

**Minutes of the
January 9, 2023 Winchester Town Board Meeting**

Chairman Discianno called the meeting to order at 6:00PM on Monday January 9, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Grimmer, Supervisor Whitney, Treasurer Sell and Clerk Wainio were all in attendance.

Supervisor Grimmer made a motion to approve the agenda at the discretion of the Chairman. The motion was seconded by Supervisor Whitney and approved on a 3-0 vote.

Supervisor Grimmer made a motion to approve the minutes of the December 5, 2022 board meeting and the two special meetings held the morning and afternoon of December 12, 2023. Supervisor Whitney seconded the motion, and it was approved 3-0.

Chairman Discianno made a motion to approve the Treasurer's report as given. Supervisor Grimmer seconded Mr. Discianno's motion and it was also approved 3-0.

CHAIRMAN & SUPERVISORS REPORTS:

Chairman Discianno: Strategic Management informed Mr. Discianno they should have preliminary results for the EMS study by the middle of January. Mr. Discianno thanked the Town Crew for the work they did plowing over the Christmas weekend. Mr. Jelinski of the North Lakeland Elementary School met with Mr. Discianno and Mr. MacLean (PI Chairman) with additional information on a potential school resource officer. Mr. Discianno attended a presentation given at Smokey's Restaurant regarding the proposed new Xcel power grid. Xcel has rescheduled the open house on this project to Thursday 1/26 at the Winchester Town Hall. Mr. Peterson advised Mr. Discianno that the grant application for a Regional Health Network was not submitted due to a break-down in negotiations with the Lac Vieux Desert tribe. Another attempt will be made next. The Town property at the end of West Rock Lake Road was surveyed for no cost by Wilderness Surveying. There is a possibility to construct a turn-around there to facilitate snow plowing of the Town road. Bill Sell contacted

Supervisor Whitney:

Fire Department: Supervisor Whitney reported the ambulance is still out of order. Donations were received from Carol Theesfeld and the St Rita Altar Society.

Transfer Site: Nothing new to report.

Bike Trails, Lions Club & Park: No report

Supervisor Grimmer: Neither the Library Board nor the Planning Commission met in December.

CORRESPONDENCE

RC Construction informed the Town of upcoming price changes to their services effective 1/1/23. Letters were received expressing concerns over cell tower placement and commending the board on the budget meeting.

PUBLIC COMMENT

Galen Brownnewell and Sulo Wainio expressed they were curious about #5 under New Business.

OLD BUSINESS

1) *Road/Lane name changes:* None.

3) *Contract with Republic Services:* Mr. Grimmer made a motion to approve and accept the contract presented by Jim Whittinghill of Republic Services. Mr. Whitney seconded the motion, and it was approved 3-0.

2) *Building Maintenance Repair Projects:*

a) *Sno-guards for Fire Department Drive-Thru:* Mr. Grimmer made a motion to accept the proposal received from Lake State Roofing for installation of Sno Gem Stoppers for cost of \$6700 with half down due immediately. Mr. Whitney seconded the motion and it was approved unanimously.

b) Mr. Grimmer made a motion to accept the bid from Ron Behnke Construction to build a stairway to the mezzanine above the Town Garage office along with a 12' workbench for \$3240. Mr. Whitney seconded the motion. The motion passed 3-0.

c) Mr. Whitney reported that the relocation of the gas meter at the Town Garage has been postponed until April due to the weather. The malfunctioning lights in the Fire Department Training Room were repaired. Quality Heating will be out to check the tube heaters and boiler in the Town garage.

4) *Fire Department Officers:* Mr. Discianno made a motion to approve the elections of the following officers to the Fire Department for 2023: Fire Chief: John Melzer, Asst. Fire Chief: Bill Sell; EMS Director: Renee Melzer; Asst. EMS Director: Maymee Seigner; Secretary: Richard Smith; Treasurer: Cory Seigner. Mr. Whitney seconded the motion and it was approved 3-0.

5) *Cell Tower on Town Property:* No permits have been applied for with Vilas County Zoning for any cell tower construction in Winchester.

6) *Broadband Update:* This is still in the works, Brightspeed is working up numbers a new \$40 million grant is opening this Spring and hopefully this will help our area. The Vilas County Economic Development Committee requested the Town do a broadband survey. Mr. Grimmer will put a link on the website.

7) *Shelving for Records Room*:: Mr. Grimmer made a motion to purchase wire shelving for the records room at a cost of \$748 which was seconded by Mr. Whitney and approved 3-0.

NEW BUSINESS.

- 1) *Ambulance Repairs*: The insurance adjuster inspected the ambulance and will check with the certifier whether the vehicle can be operated while it in violation.
- 2) *Use of Old Town Office*: None of the board members desire to utilize the office. The original plans were to use the area for storage which is currently lacking.
- 3) *Garage equipment purchases*: Mr. Discianno made a motion to table this item until the February meeting. Mr. Grimmer seconded and the motion was approved 3-0.
- 4) *Planning Commission Rules of Conduct*: Mr. Grimmer made a motion to approve the Planning Commission Rules of Procedure as presented. Mr. Discianno seconded the motion and it was approved 3-0.
- 5) *Third Town Crew Employee*: No action taken.
- 6) *Future Agenda Items*: Purchase of dumpster, use of old office, sweeper purchase; chair replacement for the Town Hall meeting room.

Mr. Discianno made a motion to approve vouchers Direct Deposit 1576 dated 12/122 through Check #30645 dated 12/31/22 to the Quill Corp. Mr. Whitney seconded the motion. Motion approved 3-0.

Mr. Discianno made a motion to go into closed session under SS19.85 (1)(c) to consider promotion, compensation, or performance evaluation of any public employee at 7:44 PM which was seconded by Mr. Whitney and approved 3-0.

Mr. Discianno made a motion to reconvene to open session at 8:25PM. Mr. Whitney seconded the motion which was approved unanimously. The board reported the Town will enroll in the Wisconsin Retirement System for 2024 and the HSA contributions will begin effective 1/1/2023 via a monthly contribution rather than an annual lump sum.

Meeting adjourned at 8:30PM
Respectfully submitted,
Joan Wainio, Town Clerk

**Minutes of the
January 19, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 8:00AM on Thursday January 9, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Grimmer, Supervisor Whitney, and Clerk Wainio along with Town Crew member Bill Sell were in attendance.

Supervisor Grimmer made a motion to approve the agenda at the discretion of the Chairman. The motion was seconded by Supervisor Whitney and approved on a 3-0 vote.

OLD BUSINESS

1) *Peterbilt Chassis Build*: Bill Sell explained that Truck Equipment built our trucks in the past, however in 2021 they were going through a reorganization and were not able to provide the service. The crew is considering requesting the addition of a wing for the plow in this build, but has not made a final decision yet. Mr. Grimmer made a motion to purchase build #103917-00 at a cost of \$117,450.00. Mr. Whitney seconded the motion and it was approved 3-0.

2) *Purchase of sweeper/broom attachment for the loader*: Mr. Discianno made a motion to table the purchase at this time and add it to the 2024 budget. Mr. Grimmer seconded the motion. The motion approved 3-0.

NEW BUSINESS.

1) *Set date for meeting with Fire Department Officials*: Mr. Whitney will contact Chief Melzer and determine whether the Fire Dept board can meet with the Town Board the evening of January 31, 2023 to discuss any modifications to the rules of conduct and by-laws. If that is agreeable, a meeting will be set.

Mr. Discianno made a motion to go into closed session under SS19.85 (1)(c) to consider promotion, compensation, or performance evaluation of any public employee which was seconded by Mr. Grimmer and approved 3-0.

Mr. Discianno made a motion to reconvene to open session at 9:16AM and Mr. Whitney seconded. The board will offer a one-time retirement bonus at the end of December 2023 in lieu of participation in the Wisconsin Retirement System (WRS) in 2023 for full-time employees who agree to participate in the WRS in 2024.

The meeting was adjourned at 9:18PM

Respectfully submitted,
Joan Wainio, Town Clerk

**Minutes of the
January 31, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 7:00PM on Tuesday January 31, 2023, at the Winchester Town Hall. Chairman Discianno, Supervisor Grimmer, Supervisor Whitney, and Clerk Wainio along with members of the Fire Department.

NEW BUSINESS

1) *Meet with Fire Department regarding changes to Rules and By-Laws:* The Constitution and By-Laws of the Winchester Volunteer Fire Department as approved by the Winchester Town Board in 2017 were reviewed with suggestions for changes and/or additions were discussed. Mr. Grimmer will forward the proposed documents to Chief Melzer for distribution via email to the other participants. Another meeting was scheduled to continue the discussion at 7:00PM on Tuesday February 7, 2023 at the Winchester Town Hall.

Meeting adjourned 9:17PM
Respectfully submitted,
Joan Wainio, Town Clerk

**Minutes of the
February 6, 2023 Winchester Town Board Meeting**

Chairman Discianno called the meeting to order at 6:00PM on Monday February 6, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Grimmer, Supervisor Whitney, and Treasurer Sell attended in person with Clerk Wainio participating via Zoom.

Supervisor Whitney made a motion to approve the agenda at the discretion of the Chairman. The motion was seconded by Supervisor Grimmer and approved on a 3-0 vote.

After discussion on the wording of the method of HSA contributions in the last sentence of the 1/9/23 minutes, Mr. Whitney requested it be changed to "via a monthly contribution rather than an annual lump sum."

Supervisor Grimmer made a motion to approve the minutes of the January 9, 2023 board meeting as amended, and the two special meetings held on January 19 and 31st. Chairman seconded the motion, and it was approved 3-0.

Chairman Discianno made a motion to approve the Treasurer's report as given. Supervisor Whitney seconded Mr. Discianno's motion and it was also approved 3-0.

CHAIRMAN & SUPERVISORS REPORTS:

Chairman Discianno: Mr. Discianno copied Cooper Engineering in on a letter received from the Wisconsin DNR on the upcoming dam inspection. Pitlik & Wick advised Mr. Discianno that it would be wise to publish bids for 2023 road construction as soon as possible. Mr. Discianno advised the clerk that East Papoose Lane still has the old vertical fire number signs. Ms. Wainio will check why they were never updated.

