asphalt shingles.

The District Transfer Station has an extensive recycling program in order to produce revenue and to avoid disposal fees. In FY 11/12, the District received \$194,891 of recycling income – mostly from metals, down from \$207,656 last fiscal year due to lower metal prices and in spite of more

effort by our employees. We recycle newspaper, cardboard, junk mail, magazines, office paper, boxboard, glass and metal food and beverage containers, plastics #1 - #7, batteries (auto and rechargeable), tire tubes, leaves, clothing, scrap metal, electrical wire, electronics, tires, clean wood waste, clean shingles and second-hand items for resale. The second-hand sales of useable items brought in \$63,493 in revenue to help the District budget reduce assessments to the member towns as well as maintain the annual sticker fee at \$60 for eleven years in a row. We encourage all District residents to recycle as much as possible to reduce tip fees. The Transfer Station is open Wednesday evenings from 4 – 7pm to non-sticker holders to bring in recyclable items and also to sticker holders for household garbage and recycling.

The District collected \$103,603 in waste disposal fees, sticker fee income was \$197,200 and the cell tower provided \$55,518. The various incomes totaled \$651,589 which was 48% of the total expenditures. Assessments from member towns account for the remainder of the budget.

The District Board meets on the 4th Monday each month and welcomes your comments and suggestions. Please call 860-379-1972 if you have any recycling or waste disposal questions.

Torrington Area Health District

James B. Rokos, MPH, Director of Health

The TAHD served over 137,000 people in twenty cities and towns covering 611 square miles. In addition to its 19 city, town and borough members, the TAHD provided contracted public health services to the Town of Middlebury starting on July

1, 2011, and that town officially joined the TAHD on June 1, 2012.

The TAHD **Reportable Disease Program** investigated the following communicable diseases: 13 Campylobacteriosis, 18 Salmonellosis and 12 Giardiasis. TAHD

nurses conducted case management on 1 case of tuberculosis and 3 cases of latent tuberculosis infection. TAHD held 10 seasonal flu and pneumonia clinics where TAHD nurses administered 781 doses of flu vaccine, and 20 doses of pneumonia vaccine to local residents. 36 raccoons, bats, and other animals were submitted to the State Lab for Rabies testing. Ticks brought in by 154 residents were sent to the Connecticut Agricultural Experiment Station to determine if they were positive for Lyme Disease bacteria.

The TAHD **Childhood Lead Poisoning Prevention Program** ensured that follow up care was provided for more than 40 children with elevated blood lead screening levels. 5 new children required extensive case management due to lead poisoning. TAHD also collaborated with the **Lead Action Medicaid Participants (LAMPP) Program** to assist property owners with lead abatement of their properties. Sanitarians and nurses were involved in 7 partial lead inspections, and 7 epidemiological investigations to comply with State mandates. Abatement orders were issued for 6 properties. Educational sessions were held for area physicians and child and family programs, and educational packets were distributed to group daycares. TAHD also implemented a new **Healthy Homes Program** that gave homeowners and tenants an opportunity to have a more holistic inspection made of their living space with the goal of improving the housing stock in NWCT one dwelling at a time. Six homes were inspected and follow-up inspections were arranged for Program evaluation purposes.

The TAHD **Immunization Action Program (IAP)** continues to work with local providers to ensure compliance with immunization laws among the pre-school population. The new state immunization registry rolled out in May of 2012 and is a work in progress. It is currently used by state personnel and IAP coordinators. Private medical practices will be brought online this fall and the state IT department is also working with various Electronic Medical Record Companies in hopes that future immunization records will

be downloaded directly into the state data bank.

In the fall of 2011, during storms Irene and Alfred, the TAHD **Emergency Preparedness Program** worked with community partners to provide emergency communication, ensure food and water safety, and community hygiene. Staff continues to train to improve emergency response activities using the Incident Command System (ICS). TAHD continues as the Regional Public Health Advisor for all local health departments in Region 5 of the Department of Emergency Management and Homeland Security (DEMHS). TAHD meets monthly with both local and regional planning partners to update plans and conduct trainings and exercises.