Supervisor Whitney:

Fire Department: Supervisor Whitney did not attend the January Fire Department meeting but was advised the planned transfer of funds from the Associated Bank savings account to CDs was revised and the money will instead be placed in a Money Market Mutual Fund. Fire Department Treasurer did not know which bank the funds were deposited into, but will report to Mr. Whitney after he gets the information from the Fire Department's financial advisor Joe Moore. More donations were received from various individuals, CPR refresher training will be offered in Springstead.

Transfer Site: Mr. Whitney checked into an electronics recycling grant, but we do not qualify.

Bike Trails, Lions Club & Park: No report

Supervisor Grimmer: The Library Board was cancelled due to weather.

Planning Commission: Open meeting training was discussed and will be addressed.

Lakes Committee: The Discovery Center is holding a Native Plant Sale. A link to the sale is available on the Town Website. A discussion on developing town ordinances on hazardous wakes will be held March 8th from 9AM-3PM in Boulder Junction by the Lakes Conservation Specialist of the Vilas County Land & Water Department.

Broadband: More discussions were held between Vilas County and Manitowish Waters with Brightspeed. There may be an opportunity for Winchester to work with Charter Cable.

CORRESPONDENCE: New Business #4 and 5.

PUBLIC COMMENT

None.

OLD BUSINESS

1) *Road/Lane name changes:* None.

2) *Building Maintenance Repair Projects:*

a) Quality Heating is scheduled to check the tube heaters and boiler in the Town garage the week of February 13th.

b) Mr. Whitney will research the possibility of installing a sediment filter to our water supply line instead of replacing the new toilets.

c) Ron Behnke is ready to start on construction of stairs to the proposed storage area above the office in the Town Garage along with an additional workbench as approved in January.

d) Mr. Discianno wants to do a further evaluation of the Library siding to determine if it is possible to simply make repairs rather than a complete replacement.

3) *Ambulance:* Fire Chief John Melzer has uncovered an additional source for the part needed to repair the Ambulance, but even if successful in acquiring the part it will take time to complete. A proposal to lease an ambulance was received from Pomasl Equipment. Mr. Discianno made a motion to lease a 2010 Ram Ambulance from Pomasl at a cost of \$1,000.00/month or a daily rate of \$33.33 per day. Mr. Grimmer seconded the motion and it was approved 3-0.

- 4) *Town Road Ordinance*: Mr. Discianno made a motion to table any action to the March meeting so the Planning Commission can correct some typographical errors and make minor changes. The motion was seconded by Mr. Whitney and approved 3-0.
- 5) *Purchase of dumpster for Transfer Site*: Mr. Whitney made a motion to table any action at this time. Mr. Grimmer seconded the motion and it was approved on a 3-0 vote.
- 6) *New Chairs for Town Meeting Room*: Mr. Discianno will continue to look at possibilities for consideration in the 2024 budget.
- 7) *Wing Attachment for new Plow Truck*: Chris Heinzen of Peterbilt advised he would need a decision within 2 weeks as this addition would affect the design of the chassis. If the Town Crew informs the Town Board prior to the cutoff so a special meeting can be scheduled, this will be dropped.
- 8) *Room Tax Ordinance*: The Planning Commission needs to provide the Town Board with additional information.

NEW BUSINESS.

- 1) *Park Pavilion Concrete*: Mr. Grimmer made a motion to accept the bid from Aili Concrete totaling \$25,000. Mr. Discianno seconded the motion which was approved 2-1 with Mr. Whitney voting nay. The only other bid received was from Wickman Construction for \$31,750.00
- 2) *Budget Compilation*: A special meeting to review the budget was set for February 27th at 9:00 AM at the Town Hall.
- 3) *Employee Manual Update*: Due to all the changes made in the past 3-4 months, it was determined a new "go forward" manual needs to be produced including a revision date.
- 4) *Participation in 2023 Vilas County Beaver Removal Program*: Mr. Discianno made a motion to participate in the 2023 Vilas County Beaver Removal Program for an estimated annual cost of \$700.00. Mr. Whitney seconded the motion and it was approved 3-0.
- 5) *Participation in 2023 Vilas County Deer Removal Program*: Mr. Discianno made a motion to not participate in the 2023 Vilas County Deer Removal Program which was seconded by Mr. Whitney and approved 3-0.

Mr. Discianno made a motion to approve vouchers check #30673 through liability check dated 1/31/23 Quick Books Payroll. Mr. Grimmer seconded the motion and it was approved 3-0.

Mr. Discianno made a motion to go into closed session under SS19.85 (1)(c) to consider promotion, compensation, or performance evaluation of any public employee at 8:14PM which was seconded by Mr. Grimmer 3-0.

The meeting was reconvened to open session at 8:24PM. Mr. Discianno made a motion to reaffirm the bonus structure agreed upon at the January 19, 2023 special meeting. Mr. Grimmer seconded the motion which was approved unanimously. Mr. Grimmer will report the board's decision via email to employee Derek Kresser.

Meeting adjourned at 8:26PM
Respectfully submitted,
Joan Wainio, Town Clerk

**Minutes of the
February 7, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 7:00PM on Tuesday February 7, 2023, at the Winchester Town Hall. Chairman Discianno, Supervisor Grimmer, and Supervisor Whitney, along with members of the Fire Department.

Mr. Whitney made a motion to approve the agenda at the discretion of the chair, which was approved by Mr. Grimmer and approved 3-0

NEW BUSINESS

1) *Meet with Fire Department regarding changes to Rules and By-Laws:* Further discussion was held on proposed revisions of the Fire Department By-Laws, Constitution and Disciplinary Policy. Another meeting was scheduled to continue the discussion at 7:00PM on Tuesday February 21, 2023 at the Winchester Town Hall.

Meeting adjourned 9:15PM

Respectfully submitted,

Joan Wainio based on information received from Chairman.

**Minutes of the
February 21, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 7:00PM on Tuesday February 21, 2023, at the Winchester Town Hall. Chairman Discianno, and Supervisor Whitney attended in person, along with members of the Fire Department. Mr. Grimmer participated via Zoom.

OLD BUSINESS

1) *Meet with Fire Department regarding changes to Rules and By-Laws:* Further discussion was held on proposed revisions of the Fire Department By-Laws, Constitution and Disciplinary Policy. The Fire Department Executive Board decided to complete the process within 30 days.

Meeting adjourned 9:00PM

Respectfully submitted,

Joan Wainio based on Zoom recording of meeting.

**Minutes of the
February 27, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 9:00AM on Monday February 27, 2023, at the Winchester Town Hall. Chairman Discianno, Supervisor Whitney, Supervisor Grimmer and Clerk Wainio were in attendance.

Mr. Grimmer made a motion to approve the agenda at the discretion of the chair, which was approved by Mr. Whitney and approved 3-0

OLD BUSINESS

1) *2023 Budget Discussion*: Revolved around explanation of how 2021 revenues actually received in 2022, and EMS Flex Grant proceeds expected in 2023, but received in 2022 affected the budget process and breakdown of line-item budget items.

2) *HSA Payment system procedure*: Clerk Wainio reported she had been working with our accountant on the actual mechanics of processing these contributions through our QuickBooks Payroll system. She needs information from the eligible employees regarding where the HSA accounts have been opened and the account number of the account to finalize the QuickBooks entries and will advise the board of the progress by Monday March 6th.

NEW BUSINESS

1) *WRS Enrollment for 2024*: Ms. Wainio will report the status of filing new paperwork with the WRS for 2024 enrollment by Monday March 6th.

2) *Compilation of specific list of all budgetary items*: Mr. Grimmer will prepare an updated breakdown of the expenditures planned. Ms. Wainio will provide a breakdown of the charges by Quality Heating for HVAC maintenance per location.

3) *Letter from Tillman Infrastructure*: Mr. Discianno telephoned the author of the letter Karl Gerber to ask questions on the proposed telecommunications tower and the possible location. After the discussion with Mr. Gerber, Mr. Whitney made a motion to sign the Tillman Infrastructure non-binding proof of consent letter. Mr. Discianno seconded the motion and it was approved 3-0.

Meeting adjourned 11:25AM
Respectfully submitted,
Joan Wainio, Town Clerk

**Minutes of the
March 6, 2023 Winchester Town Board Meeting**

Chairman Discianno called the meeting to order at 6:00PM on Monday March 6, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Grimmer, Supervisor Whitney, Treasurer Sell and Clerk Wainio were all present.

Supervisor Whitney made a motion to approve the agenda at the discretion of the Chairman. The motion was seconded by Supervisor Grimmer and approved on a 3-0 vote.

Supervisor Grimmer made a motion to approve the minutes of the February 6, 2023 board meeting and 2/21 special meeting as amended, and the special meetings held on 2/7, and 2/27. Supervisor Whitney seconded the motion, and it was approved 3-0.

Chairman Discianno made a motion to approve the Treasurer's report as given. Supervisor Whitney seconded Mr. Discianno's motion and it was also approved 3-0.

CHAIRMAN & SUPERVISORS REPORTS:

Chairman Discianno: Vilas County Highway Department indicates that road restrictions may be imposed within a couple of weeks. The Town Board will meet at 9:00 AM on 3/13 with Chuck Kramer to discuss the letter sent to the Winchester Planning Commission requesting Mr. Kramer's request to the Vilas County Zoning Department go change zoning from R-1 to R-2 on a partial of land in Winchester. Mr. Jelinski may have more information on a School Resource Officer for North Lakeland Elementary School by the end of March. Mr. Discianno will discuss possible meeting dates in April with Strategic Management regarding their EMS study. Bill Sell advised Mr. Discianno that John Deere has found no major problems with the brusher at this point. Don Melzer has begun the clean-up in Community Building basement.

Supervisor Grimmer: *Library Board:* Next meeting scheduled for April 27th.

Planning Commission: Open meeting training will be addressed at an upcoming regular 4th Monday meeting. Discussions continue on a possible Room Tax Ordinance. The 2021 Land Use Plan will need to be amended if a request for a zoning change by Chuck Kramer is recommended by the Winchester Town Board.

Broadband: We have not been able to partner with any ISP provider yet. Town funding of the project will be considered.

Supervisor Whitney:

Fire Department: Dave Marston Motors in Minocqua will begin repairs to our 2007 ambulance after Chief Melzer found the necessary wiring harness. More donations have been received; Benjamin Darien continues to work on the grant application for new SCBAs; the social media posting policy was reaffirmed; the department responded to 2 fire calls and 3 EMS calls in February. Mr. Whitney thanked the department for their continued hard work.

Transfer Site: Mr. Whitney presented Treasurer Sell with \$140.00 collected for electronics recycling.

Bike Trails Inc and Lions Club: Nothing new to report.

CORRESPONDENCE: No correspondence, however Mr. Discianno received a telephone call regarding snow plowing and Mr. Whitney had discussions with the Wisconsin Towns Assn and residents on VRBOs, reserve and Fire Department funds, and upcoming ordinances.

PUBLIC COMMENT: Rick Clem has documents regarding New Business #3.

OLD BUSINESS

1) *Road/Lane name changes:* None.

2) *Building Maintenance Repair Projects:* Ron Behnke completed the projects at the Town Garage and will put together a quote for the metal siding for the lower section of the exterior east wall of the garage plus construction of a roof over the new fuel tank. Mr. Discianno reported the annual service on the E.S. building generator was completed by Adams Power Solutions and they will also handle the service for the generator at the Town Garage in August. Mr. Discianno requested a contractor look at the siding on the Community Building to determine if there is any solution besides complete replacement. Mr. Whitney reported a ceiling leak in the Ladies Restroom in the new section of the Fire Department is being evaluated. Mr. Whitney made a motion to hire Schmidt & Sons Plumbing to install a sediment filter on the E.S. Building water line for a cost of \$680.11. Mr. Grimmer seconded the motion which was approved 3-0. Mr. Discianno made a motion to approve a \$1,043.99 annual contract with Ace Equipment to service the trash compactor at the Transfer Site. Mr. Grimmer seconded the motion and it was approved 3-0. Mr. Whitney has observed spalling on the south side approaches to the Town Garage.

3) *Town Road Ordinance:* Mr. Discianno made a motion to pass the Town Road Ordinance to Town Attorney Greg Harrold for review before any action is taken. Mr. Whitney seconded the motion. Motion approved 3-0.

4) *Town Driveway Ordinance*: Mr. Discianno made a motion to pass the Town Driveway Ordinance to Attorney Greg Harrold for review before any action is taken. Mr. Whitney seconded the motion and it was approved 3-0.

5) *Town Sign Ordinance*: Mr. Discianno made a motion to pass the Town Sign Ordinance to Attorney Greg Harrold for review before any action is taken. Mr. Whitney seconded the motion and it was approved 3-0.

NEW BUSINESS.

1) *Road Bids*: Mr. Discianno will request Delmore Consulting to prepare bid specifications for 2 projects: 1.32 miles of West Rock Lake Road and Old O from West Rock Lake Road to the Town Park so we can advertise the projects.

2) *Hazardous Wake Boat Ordinance*: Mr. Discianno made a motion to request the Planning Commission begin the procedure to draft a Hazardous Wake Boat Ordinance. Mr. Grimmer seconded the motion and it was approved on a 3-0 vote.

3) *Mobile Home Ordinance*: Mr. Discianno made a motion to request the Planning Commission begin the procedure to draft a Mobile Home Ordinance to include travel trailers on lake front property and minimum square footage and footprint. Mr. Grimmer seconded the motion and it was approved 3-0.

4) *Ordinance establishing the Planning Commission*: Mr. Grimmer will discuss the best procedure to determine when and how the Town adopted Village Powers and established the Planning Commission with Attorney Gregg Harrold.

5) *Assemble "team" for purging town documents per Ordinance 2020-03*: Clerk Wainio is working with Treasurer Geri Sell, Julie Brownnewell, and Lana Platz to begin the process of organizing and determining what documents in the records room can be purged. The Town Board offered their assistance in the project and will be kept up to speed.

6) *Recognition Plaque for Town Hall landscape project*: Mr. Whitney will place an order to have a plaque produced to recognize the Lions Club donation towards the Town Hall landscape project for a cost of approximately \$150.00 as previously approved.

7) *Meeting with Delmore Consulting*: A training session to review the Delmore computer program will be set up for 11:00 AM March 28th between Delmore Consulting, the Town Crew and Town Board. This will not be a Town Board meeting, but will be posted as a quorum notice as required.

8) *Possible Future Agenda Items*: Possible resolution on Broadband funding for 2024, calendar for rest of 2023, additional information from Fire Department regarding their calls and performance measurements.

Mr. Discianno made a motion to approve vouchers payroll dated 2/1/23 DD1637 through Liability check EFT12143 Invesco. Mr. Whitney seconded the motion and it was approved 3-0.

Meeting adjourned at 7:48PM

Respectfully submitted,
Joan Wainio, Town Clerk

**Minutes of the
March 13, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 9:00AM on Tuesday February 21, 2023, at the Winchester Town Hall. Chairman Discianno, Supervisor Whitney, Supervisor Grimmer and Clerk Wainio were in attendance.

Mr. Whitney made a motion to approve the agenda at the discretion of the chair. Mr. Grimmer seconded the motion and it passed 3-0.

NEW BUSINESS

- 1) *Request to amend 2021 Land Use Plan:* Mr. Kramer explained his desire to subdivide the property in order to offer more affordable housing in this area which is close to North Lakeland Elementary School. If the Town approves his request to amend the 2021 Land Use Plan, and Vilas County changes the zoning of the plat from R-1 (Single Family Residential) to R-2 (Multi-Family Residential) that will allow construction of duplexes in Parcel #28-1081. Mr. Kramer will clear the property and build the roads only, not build the housing units. All members of the board expressed their fear that mobile homes would be used as housing units and requested Mr. Kramer include covenants forbidding them. Mr. Kramer explained that he had no intention of this being developed as a trailer park. Mr. Kramer was supplied a copy of the draft driveway (private roads) ordinance currently being considered by the Town for his use when building the roads. Mr. Kramer will provide the board with additional information on his plans before the required public hearing is held for the amendment to the Land Use Plan.
- 2) *Renewal of contract with Minocqua Pest Control:* Mr. Discianno made a motion to approve the 2023 contract with Minocqua Pest Control for a price of \$1539.00. Mr. Whitney seconded the motion. The motion was approved unanimously.

OLD BUSINESS

- 1) *2022 Year End Close:* The records Clerk Wainio needs from the Library Board and Fire Department were finally being delivered. Final reporting will be sent to the accounting firm for close of the Town's financial records within the week.
- 2) *HSA Processing:* The procedure has been determined and funding of accounts for eligible employees will begin with the March 22nd payroll.
- 3) *Records Cleanup:* The mater that were moved haphazardly into the records room during the remodel process will be organized by the end of June 2023 by the clerk, treasurer and their team of volunteers.
- 4) *Town Board 2023 Schedule planning:* A decision was made to move the May regular meeting date from 5/1 to 5/8. The Annual Meeting will be opened as required on Tuesday 4/18 at which time it will be recessed until 6:00 PM Tuesday May 15th. Assessor Paul Carlson expects to hold the Board of Revue 6/28 and Open Book 6/21, but these dates are not certain. Mr. Whitney volunteered to complete the required Board of Revue training for 2023.

Meeting adjourned 11:20 AM
Respectfully submitted
Joan Wainio, Town Clerk

**Minutes of the
April 3, 2023 Winchester Town Board Meeting**

Chairman Discianno called the meeting to order at 6:00PM on Monday April 3, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Grimmer, Supervisor Whitney, Treasurer Sell and Clerk Wainio were all in attendance.

Supervisor Grimmer made a motion to approve the agenda at the discretion of the Chairman. The motion was seconded by Supervisor Whitney and approved on a 3-0 vote.

Chairman Discianno made a motion to approve the minutes of the March 6, 2023 and the minutes of the Special Meeting held March 13, 2023 as corrected. Supervisor Whitney seconded the motion, and it was approved 3-0. Chairman Discianno made a motion to approve the Treasurer's report as given. Supervisor Whitney seconded Mr. Discianno's motion and it was also approved 3-0.

CHAIRMAN & SUPERVISORS REPORTS:

Chairman Discianno: The Peterbilt truck is on schedule to be built in July per Chris Heinzen. New EPA regulations will increase costs on trucks like Fire Engines and Town Patrol trucks by approximately \$60,000. Necessary crack sealing will be determined after the Spring thaw is over. Repairs to the brusher are still not complete but appears to be minor. The roof over the recycling compactor was shored up but will need to be cleared of snow in the future. Pomasl has advised us the new ambulance is scheduled to be built the beginning of August and be ready for prep in late August to early September. Vilas County Highway Commissioner Troy Schalinski says there is no funding right now for repairs to the heaving culverts on Hwy J and Hwy W is not scheduled for a rebuild until 2026 when it will be worked on in sections. Until then the County Highway Dept. will continue to fill potholes, etc. Mr. Discianno wished all the candidates good luck in the election to be held the next day and stated that he is proud to have served as Chairman for the past 4 years.

Supervisor Whitney:

Transfer Site: In the future, the board will need to look at a request made by attendant Don Melzer for a bobcat to move snow away from the building.

Fire Department: Is still working on revising their Constitution & By-Laws.

Bike Trails, Lions Club & Park: No report

Supervisor Grimmer: The Lakes Committee and Library Board will begin their regular summer meeting schedules as follows: Lakes on April 26, Library on April 27th. The Planning Commission discussed the process for zoning changes, room tax, education on Wisconsin Open Meeting laws, hazardous wakes education through the Lakes Committee and regulations other towns has on minimum housing regulations.

CORRESPONDENCE

Mr. Whitney received the bill for the recognition plaque ordered for the Lions Club donation for the plants by the E.S. Building flag poles.

PUBLIC COMMENT

Cory Seigner reported that the heater in the Fire Dept. wash bay is always on. Mr. Whitney will add this to the Maintenance & Repairs list.