The TAHD **Medical Reserve Corps (MRC) Program** continues to provide first responder support training and firefighter rehab. The TAHD-MRC has trained 300 community members in CPR and First Aid. The MRC sponsored a team of AmeriCorps volunteers who completed a six week deployment in Northwest Connecticut. Projects included: completion of an inventory of TAHD assets, hiking trail remediation, and community emergency preparedness education. MRC does business with the Embroidery Wizard for all of our identifying gear. Much of the gear that has been produced by Kim and his wife Elaine has been used in the field. Members of the MRC wore gear for official deployments during both fall storms and the Rt. 8 Tanker response in 2011. These items were paid for out of a combination of federal and state funds.

The TAHD is the fiduciary agent for a **Community Transformation Grant (CTG) Program** for Litchfield County. This is a 5 year federal grant with the goal to reduce chronic diseases by promoting healthy lifestyles (tobacco free living, active living and healthy eating, and quality preventive services) focusing on changes to policies, systems, and infrastructure. The first two years are capacity building with the anticipation that many more dollars will be forthcoming for implementation. To date, TAHD has signed a memorandum of

understanding with the Charlotte Hungerford Hospital, NWCT-YMCA and NWCT- United Way, formed a county wide coalition representing five sectors from each community, and signed a contract with Education Connection to deliver a Community Needs Assessment.

The TAHD continued its partnering with Phoenix Labs for its **Water Testing Program**. Phoenix Labs is a full service lab located in Manchester, Connecticut that offers a wide range of testing of drinking water, wastewater, groundwater/landfills, storm water, soil and more. The TAHD continues to collect samples when requested, and offers free technical advice on any water testing results.

TAHD **Environmental Health Program** resulted in the following inspections/licenses/permits: **1,972** food inspections, **715** temporary food permits, **62** new septic systems, **141** repaired septic systems, **146** private well permits, **89** private pool permits, **157** beauty salons & barber shops inspections, **501** house addition permits, **229** soil tests, **18** subdivision lots, **61** public pools and beaches were inspected, and **21** daycare centers inspected. Records show that **558** samples were submitted to the state lab for testing of drinking water, beach and pool water, lead in water and paint, asbestos, food, sewage and volatile organic compounds and pesticides in water. Sanitarians investigated **494** complaints of various public health concerns; **25** legal orders/voluntary compliances were issued for enforcement purposes.

Here is a partial listing of activities that were performed in Winsted/Winchester during the fiscal year July 1, 2011 – June 30, 2012:

Septic system plan reviews	9
Septic system site testing	6
Septic system inspections	5
Healthy homes inspections	4
Building addition reviews	12
Swimming pool approvals	2
Change of use approvals	1
Food service inspections	174
Well location approvals	5

Bathing water samples	24
Hairdressing/Barb Shop inspect.	9
Lead poisoning investigations & follow-up	2
Court Appearances	3
Legal orders	4
Public Pool Inspections	1
Day Care inspections	3
Seasonal Food Vendor Inspections	27
Investigated 59 complaints about the following:	
• Summer Camps	
• Garbage/trash	
• Bed bugs/fleas	
• Heat & hot water	
• Interior animal odors	
• Lead & asbestos	
• Illegal tattoos	
• School facilities	
• Mold, odors & other indoor air quality issues	
• Private swimming pools	

The following is a list of other activities:

- Involved in 8 rabies incidents, advising Animal Control Officers, Veterinarians and pet owners
- Provided case management to 6 children with blood lead levels equal or greater than 10 micrograms per deciliter
- Provided lead inspection on 1 residence
- Offered Healthy Homes (more complete) inspections to several tenants
- Performed follow-ups on 5 reportable-communicable diseases
- Reviewed records in private doctor offices to ensure timely vaccinations of children
- The Torrington Area Health District (TAHD) Medical Reserve Corps held a focus group at Northwestern Community College to determine how we could better serve potential volunteers and the community. The event was held at the Community College and involved Nursing and Medical Assisting students. The results of the focus group revealed that while many students are interested in giving of their time, they are interested in projects that would allow them to be done in a day, as opposed to weekly volunteer obligations. The TAHD

Medical Reserve Corps Unit garnered two new members as a result of this community outreach event.