OLD BUSINESS

1) *Road/Lane name changes:* None.

2) *Town Road Ordinance:* Mr. Discianno made a motion to table until after the Town's Attorney reviews. Mr. Grimmer seconded the motion, and it was approved 3-0.

3) *Town Driveway Ordinance:* Mr. Discianno made a motion to table until after the Town's Attorney reviews. Mr. Grimmer seconded the motion, and it was approved 3-0.

4) *Town Sign Ordinance:* Mr. Discianno made a motion to table until after the Town's Attorney reviews. Mr. Whitney seconded the motion, and it was approved 3-0.

5) *Maintenance & Repair Projects:* It appears the leak in the Fire Dept. Women's Bathroom is being caused by damming in the roof valley. Ways to correct the problem will be explored this Summer. Mr. Whitney sent landscaping parameters to 2 contractors; the system water filter was installed by Schmidt & Sons Plumbing. Midwest Mechanical Solutions will be providing a quote on the sensors for hazardous gases in the Fire Dept.

6) *Library Siding:* Mr. Discianno does not feel that continuing to "put a bandaid" on this problem is probably not the way to go. The Town will advertise for bids to replace the siding.

7) *Cell Towers:* The Town has been contacted by 2 firms interested in constructing towers for Verizon and 1 for AT&T, but have not received any particulars.

8) *Deed Restrictions on Land Re-Zone Request:* Nothing received to date from Mr. Kramer.

9) *Fire Department By-Laws:* Not completed. Mr. Whitney will contact Chief Melzer and shoot for May.

10) *Employee Manual Updates:* Mr. Discianno made a motion to table until more revisions are completed. Mr. Grimmer seconded the motion, and it was approved 3-0.

NEW BUSINESS.

1) *Paving Bids*: Pitlik & Wick submitted the only bids as follows: 1.32 miles on West Rock Lake Road: \$181,398; .26 miles on Old O from West Rock Lake Road to West Bay Road \$39,100; E.S. Building Parking Lot: \$69,853 (striping not included); Section of Cemetery Drive \$13,900. Mr. Discianno will check our current culvert inventory and discuss any additional needs with Troy at the Vilas County Highway Dept. Due to the width of West Rock Lake Rd, it may be difficult to have full 2' wide shoulders, but Pitlik will try. Mr. Discianno made a motion to approve the bid from Pitlik & Wick to repave West Rock Lake Road for \$181,398 which was seconded by Mr. Grimmer and approved 3-0. Mr. Discianno made a motion to approve the bid from Pitlik & Wick to repave the section of Old O from West Rock Lake Rd to West Bay Road for \$39,100. Mr. Whitney seconded the motion, and it was approved 3-0. Mr. Discianno made a motion to approve the bid from Pitlik & Wick to repave the E.S. Building Parking Lot for \$69,853. Mr. Grimmer seconded the motion, and it was approved 3-0. Mr. Discianno made a motion to table any action on the Cemetery paving bid which was seconded by Mr. Whitney & approved 3-0.

2) *"Meet the Candidates" Recording*: Mr. Discianno thanked Betty Forster for putting on the event and thinks it would be great to do in the future.

3) *Replacement of Planning Commission Chairman*: Mr. Discianno thanked Jim Logan for his hard work and is happy that Jim wants to stay on as an alternate. Mr. Discianno made a motion to table the appointment of a Chair and Mr. Whitney seconded the motion. Motion approved 3-0. Vice Chairman Lee Stengele will lead the Commission for now.

4) *Annual Meeting Date*: The Annual meeting will be opened on April 18th and recessed to May 15th.

5) *Strategic Management meeting date*: Nothing definite yet. Mr. Discianno will contact Jesse from Manitowish Waters for more information.

6) *EMS Funding of Ambulance*: Discussion on this will be included in the By-Law revision conversations.

7) *Fund Balance Requirements*: Mr. Whitney reported that the League of Municipalities recommends 10-25% be kept in reserve for emergencies.

8) *Future Agenda Items*: Health Insurance Cap, Broadband Resolution, Volunteer Recognition Program, Bobcat purchase for Transfer Site, Read only Access for board members to Quick Books, new laptop for Treasurer Geri Sell.

Mr. Discianno made a motion to approve vouchers Paycheck #30725 dated 3/1/23 to Liability Check EFT 121489 dated 3/31/23. Mr. Grimmer seconded the motion which was approved 3-0.

Meeting adjourned at 7:42 PM

Respectfully submitted,
Joan Wainio, Town Clerk

**Minutes of the
April 18, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 6:17 PM on Tuesday April 18, 2023, at the Winchester Town Hall. Chairman Discianno, Supervisor Grimmer, Supervisor Osfar and Deputy Clerk Brownwell were in attendance along with Jeffrey Whitney.

Mr. Discianno made a motion to approve the agenda at the discretion of the chair. Mr. Grimmer seconded the motion and it passed 3-0.

NEW BUSINESS

1. *Duty assignments for Supervisors Grimmer & Osfar:* John Grimmer will be the liaison for Bike, Inc., Lions Club, Lakes Committee, Broadband Committee and Planning Commission. Joe Osfar will be the liaison for the Library, Fire Dept., Transfer Site and Park.
2. *Participation in Wisconsin Town Association seminars scheduled for April/May 2023:* Joe Osfar will attend the Board of Review virtual training May 1st and the new officers workshop May 9th in Minocqua. John Grimmer will see if he can do some workshops virtually.

Chairman Discianno needs to appoint a chairperson to replace Jim Logan. Supervisor Grimmer could fill the position and maybe get someone else down the road. The board needs a date possibly in May to finalize the updates to the Fire Department Code of Ethics, By-Laws and Constitution with the Fire Department officers and purchasing a new fire truck. Discussed the funds held by the Fire Department totaling over \$130,000 and how the Town Board can have come oversight of since the Town Board doesn't know how the Fire Department is spending these funds. Supervisor Osfar can get rid of the small dumpsters at the Transfer Site.

Meeting adjourned 7:02PM

Respectfully submitted from notes by
Deputy Clerk Julie Brownwell
Joan Wainio, Town Clerk

Minutes of the April 18, 2023 Annual Meeting

Chairman Discianno called the Town of Winchester Annual Meeting to order at 6:00 PM. Those attending were Chairman Discianno, Supervisor Grimmer, Supervisor Whitney, Deputy Clerk Brownewell and Joe Osfar.

Chairman Discianno a motion to recess the 2023 Annual Meeting to May 15, 2023 at 6:00 PM at the Winchester Municipal Building in accordance to Wis. Stats. 60.11(4). Supervisor Whitney seconded, motion carried unanimously.

The annual town meeting recessed at 6:05PM.

Respectfully submitted from notes by
Deputy Clerk Julie Brownewell
Joan Wainio, Town Clerk

**Minutes of the
May 8, 2023 Winchester Town Board Meeting**

Chairman Discianno called the meeting to order at 6:00PM on Monday May 8, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Osfar, Treasurer Sell and Clerk Wainio were all in attendance. Supervisor Grimmer attended via Zoom.

Supervisor Grimmer made a motion to approve the agenda at the discretion of the Chairman. The motion was seconded by Supervisor Osfar and approved on a 3-0 vote.

Supervisor Grimmer made a motion to approve the minutes of the April 3 meeting as corrected and the special meeting held April 18th written. Chairman Discianno seconded the motion which was passed 2-0 with Supervisor Osfar abstaining.

Supervisor Osfar made a motion to approve the Treasurer's report as given. Chairman Discianno seconded the motion and it was approved 3-0.

CHAIRMAN & SUPERVISORS REPORTS:

Chairman Discianno: The Peterbilt truck build has another slight delay due to the special hood, the current planned date is 9/11. Vilas County was contacted to deal with the beaver problems on Birch and Turtle Lakes. County W is not scheduled for repaving until 2026, but the county highway department will continue to patch as needed. The Town crew is working on dock installations, straightening out signs and will be replacing 2 culverts on Old O along with digging out the culverts along County W for the Emergency Services (ES) driveways. Town road weight restrictions are expected to be lifted May 15th.

Supervisor Grimmer: The *Planning Commission* got a Wake Boat Ordinance template from Vilas County and is working on an ordinance to regulate minimum house sizes. The *Lakes Committee* will be hosting a public hearing in June on Wake Boats. The Cemetery Board has not met to discuss the proposed paving bid. The *Lions Club* will be holding another E-bike raffle this year, is hosting a food event at Win-Man Trails May 28th, will hold another in the Fall and sell brats at Village Market this Summer.

Supervisor Osfar: *Transfer Site:* Ace Equipment will contact us in the Fall on maintenance for the rented compactor; Supervisor Osfar will check on any necessary maintenance for the Town owned compactor. *Fire Department:* The leak in the Ladies Bathroom was fixed by a friend of Don Melzer's for no cost. The board thanked Don for not only arranging the repairs, but also buying a gift certificate out of his own money to thank the repairman. *Memorial Garden:* The pergolas will be re-stained. *E.S Building:* The sprinkler system will be checked and started up on 5/15.

CORRESPONDENCE

A thank you was received from Gail Miller for the help provided when Roger Miller returned home from the hospital before his death. Nancy Johnson inquired whether the town would be interested in purchasing a dock they no longer needed. Rick Clem forwarded a letter sent to the Town Board previously regarding the historical nature of the siding on the Community Building.

PUBLIC COMMENT

Sulo Wainio asked whether surveys had been completed on the roads being considered for turn-arounds being considered under New Business #2, and why the flags at the E.S. Building were still not being displayed properly. Rick Clem mentioned that Ed Fairbanks volunteered in the past to maintain the town flags. Betty Forster noted that Mr. Fairbanks does a wonderful job taking care of the US flag at the library. Joe Discianno will contact Ed to ask for his help.

OLD BUSINESS

1) *Road/Lane name changes:* None.

2) *Town Road Ordinance:* Mr. Discianno contacted the Town's Attorney Gregg Harrold for any feedback on the Road, Driveway and Sign Ordinances that had been forwarded for the attorney's opinion. Mr. Harrold was dealing with some personal problems and had not been able to review the ordinances. Mr. Osfar made a motion to table the Road Ordinance at this time. Mr. Grimmer seconded the motion and it was approved 3-0.

3) *Town Driveway Ordinance:* Mr. Grimmer made a motion to table the item and Mr. Osfar seconded. Motion to approve 3-0.

4) *Town Sign Ordinance:* Mr. Discianno made a motion to table and Mr. Osfar seconded. Motion approved unanimously.

5) *Maintenance & Repair Projects:* We Energies and Badger Heating will looking at starting on the project to move the gas meter at the town garage after June 1st. It appears the roofing for the Fire Dept addition was not properly installed causing the leak into the women's bathroom. This was hopefully rectified as explained by Supervisor Osfar in his report. A competing bid for the park, Boat Landings, Community Building and E.S. Building grounds keeping was received from Whispering Weeds that came in over \$4200 lower than the contract with Connelly Caretaking. Since the board did not put the job out for bid and was happy with the work

done by Connelly in 2022, Mr. Discianno made a motion to continue using Connelly Caretaking for our grounds upkeep at the park, E.S, Building, boat landings, and Community Building for 2023. Mr. Grimmer seconded the motion. The motion passed 2-0-1 with Mr. Osfar abstaining. Mr. Osfar added his opinion that the Town Board should put the contract out for bid in the Fall. Mr. Discianno agreed that it should be bid out in either Fall or late Winter so it would be fair for everyone. Ron Behnke is researching options for a roof over the new fuel tank at the garage. Mr. Osfar wants to bring himself up to speed on the NOx situation in the Fire Dept. and will report later. The Lions plaque has been installed.

6) *Annual Meeting:* The board will be presenting additional information at the Annual Meeting such as hours spent plowing, road projects, etc. Mr. Discianno requested the Lions Club, WinMan Trails, the Fire Chief and Librarian speak at the meeting and give information on each group's activities in 2022.

NEW BUSINESS.

1) *Library Siding Bids:* Mr. Discianno spoke with 3 different contractors regarding the problems with the siding on the Community Building, however only one has submitted a bid. After extensive discussion which included residents involved in the renovation of the building in 2015, Mr. Grimmer made a motion to accept the bid received from Rick Keski Siding to replace the siding on the upper South gable, the entire West side of the building and the North side above the door with the original wooden siding pre-painted at Tomahawk Pre-Finish per the specs provided for a total of \$19,800 plus approximately \$6,000 for the pre-finishing. Mr. Osfar seconded the motion and it was approved on a 3-0 vote. In the process the attic will be checked for moisture and a possible blower door test will be conducted.

2) *Turnarounds on Island View and Hiawatha Lake Roads:* Mr. Discianno noted that he made an error when submitting the agenda naming Hiawatha Lake Rd rather than Little Papoose Lake Road. Mr. Osfar made a motion to accept the bid from Pitlik & Wick to expand and pave the Island View Rd tun around area, not to exceed an area of 1000 square feet at a cost of \$8,740.00 contingent on property owners' approval and surveys. Mr. Grimmer seconded the motion and it was approved 3-0. Little Papoose Lake Road was dropped since it becomes a private road at the terminus.

3) *Room Tax Ordinance:* Mr. Grimmer feels the ordinance needs to return to the Planning Commission for further refinement along with being sent to the attorney for review.

4) *Read Only Access to Quick Books for Board Members:* Clerk Wainio explained that she has Quick Books desktop, not online so there is no ability for read only access.

5) *Health Insurance Caps:* The board is considering adding caps to these expenses in the Employee Handbook.

6) *EMS Study:* The board received the proposed EMS District plan from Strategic Management. Strategic Management will be holding public meetings June 6th and June 8th to explain the proposal, answer questions and sell the program to the public.

7) *Volunteer Recognition Program:* Mr. Osfar has the ability to create wooden plaques when the board determines the parameters for recognizing individuals.

8) *Broadband Resolution:* Mr. Grimmer reported that we still have no ISP to partner with deal with Dick Logan reported that Vilas County Economic Development is working on a Planning Grant for the Towns still in the search.

9) *New laptop for Treasurer Geri Sell:* Mr. Grimmer will work with Ms. Sell on this project.

10) *Budget for end of year:* Mr. Grimmer requested a copy of the approved 2023 budget from Ms. Wainio.

11) *Town Logo:* Mr. Discianno made a motion to create a Town Logo through a contest open to the community which was seconded by Mr. Osfar and approved 3-0.

12) *Town website information input:* A suggestion was made for the board to offer \$100/month to entice assistance in this project.

13) *Cell Tower Agreement with Vertical Bridge:* Mr. Osfar made a motion to have Mr. Discianno contact Vertical Bridge for a meeting to discuss the proposed contract. Mr. Discianno seconded the motion and it was approved 3-0.

14) *Future Agenda Items:* Meeting with Fire Dept, Towns Attorney, Employee Manual Review, Volunteer Recognition Program, Jamie Van, laptop for Treasurer

Mr. Discianno made a motion to approve vouchers EFT 121491 April 1st to Brightspeed to Liability Check Quick Books Payroll dated April 28th. Mr. Grimmer seconded the motion and it was approved 3-0

Meeting adjourned at 8:48 PM

Respectfully submitted,
Joan Wainio, Town Clerk

**Minutes of the
May 18, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 9:00 AM on Thursday May 18, 2023, at the Winchester Town Hall. Chairman Discianno, Supervisor Grimmer, Supervisor Osfar and Clerk Wainio were in attendance. Representatives of Vertical Bridge/Concordia participated via Zoom.

Mr. Grimmer made a motion to approve the agenda at the discretion of the chair. Mr. Osfar seconded the motion and it passed 3-0.

OLD BUSINESS

1. *Cell Tower Proposals from Vertical Bridge/Concordia:* Discussion revolved around a number of aspects of the contract: To begin with there will only be one provider on the tower, but the plan build is based on 3 additional users with a maximum of 4-5; actual location of the structure to be described; range of signal (approximately 1 mile); definitions of the words property vs premise; responsible party for surveys and title report (tenant); reduction in Option to extend the Initial Term; increases in rent paid to Town; request to change wording in #6 Access and Utilities to indicate “ Landlord agrees to cooperate and assist tenant with obtaining the required access and utility easements” from “Landlord agrees to coordinate, cooperate and assist tenant”; change wording in #6 Covenants,etc. (c) from “Landlord agrees to execute any necessary applications, consents or other documents as may be reasonably necessary for Tenant to apply for...” to: “Landlord agrees to execute any necessary applications, consents or other documents over which it has sole authority for Tenant to apply for...; #13 add “and identify Landlord as additionally insured”, These requests will be forwarded to Vertical Bridge/Concordia for negotiation and a revised document will be returned to the Town of Winchester for review and consideration.
2. *Employee Handbook:* After review and changes made under New Business #2, the handbook is ready for its final approval.
3. *Bulk Item Dumpster:* Mr. Discianno reported that prices received from Poynette Iron Works in January for a 20-yard dumpster was \$6459; 30 yard \$7129. Delivery charge for either size was \$760.00. For an optional Hook and cable connection there would be an additional \$200 charge for either size. Mr. Grimmer made a motion to approve the purchase of a 30-yard dumpster from Poynette at a cost of up to \$8500, which was seconded by Mr. Osfar and approved 3-0.
4. *Steel roof over fuel tank:* Mr. Discianno made a motion to purchase a 20' W X 15'Long 12 ga “G&C Carport” through Little Star Garage in Manitowish Waters at a cost of \$4545.00. Mr. Grimmer seconded the motion and it was approved 3-0.

NEW BUSINESS

1. *Supervisor Assignments:* Mr. Osfar reported that due to new health concerns he would need to resign the position effective 5/31/23.
2. *Employee days/hours change:* Mr. Discianno reported that new employee Derek Kresser requested a change in his hours during the Summer from five (5) 8-hour days to four (4) 10-hour days. The change will be reflected in the Employee Manual indicating his requested hours from May to October with the balance of the year at five (5) 8-hour days.
3. *Brush Day:* Mr. Discianno will discuss with Don Melzer and set a date.

Meeting adjourned 11:44 AM

Respectfully submitted
Joan Wainio, Town Clerk

**Minutes of the
June 5, 2023 Winchester Town Board Meeting**

Chairman Discianno called the meeting to order at 6:00PM on Monday June 5, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Grimmer, Treasurer Sell and Clerk Wainio were all in attendance.

Chairman Discianno made a motion to approve the agenda at the discretion of the Chairman. The motion was seconded by Supervisor Grimmer and approved on a 2-0 vote.

Supervisor Grimmer made a motion to approve the minutes of the May 8 regular meeting and the special meeting held May 18th as written. Chairman Discianno seconded the motion which was passed 2-0.

Chairman Discianno made a motion to approve the Treasurer's report as given. Supervisor Grimmer seconded the motion and it was approved 2-0.

CHAIRMAN & SUPERVISORS REPORTS:

Chairman Discianno: Delmore Consulting will submit the PASER ratings to the State by December 15th.

Cooper Engineering completed the Turtle River dam inspection the week of May 29th.

Presentation of the study completed by Strategic Management will be held June 6 in Manitowish Waters and June 8th in Presque Isle.

The Annual Boat Parade will be held July 1st. Mr. Discianno reminded everyone that entrants are welcome from any and all Winchester Lakes, not just the Turtle Chain.

Eric Turner and his son volunteered to maintain the flag display at the E.S. Building.

Supervisor Grimmer: The *Lions Club* made donations to the Historical Society, Discovery Center and Scholl Community Impact Group from their event at WinMan Trails. The Lions Club is offering to stain the walking bridge at the park. The Town Board will consider a suggestion by the Lions for a Community Bulletin Board at the Transfer Site.

Planning Commission continues to investigate minimum house sizes and other issues.

Broadband Committee: The Town of Manitowish Waters (MW) was successful in their grant application with Charter Cable; however, Winchester was not able to piggyback our request with MW. Cost to the Town of MW is expected to amount to \$160,000. Vilas County Economic Committee is holding a meeting on June 7th to explain more opportunities for expanded broadband in the County.