Torrington Area Probate Court

The probate court that serves the residents of Winchester is named the Torrington Area Probate Court. The present court is the result of sweeping probate court consolidation legislation in 2009 that reduced the number of probate courts in the state from 117 to 54. As a result of that legislation, the Winchester Probate Court was merged with the New Hartford Probate Court and the Torrington Probate Court. The new court began operation on January 5, 2011. The Torrington Area Probate Court now serves the towns of Torrington, Goshen, Winchester, Colebrook, New Hartford, Barkhamsted and Hartland. The Court operates out of the first floor of Torrington City Hall. During the 2011 calendar year, the court handled 1,320 different matters and has already handled 1164 matters in 2012 to the date of this report.

Connecticut's probate court system is built on a 300-year-old foundation of commitment to service, integrity, and the rule of law. Today, in addition to their traditional role of overseeing decedents' estates and trusts, the probate courts handle a wide range of sensitive issues affecting children, the elderly, persons with intellectual disabilities, and individuals with psychiatric impairments. In carrying out their responsibilities, the probate courts strive to protect the rights of individuals while affording those involved in probate matters an approachable and consumer-friendly environment.

The jurisdiction of the Probate Court is broader and the types of matters handled more diverse than most citizens are aware.

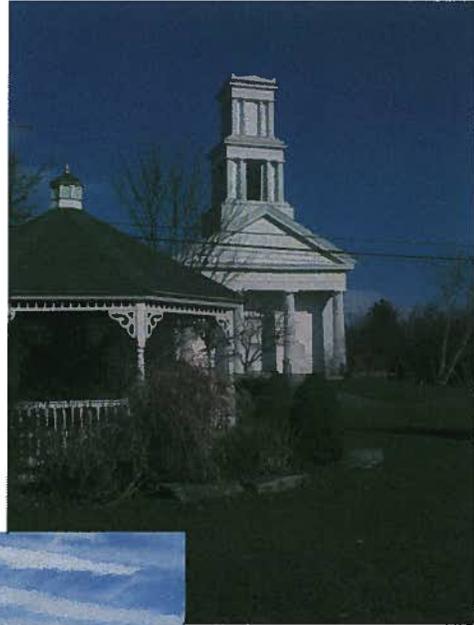
Hearings in the Torrington Area Probate Court are held every Tuesday and Thursday, and other specially scheduled days. Most hearings are open to the public. Childrens' matters, commitment actions, and guardianships of intellectually disabled persons are confidential and are not open to the public. The public is invited to visit the Probate Court on the first floor of City Hall for more information on the Court's operation. Information is also available on-line at www.jud.ct.gov, the Connecticut Judicial Department web site.

Probate judges are the only elected judges in the State of Connecticut and serve four year terms. The present Torrington Area Probate Judge, Judge Michael F. Magistrali, was first elected as Judge of the Torrington Probate Court in the statewide election of November 1998 and took office on January 6, 1999. He has served continuously as a probate judge since that date and now presides over the newly formed Torrington Area Probate Court. He is pleased to be serving the residents of Winchester as his mother, the former Lillian Locascio, was a Winsted native and he practiced in Winsted for the first fifteen years of his law career in Connecticut. He is also proud of the fact that his cousin, the Honorable Salvatore Locascio, served as the Winchester Probate Judge from 1955 to 1987.