CORRESPONDENCE

Chairman Discianno reported on correspondence received from Representative Rob Swearingen outlining a proposed minimum 15% increase in Shared Revenues to local governments. Resident Madeline Sugar indicated she is agreeable to the proposed grading, etc. to create a turn-around on Island View Road. Mary Schwartz requested information on future plans for Bucks Road.

PUBLIC COMMENT

Eric Turner requested an explanation why his bid to perform lawn care for the Town was not accepted despite the fact that he offered to do the work for \$4800 less than the current contractor. Mr. Discianno explained the Town was happy with the work performed in 2022 and was already committed to continue with Connely Caretaking.

OLD BUSINESS

1) *Road/Lane name changes:* None.

2) *Town Road Ordinance:* Mr. Grimmer made a motion to approve Ordinance 2023-02 Town Roads Ordinance for the Town of Winchester Vilas County after legal review and minor reformatting. Mr. Discianno seconded the motion and it was approved 2-0.

3) *Town Driveway Ordinance:* Mr. Discianno made a motion to return the proposed ordinance to the Planning Commission for further review. Mr. Grimmer seconded and the motion was approved 2-0.

4) *Town Sign Ordinance:* Mr. Grimmer made a motion to approve Ordinance 2023-01 Town of Winchester, Vilas County Signage Ordinance as edited after legal review. Mr. Discianno seconded the motion which was approved 2-0

5) *Building Maintenance Projects:* Mr. Discianno distributed a current project list and reported siding for the library was ordered from Pukall Lumber. After the siding is manufactured it will go to Tomahawk Pre-Finish for painting.

6) *Vertical Bridge/Concordia Cell Tower:* The contract is being reviewed by Attorney Harrold.

NEW BUSINESS.

1) *Discovery Center Presentation:* Jamie Van was not able to attend.

2) *Planning Commission going forward:* Mr. Discianno would like more cooperation from all members in the future and is considering a new chairperson for the Planning Commission. In order to comply with Open Meeting laws, this will be added to a future agenda.

- 3) *Fire Department Articles*: Mr. Grimmer made motion for the Town to approve the Fire Department Constitution and By-Laws as revised 5/26/23 after the wording of Section 14 of the By-Laws is clarified and the SOGs dated 6/6/23. Mr. Discianno seconded the motion and it was approved 2-0.
- 4) *Resignation of Supervisor Osfar*: Mr. Discianno made a motion to accept the resignation of Supervisor Osfar, Mr. Grimmer seconded the motion and it was approved 2-0.
- 5) *Appointment of Replacement Supervisor*: Chairman Discianno received letters of interest to fill the position from Nicholas Newton, member of the Planning Commission and Broadband Committee and Sulo Wainio, past Town Supervisor, member of the Planning Commission and the Volunteer Fire Department. After discussion and verification that the position would be accepted, Clerk Wainio made a motion to appoint Nicholas Newton to fill Supervisor Osfar's remaining term. Supervisor Grimmer seconded the motion and it was approved 3-0.
- 6) *Oneida County Contract for Advanced Care Ambulance Intercepts*: Mr. Grimmer made a motion to accept the "Agreement to Participate in Oneida County Ambulance Advanced Life Support Intercept Program" effective June 1, 2023 – December 31, 2028. Mr. Discianno seconded the motion and it was approved 2-0.
- 7) *2023 Board of Review Members*: Mr. Grimmer made a motion to approve Ordinance 2023-03 naming Joseph Discianno, John Grimmer, Joseph Osfar and Joan Wainio to the 2023 Board of Review. Mr. Discianno seconded the motion and it was approved 2 -0. Mr. Grimmer then made a motion to approve Ordinance 2023-04 naming Sulo Wainio and Jeff Whitney as Alternates to the 2023 Board of Review.
- 8) *Comprehensive Plan Amendment Update*: Mr. Grimmer made a motion to table the update to July and return the matter to the Planning Commission. Mr. Discianno seconded the motion. Motion approved 2-0.
- 9) *Picnic License Applications*: Mr. Grimmer made a motion to approve the Lions Club application for a Temporary Class "B" Beer License for the 2023 Boat Parade 7/1/2023 which Mr. Discianno seconded and passed 2-0. Mr. Grimmer made a motion to approve the Winchester Volunteer Fire Department's application for a Temporary Class "B" Beer License for the 2023 Picnic in the Park 7/9/2023. Mr. Discianno seconded the motion and it was approved 2-0.
- 10) *Future Agenda Items*: Appointment of Planning Commission Chair, Bulletin Board at Transfer Site, Employee Handbook, Liquor Licenses, Discovery Center presentation, Cold Water Rescue Suits

Mr. Discianno made a motion to approve vouchers DD 1692 dated 5/1/2023 – Liability Check Quick Books Payroll dated 5/31/23. Mr. Grimmer seconded the motion and it was approved 2-0.

Meeting adjourned at 7:36 PM
Respectfully submitted,
Joan Wainio, Town Clerk

**Minutes of the
June 16, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 9:00 AM on Friday June 16, 2023, at the Winchester Town Hall. Chairman Discianno, Supervisor Grimmer, Supervisor Newton and Clerk Wainio were in attendance. Representatives of Vertical Bridge/Concordia participated via Zoom.

Mr. Grimmer made a motion to approve the agenda at the discretion of the chair. Mr. Newton seconded the motion and it was approved 3-0

OLD BUSINESS

1. *Lease Agreement with Vertical Bridge/Concordia Wireless:* The board reviewed the comments and recommendations made by Town's Attorney Greg Harrold with representative Eric Magnan. Mr. Magnan will bring the Town's requests to Vertical Bridge/Concordia for further negotiation.
2. *Employee Handbook:* Mr. Discianno made a motion to accept the minor clarifications made to the manual after the Special Meeting May 18th. Mr. Newton seconded the motion and it was approved 3-0.

NEW BUSINESS

1. *West Rock Lake Road Gravel:* Pitlik & Wick determined additional gravel would be needed to complete the project on West Rock Lake Road. Mr. Grimmer made a motion to pay Pitlik & Wick an additional \$25,000 for the extra gravel needed. Mr. Discianno seconded the motion and it was approved 3-0.

Meeting adjourned 10:00 AM

Respectfully submitted
Joan Wainio, Town Clerk

**Minutes of the
July 3, 2023 Winchester Town Board Meeting**

Chairman Discianno called the meeting to order at 6:00PM on Monday July 3, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Grimmer, Supervisor Newton, Treasurer Sell and Clerk Wainio were all in attendance.

Supervisor Grimmer made a motion to approve the agenda at the discretion of the Chairman. The motion was seconded by Supervisor Newton and approved on a 3-0 vote.

Supervisor Grimmer made a motion to approve the minutes of the June 5, 2023 June 16th Special Meeting printed. Supervisor Newton seconded the motion, and it was approved 3-0.

Chairman Discianno made a motion to approve the Treasurer's report as given. Supervisor Grimmer seconded Mr. Discianno's motion and it was also approved 3-0.

CHAIRMAN & SUPERVISORS REPORTS:

Chairman Discianno: Thanked everyone who contributed their time and effort to make the Boat Parade and Lions Club dance at the Town Park Pavilion July 1st a success. He reminded everyone of the upcoming Picnic in the Park sponsored by the Fire Department to be held on Saturday July 8th. Mr. Discianno contacted the administrator of the Turtle Lakes Facebook page to report inaccurate comments that had been posted about the Town Board by an individual who is neither a resident nor a property owner on the Turtle Chain.

Fire Department: The predominant discussion at the Fire Department general meeting revolved around preparations for the upcoming picnic.

Transfer Site: The Town purchased bulk item dumpster is expected to be delivered before July 10th.

Supervisor Grimmer:

Lions Club: The Lions Club is pleased with the dance they hosted at the Town Park this past weekend, and they completed staining both the foot bridge and the new post installed at the park entrance gate.

Planning Commission: The Comprehensive Plan update is on this agenda; the commission is still working on the Driveway Ordinance and minimum housing sizes.

Broadband Committee: Wants to meet with Charter/Spectrum to discuss options.

Library Board: Met on June 8th and will meet again on June 20th.

Supervisor Newton: Mr. Discianno announced that assignments for Mr. Newton will be determined soon.

CORRESPONDENCE

Mr. Discianno received an invitation to Boulder Junction's Open House for the completion of their internet system and a report on the Xcel Energy filing with the Public Service Commission. Mr. Grimmer received a thank you regarding the pothole repairs made on Tillman Road. Ms. Wainio read a letter she received from Lee Stengle resigning from the Planning Commission.

NO PUBLIC COMMENT

OLD BUSINESS

1) *Road/Lane name changes:* None.

2) *Town Driveway Ordinance:* Mr. Discianno made a motion to table until the Planning Commission submits their final version. Mr. Grimmer seconded the motion, and it was approved 3-0.

3) *Building Maintenance Projects:* Mr. Discianno reported on the continuing maintenance projects. Mr. Grimmer made a motion to accept 406 Inc.'s \$6,475.00 bid to install erosion control along the E.S. Building's driveways. The bid includes a \$2,000.00 deposit prior to beginning the project. Mr. Newton seconded the motion, and it was approved 3-0. Mr. Discianno made a motion to accept the bid from Northland Seal Coat and Repair to install parking space lines on the newly blacktopped E.S. Building parking for a cost of \$600.00. Mr. Grimmer seconded the motion which was approved 3-0. The Board is waiting on bids for the gas detection system in the Fire Station and from Connolly's Caretaking to stain the pergola at the Community Building.

4) *Domain change proposal:* After discussion between Mr. Newton and Mr. Eppes of Bear Naked Technologies on the processes needed to change our emails and website from .org to wi.gov Mr. Newton agreed to follow up on this project.

5) *Cell Tower Agreement:* Due to a loss of internet connection, Vertical Bridge's representative was contacted by telephone to participate in the meeting. To respond with our counteroffer, the Town Board needs to be provided with a detailed site location from Vertical Bridge first.

Plumbing. Midwest Mechanical Solutions will be providing a quote on the sensors for hazardous gases in the Fire Dept.

6) *Planning Commission Chairman Appointment:* Mr. Discianno made a motion to appoint Sulo Wainio as Chairman of the Planning Commission. Mr. Newton seconded the motion, and it was approved 3-0.

7) *New Computer for Treasurer:* Mr. Discianno made a motion to table this until Treasurer Sell decides between a laptop or an all-in-one computer. Mr. Grimmer seconded the motion, and it was approved 3-0.

- 8) *Comprehensive Plan Update*: Mr. Discianno made a motion to adopt an amendment to the 2021 Comprehensive Land Use Plan as recommended in resolution #2023-01 passed by the Winchester Planning Commission on June 26, 2023. Mr. Grimmer seconded the motion, and it was approved 3-0.
- 9) *Wake Boat Update*: The Town Board is waiting on the Lakes Committee to provide the Planning Commission wording for an ordinance pertaining to wakes caused by motorboats on Town Lakes.

NEW BUSINESS.

- 1) *New Library Board Member*: Mr. Discianno made a motion to appoint Kay Budnik to the Winchester Library Board. Mr. Newton seconded the motion, and it was approved 3-0.
- 2) *Turtle Dam Inspection Results*: The Town received the report from Cooper Engineering on the inspection carried out on the Turtle Dam. It is estimated it will cost from \$10-\$20,000 to perform the necessary repairs. Mr. Discianno is researching grant opportunities to cover at least a portion of expenses. Mr. Discianno will assure Cooper Engineering sends the report to the DNR.
- 3) *Manitowish Waters (MW) Joint Marketing Grant*: Mr. Grimmer made a motion to approve a letter of support to the Wisconsin Dept. of Tourism for the Manitowish Waters Joint Effort Marketing (JEM) grant. Mr. Discianno seconded the motion, and it was approved 3-0.
- 4) *EMS Resolution*: Mr. Grimmer made a motion to pass Resolution #2023-01 in support of creating an EMS District. Mr. Newton seconded the motion which was approved 3-0.
- 5) *Internet Service at Town Park*: Mr. Grimmer made a motion for the Town to contract with Brightspeed for installation of 50mb download/5mb upload speed internet service at the Winchester Town Park. The cost for installation will be \$50 and monthly charges of \$89.99/month on a month-to-month basis. Mr. Newton seconded the motion and the motion passed on a 3-0 vote.
- Future Agenda Items*: Supervisor Assignments, Cold Water Rescue Suits, Website and Domain Names.

Mr. Discianno made a motion to approve vouchers paychecks dated 6/1/2023-Quick Book Payroll Service dated 6/30/23. Mr. Grimmer seconded the motion, and it was approved 3-0.

At 7:50 PM Mr. Discianno made a motion to go into closed session under SS19.85(1)(c) to consider promotion, compensation, or performance evaluation of any public employee.

At 8:14 PM Mr. Discianno made a motion to return to open session which was seconded by Mr. Newton. During closed session the Board reported they will work with Transfer Site attendant Don Melzer more in the future and will document ongoing mistakes to try to improve his job performance.

Meeting adjourned at 8:18 PM
Respectfully submitted,
Joan Wainio, Town Clerk

**Minutes of the
July 10, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 9:00 AM on Monday July 10, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Grimmer, Supervisor Newton and Clerk Wainio were in attendance.

Mr. Grimmer made a motion to approve the agenda at the discretion of the chair. Mr. Newton seconded the motion and it was approved 3-0

OLD BUSINESS

1. *Lease Agreement with Vertical Bridge/Concordia Wireless:* Supervisor Newton reported information he found on a cell tower lease expert company named Vertical Consultants which helps property owners determine the “true value” of their property relating to new and existing cell site lease values. Mr. Discianno will contact Dennis Reuss, Chairman of the Town of Boulder Junction for information on any proposed new cell towers in Boulder Junction. After discussion of the information needed by the Board to move forward with this negation, Mr. Newton made a motion to have Mr. Discianno contact Vertical Bridge/Concordia Wireless requesting the lease exhibit including the exact location and landscape buffer in order for the Town of Winchester to provide the Town’s financial terms. Mr. Discianno seconded the motion which was approved 3-0.

Meeting adjourned 9:34 AM

Respectfully submitted
Joan Wainio, Town Clerk

**Minutes of the
July 31, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 8:00 AM on Monday July 31, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Newton and Clerk Wainio were in attendance.

Mr. Grimmer made a motion to approve the agenda at the discretion of the chair. Mr. Newton seconded the motion and it was approved 3-0

OLD BUSINESS

1. *Supervisor Assignments:* Mr. Newton agreed to accept the position of liaison to the Fire Department. Mr. Grimmer requested Mr. Newton develop a metrics dashboard regarding the number of runs, time to respond, how the Towns cover each other on EMS runs; and the cost side to include what we are billing and recovering which will help show the base level before we move into the proposed multi-town EMS district. Mr. Discianno will continue as Transfer Site and Town Crew liaison, Mr. Grimmer will keep the Park, Lions Club, Library, Lakes Committee and Planning Commission
2. *Lease Agreement with Vertical Bridge/Concordia Wireless:* Mr. Discianno contacted Hugh Odom of Vertical Consultants and received some suggestions for additional information we should request before continuing our negotiations with Vertical Bridge/Concordia Wireless. Mr. Odom will offer continuing services either on an hourly consulting rate or overseeing the entire project where Vertical Consultants receive a cut of the revenues received by the Town. Based on the discussion, Mr. Discianno will email Eric Magan of Vertical Bridge and request the following information: 1) Do we have a carrier committed for this project and 2) Construction timing.

Meeting adjourned 8:37 AM

Respectfully submitted
Joan Wainio, Town Clerk

**Minutes of the
August 7, 2023 Winchester Town Board Meeting**

Chairman Discianno called the meeting to order at 6:00PM on Monday August 7, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Grimmer, Supervisor Newton, Treasurer Sell and Clerk Wainio were all in attendance.

Supervisor Grimmer made a motion to approve the agenda at the discretion of the Chairman. The motion was seconded by Supervisor Newton and approved on a 3-0 vote.

Supervisor Grimmer made a motion to approve the minutes of the July 3 monthly meeting and the July 10th and 31st Special Meeting as printed. Supervisor Newton seconded the motion, and it was approved 3-0.

Chairman Discianno made a motion to approve the Treasurer's report as given. Supervisor Newton seconded Mr. Discianno's motion and it was also approved 3-0.

CHAIRMAN & SUPERVISORS REPORTS:

Chairman Discianno: *Fire Department:* The department is pleased with the outcome of the 2023 Picnic in the Park, decided the 2024 picnic will be held Saturday 7/13/24 and hope to involve more community organizations. The department will host in inter-departmental training on Electrical Vehicle safety in October, needs to obtain 4 new Cold Water Rescue suits, and is investigating retrofitting the fire engines with back-up cameras.

Transfer Site: Nothing new to report.

Town Crew: Had a good amount of tree removal after the recent storms, started on maintenance necessitated by the dam study. Cooper Engineering has forwarded the dam study results to the DNR as required.

Miscellaneous: The John Deere dealer finally received the switch needed for repairs to the 27-year-old brusher, but there may be additional problems. Mr. Discianno met with Dick Logan, Cathy Logan Weber and Lorine Walters to discuss County issues including senior transportation, nutrition program, the proposed 4-town EMS program, transfer site resident identification, requesting seasonal weight restrictions on County W to save money on road repair and construction costs, plus a desire to widen County W with paved shoulders when it is repaved next time. Mr. Logan reported that Vilas County (VC) has hired 2 resource officers to cover 4 schools in the county.

Supervisor Grimmer:

Lions Club: The Lions Club is selling tickets for their E-bike raffle, and are looking at other options for next year's Boat Parade.

Planning Commission: The commission is still working on minimum housing sizes.

Broadband Committee: The Public Service Commission is opening a new round of funding August 14th for \$42 million; working with Vilas County Economic Commission to possibly partner with Charter. Internet for the park may be installed this week.

Library Board: Is moving extra funds from their checking account into CDs. Outdoor games are now available from the library.

Supervisor Newton: Will begin his position as Fire Department liaison with their regular meeting Tuesday.

CORRESPONDENCE

Rick Clem fined a builder for silt fence violations. North Lakeland Elementary School is requesting participation of the local Town boards in meetings that will be held this Fall on the school's future. The DNR will be applying herbicides on 2 tracts in the Town. The plow truck and ambulance will be completed shortly. Mr. Grimmer was contacted by two Harris Lake groups who are in search of snow plowing services. Mr. Grimmer will discuss a report of invasive species found on Papoose Landing Road with the Town Crew.

PUBLIC COMMENT

Carole Theesfeld will pass on information regarding available snow plowing services. Sulo Wainio questioned whether New Business #3 should be forwarded to the Planning Commission.

OLD BUSINESS

1) *Road/Lane name changes:* None.

2) *Building Maintenance Projects:*

a) The erosion control project around the parking lot driveways was completed. Vilas County is responsible for the ditching along County W.

b) Aili Custom Concrete completed the concrete pad replacement at the park pavilion, however some cracking developed immediately and Mr. Discianno has some concerns with the finish that need to be addressed. The Town Crew will add ¾" crushed granite along the sides of the concrete.

c) The siding project at the Community Building is going a little slower than expected. Resident Greg Meyer donated his help on the project a few days.

d) Mr. Grimmer will verify the sprinkler system heads at the E.S. Building are adjusted to the proper height.

e) The new bulk item dumpster at the Transfer Site is in use and the first load has been transferred to Hwy G.