The Torrington Area Probate Court is staffed by Chief Clerk Gale Pellegren, Clerk Suzanne Pombar (formerly Clerk of the New Hartford Probate Court), Assistant Clerk Paula Marchetti, Assistant Clerk Michelle Considine, and Court Assistant Yuberkis Batista.



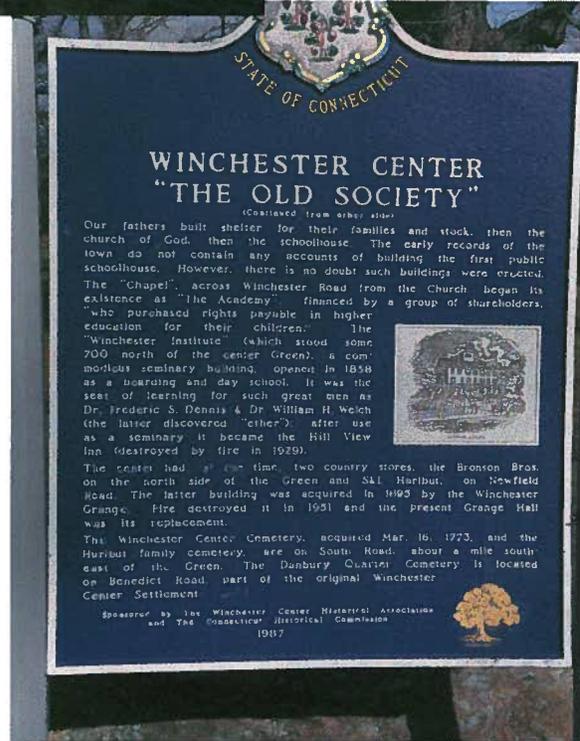
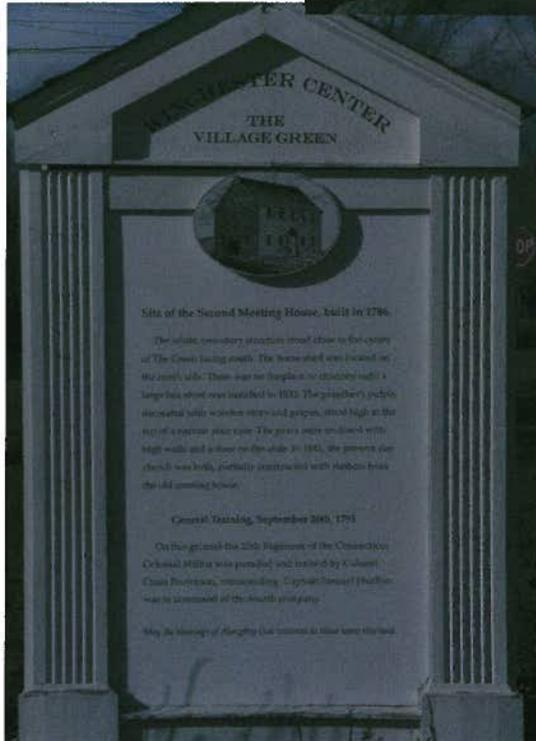
Riding in Winchester Center on a beautiful autumn day. Left to right: Dave Godding on Mac & Heather Bushey on Gem



Winchester Center Gazebo & Congregational Church



Winchester Lake



Signs in Winchester Center

Winchester Volunteer Fire Department

Peter L. Marchand Sr., Chief

The Winchester Volunteer Fire Department has had another very busy year, especially with the surprise October 2011 snow storm. We are equipped to act as an emergency shelter to house residents in an emergency because we have a large generator that powers the fire house and grange hall. During this long power outage, we provided several meals and sleeping quarters for residents needing them. We have responded to numerous local fires, motor vehicle accidents, residential fire alarms and calls for aid from our community as well as providing mutual aid to neighboring communities including Winsted, Norfolk, Torrington and North Canaan. They, along with other communities, also respond to aid us when needed. We have been very fortunate to have several new members join our ranks. They are now attending Fire Training School to equip them with the skills needed to help provide emergency service to our residents.



The big news is that we have secured a grant of \$50,000 and a low interest loan of \$75,000, both from the USDA, to replace our 1973 Pierce Mini-Pumper. The 39 year-old vehicle has served us well but is prone to repeated breakdowns, and many parts are no longer available. It also does not

meet the current NFPA requirements for a fire apparatus of this size. We have ordered a new Ford F550 Mini-Pumper at a cost of \$215,000. The loan and the balance of the total will be paid for with contributions and fund raisers. We anticipate delivery in late 2012 or early 2013. Only through the continued generous support of the Winchester Center community were we able to pursue this project. This new apparatus will allow us to better serve the entire Town of Winchester by allowing us access to areas that larger fire apparatus are not able to reach.



If you are interested in joining our department, please remember that we have two classes of membership - active and firefighter. Active members contribute to the work of the department but are not trained or certified as firefighters. Active members are an enormous help with duties not associated with actual fire fighting. If interested please contact us at the address shown above or visit our web site at www.winchesterfire.org.

We thank for your continuing financial and moral support.

Winsted Area Ambulance Association, Inc.

Jeffrey Liskin, President
Mary Thurnau, Vice President
Lynda Lamont, Lieutenant
Rachael Dillon, Captain

Arne Mels, Treasurer
Fred Vorck, Secretary
Jim Hutchison, Training Coordinator

The Winsted Area Ambulance Association located at 655 Main Street, Winsted, is a volunteer ambulance service providing pre-hospital emergency care to the towns of Winsted/Winchester, West Hartland, Riverton and portions of Barkhamsted and Colebrook. Winsted Ambulance also has mutual aid agreements with New Hartford Ambulance and Norfolk Ambulance to provide ambulance service to each other on an as needed basis.

Winsted Ambulance operates three patient transport vehicles. The oldest is a 2006 Ford E450 LifeLine ambulance. The newest is a 2010 Chevrolet Duramax 4500 Life Line ambulance which was put in service in May 2011. In May of this year we received authorization from OEMS to operate a third ambulance, allowing us to re-register a 2005 Ford E450 LifeLine ambulance we retained rather than trade in when we purchased the 2010 model. In 2010 we added Responder One, a 2009 Ford Escape 'fly car' for use when primary ambulances are already deployed and another emergency call comes in.



In 2012 our ambulances were upgraded with the addition of Stryker power lifts. The power lift is a mechanical device to assist with loading and unloading the stretcher

from the ambulance and help prevent injury to our caregivers that can occur when lifting the heavy stretcher and patient.

Winsted Ambulance has 19 EMTs, 16 Advanced EMTs and 3 paramedics volunteering. We also have 9 Emergency Responders, 5 drivers, and 5 active auxiliary members. Officers from the Winsted Police Department are dispatched for calls in Winsted and Winchester as First Responders.

Monday through Friday, from 6 a.m. to 6 p.m., our ambulance is staffed primarily by paid personnel unless a volunteer is available. The need to hire personnel arose from the lack of volunteers during daytime hours and the longer per-call time for transporting patients to Charlotte Hungerford Hospital in Torrington. The Winsted Health Center will accept some patients based on protocol but a large number need to be transported to Charlotte Hungerford for more advanced care than the health center can provide. Patients also need to be transported to Charlotte Hungerford Hospital during the hours that the Winsted Health Center is not open for business.

Winsted Ambulance is the sponsor of Post 162 of the Boy Scouts of America. This entitles students to be active in the association and serve limited call time under the supervision of the Boy Scouts and leaders from Winsted Ambulance. Presently we have 15 explorers with our organization.

Winsted Ambulance's headquarters is located on the corner of Main Street and Lake Street. Winsted Ambulance headquarters consists of a 3-bay garage, a medical supply room, an attendants "day" room, male and female handicapped bathrooms both equipped with showers, a

kitchen, a training/meeting room, 2 offices and 2 bunk rooms.

A building expansion is in the planning stages, as additional room is needed for storage of equipment, office space and training. Possible options for this project include adding a second floor similar to the existing floor plan of the first floor. The 2nd floor would include a large training room, radio room, bath facilities and the bunk rooms would be relocated to that level. The existing bunk rooms on the first floor would be converted into offices. The garage “bay” area doors would be reconstructed from a three door system, to a two, wider, door system to accommodate entry and exit of three ambulances and our first response vehicle. Expansion could also include adding a recreational patio to the rear of the facility for entertaining purposes. If all facets of this project were to be completed, the estimated cost would be between \$750,000.00 and \$850,000.00. We are currently discussing breaking the project out into phases and potentially holding off on adding the 2nd floor.



Winsted Health Center



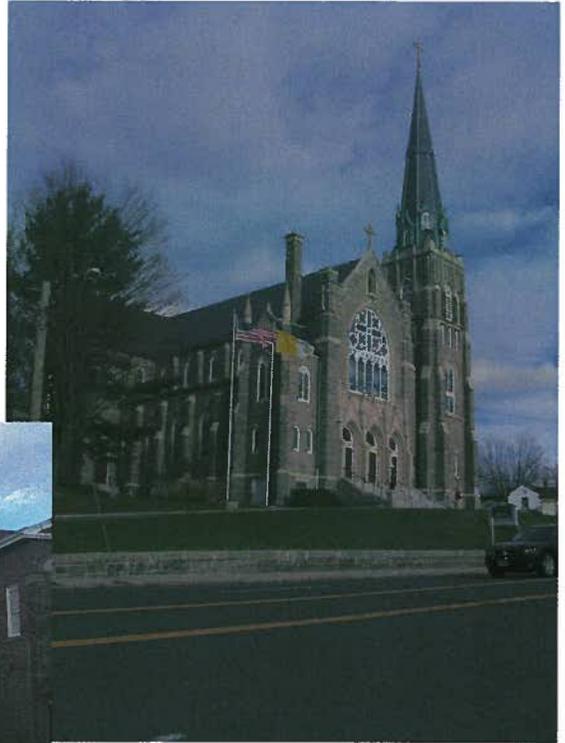
Winsted Ambulance currently schedules basic EMT classes and refreshers twice a year and CPR classes are held the last Saturday of each month. These are available for members and the general public at reasonable rates. In addition, we have been providing ‘heart saver CPR’ classes to the entire 8th grade class of Winsted students for many years at our own expense.

In 2011, Winsted Ambulance responded to over 1,600 calls. Since 1968, Winsted Ambulance has served proudly to cover our service area and plans to do so well into the future. The Winsted Area Ambulance Association's first priority continues to be patient care.

Church of Christ

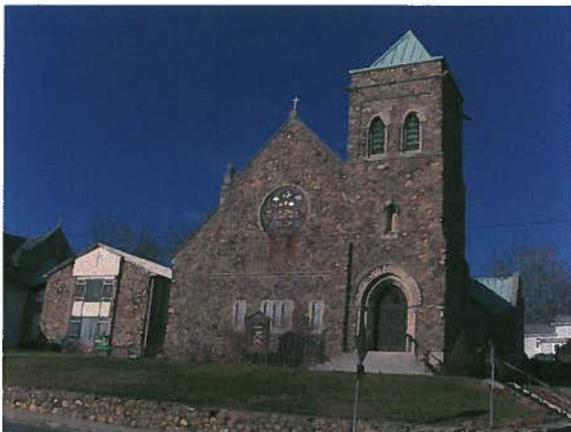


St. Joseph Roman Catholic Church



Temple Beth Israel

Kingdom Hall of Jehovah's Witnesses



St. James Episcopal Church



First Church of Winsted

NOTES



Northwest Connecticut Community College Administration Building

**Special thanks go to Mark Douglass,
the “company photographer”**