- f) Mr. Discianno emailed Lake State Roofing to determine the status of the snow guard installation.
- g) Since Connelly Caretaking had not submitted their bid for staining the Pergola at the Community Building, Mr. Discianno emailed another request for the information and also requested a bid from Eric Turner.
- h) Town Crew is graveling the roads and shoulders along with mowing and weed whacking around signs. Mr. Discianno contacted VC Highway Dept about reported beaver problems.
- 4) *Fuel Tank Containment*: Mr. Discianno made a motion to approve the purchase of the containment system for the smaller single wall fuel tank at \$2035. Mr. Newton seconded the motion which was approved 3-0. This tank will store off-road, non-taxed diesel fuel.
- 5 & 6) *Changing to wi.gov domain for email and website*: Mr. Newton has been discussing this with both John Eppes of Bear Naked Technologies and Laura Wagner of Webs by Wagner and received a list of certified hosts from the WI Dept. of Administration's Dept. of Information Technologies for the .gov domain. John Eppes provided Mr. Newton with a list of recommended hosts who can support gov domain websites. Mr. Newton suggested adding things like a monitored Community Bulletin Board to the website.
- 7) *Cell Tower lease agreement*: Mr. Discianno forwarded the responses received from Vertical Bridge/Concordia to the 2 supervisors. made a motion to table this until Treasurer Sell decides between a laptop or an all-in-one computer. After a 25-minute discussion, Mr. Grimmer made a motion to authorize Mr. Discianno's response to Vertical Bridge/Concordia Wireless accepting the site request as described with these financials: a) A lease of \$1800/month; b) A cost escalator of 3%/year; c) An option fee of \$6,000 for two years; d) And additional lease charges of \$250/month for each additional sublease or carrier. Mr. Discianno seconded the motion. Mr. Newton, Mr. Grimmer and Mr. Discianno all voted in favor.
- 8) *Wake Boat Update*: The Lakes Committee discussed this at their July meeting and is moving forward with a recommendation to forward to the Planning Commission.

NEW BUSINESS.

- 1) *Transfer Site Resident Identification*: Several ideas were discussed. The consensus was more research will be needed before any decisions can be made.
- 2) *Comprehensive Plan Hearing Date*: This hearing will be held 9:00 AM Saturday September 23, 2023 at the Town Hall.
- 3) *Request by Randy Behlke to build a garage on an unbuilt but platted Town Road*: Mr. Discianno will contact our Town attorney Gregg Harrold for advice on this situation.
- 4) *Crack Sealing Estimate from Fahrner*: Mr. Grimmer made a motion to accept the estimate from Fahrner Asphalt Sealers to crack seal East Birch Lake, Old O from County W to the park, Old O from West Rock Lake to the end of the pavement, Keppler, Strebe and Brunell roads for \$19,670. Mr. Newton seconded and the motion was approved 3-0.
- 5) *Gas Detection System for Fire Dept and Town Garage*: Mr. Grimmer made a motion to accept Midwest Mechanical Solutions proposal for 3 gas detector systems for a total of \$5,329 + the electrical at an estimate of \$2,000. Mr. Discianno seconded the motion and it was approved 3-0.
- 6) *Restrictions on Propane and Septic Companies providing service after March 15th through lifting of road weight limit restrictions*: In order to help save the investments made in our town roads during Spring break-up, Mr. Discianno made a motion to commence Town Road Weight Restrictions effective March 15th starting 2024. Mr. Grimmer seconded the motion. The motion was approved 3-0. Mr. Discianno also made a motion for the Town to send a form letter to the propane and septic pumping companies notifying them that we will be restricting their movement on our roads during the weight restriction period effective 2024. Mr. Newton seconded the motion and it was approved unanimously by all 3 supervisors.
- 7) *Town Insurance Renewal*: Clerk Wainio received a renewal questionnaire from Horton Insurance regarding our upcoming insurance policy renewals. Mr. Grimmer will handle this along with reviewing our options with Rural Insurance Company.
- 8) *Scheduling September Monthly Town Board Meeting*: The Board members agreed to meet Tuesday September 5th at 6:00 PM.
- 9) *Future Agenda Items*: Driveway Ordinance, Cell Tower, Website/domain changes, Shared EMS, Transfer Site identification, State Loans, Public Hearing on Comprehensive Plan update.

Mr. Discianno made a motion to approve vouchers DD #1728 through EFT633b. Mr. Grimmer seconded the motion which was approved 3-0.

Meeting adjourned at 8:25 PM
Respectfully submitted,
Joan Wainio, Town Clerk

**Minutes of the
September 5, 2023 Winchester Town Board Meeting**

Chairman Discianno called the meeting to order at 6:00PM on Tuesday September 7, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Grimmer, Supervisor Newton, Treasurer Sell and Clerk Wainio were all in attendance.

Supervisor Grimmer made a motion to approve the agenda at the discretion of the Chairman. The motion was seconded by Supervisor Newton and approved on a 3-0 vote.

Chairman Discianno made a motion to approve the minutes of the August 7, 2023 monthly meeting as printed. Supervisor Newton seconded the motion, and it was approved 3-0.

Chairman Discianno made a motion to approve the Treasurer's report as given. Supervisor Grimmer seconded Mr. Discianno's motion and it was also approved 3-0.

CHAIRMAN & SUPERVISORS REPORTS:

Chairman Discianno: The brusher joystick was sent to a company in Connecticut for repair. DNR Stormwater Management Specialist Michelle Yarrington contacted Mr. Discianno to verify the required stormwater control was completed for the Town Garage property. No inspection of the property will be necessary based on Mr. Discianno's affirmation. 406 Inc. repaired the damage to the E.S. Building parking lot erosion control after the recent rains. The Town is holding a public hearing on proposed changes to the Land Use Plan at 9:00AM Saturday September 23. The chassis for the Peterbilt plow truck is scheduled to be built during the week of September 4th. The new ambulance has been built and is in transit to Pomasl for final outfitting. Mr. Discianno and Mr. Newton plan on participating in strategic planning meetings for the North Lakeland School on September 18, October 18 and December 4th. Mr. Discianno had this year's WISLR road certification maps on hand so Mr. Grimmer and Mr. Newton could view them. Vilas County is proposing offering alternate Senior meal sites in Presque Isle and Winchester since the closest current location is Boulder Junction. Mr. Wainio advised that the Winegar (Presque Isle) American Legion will be offering "Meals on Wheels" for local seniors in the near future.

Supervisor Newton: Reported he attended the August Fire Department membership meeting, August Lakes Committee meeting, the joint towns meeting August 8th on the proposed EMS District along with the special meeting of the Winchester Fire Department executive committee.

Supervisor Grimmer:

Lions Club: The Lions Club is considering future town park projects and will purchase a \$200 modem for use at the park for the recently installed internet service.

Planning Commission: The Wisconsin Towns Association advised Mr. Grimmer that because Winchester adopted Vilas County Zoning, they do not believe the Town can set minimum housing sizes. They advised the Town consult with our Towns attorney on the subject.

Broadband Committee: Mr. Grimmer is still working with Vilas County Economic Commission on possible broadband expansion for Winchester.

CORRESPONDENCE

The four towns, Manitowish Waters, Winchester, Presque Isle and Boulder Junction have been sharing emails regarding the proposed EMS District and how to advertise and conduct public hearings on the proposal. Mr. Newton received a request from a constituent to add a calendar to the website listing all events in the town.

PUBLIC COMMENT

Mr. Wainio suggested using erosion bales to stabilize the newly rocked and graded driveway approaches to the E.S. Building parking lot.

OLD BUSINESS

1) *Road/Lane name changes:* None.

2) *Building Maintenance Projects:* Mr. Discianno reported that the library siding project was progressing well and is looking good. Aili Concrete inspected the crack in the park pavilion concrete and promised to stand behind the work if it gets bigger.

3) *Town Driveway Ordinance:* Mr. Grimmer made a motion to adopt Ordinance #2023-03 Town Driveway Ordinance as presented. Mr. Discianno seconded the motion and it was approved 3-0.

4) *Resident Identification at Transfer Site:* Discussion only on possibilities including use of stickers or printed bags for waste disposal.

5) *Cell Tower Lease Agreement:* Vertical Bridge/Concordia Wireless refused the financial terms presented by the Town of Winchester and will not be building a cell tower on Town property directly north of the E.S. Building.

6) *Wake Boat Update:* The Winchester Lakes Committee will forward their recommendation to the Planning Commission including operation minimums of 20 feet depth of water and 700 feet distance from shore.

- 7) *Town Logo*: North Lakeland School has agreed to add this project for the October art class. Mr. Newton suggested judging be done at the 2024 Picnic in the Park and allowing the public to enter the contest also.
- 8) *County W and Town Road Weight Restrictions*: Mr. Discianno denied ever considering restricting delivery vehicles on County W. The Town will begin road restrictions on Town Roads March 15, 2024 as agreed at the August 7, 2023 meeting. Mr. Discianno will continue to draft a letter for distribution to the propane and septic pumping companies to alert them of this upcoming change.

NEW BUSINESS.

- 1) *State Loans for Plow Truck & Ambulance Purchases*: Mr. Newton read the following resolution into the record as required to begin the process of applying for the ambulance loans:

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the Town of Winchester, in the County(ies) of Vilas, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of Seventy-Seven Thousand Eighteen And 00/00 Dollars (\$77,018.00) for the purpose of financing purchase of ambulance and for no other purpose.

The loan is to be payable within 5 years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of 5.75 percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the Town of Winchester, in the County(ies) of Vilas, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the Town of Winchester, by such loan from the state be applied or paid out for any purpose except financing purchase of ambulance without consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the chairman and clerk of the Town of Winchester, in the County(is) of Vilas, Wisconsin, are authorized and empowered, in the name of the Town to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the Town pursuant to this resolution. The chairman and clerk of the Town will perform all necessary actions to fully carry out the provisions of Chapter 24 Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this Town forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

Mr. Newton made a motion to adopt the resolution to borrow \$77,018.00 from the Trust Funds of the State of Wisconsin for purchase of an ambulance. Mr. Grimmer seconded the motion. The motion was approved unanimously as follows:

Mr. Discianno, aye; Mr. Grimmer, aye; Mr. Newton, aye. All three supervisors signed the resolution.

Mr. Newton continued to read the resolution to borrow funds for the purchase of the plow truck:

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the Town of Winchester, in the County(ies) of Vilas, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of Two hundred Fifty-Five Thousand and 00/00 Dollars (\$255,000.00) for the purpose of financing the purchase of plow truck and for no other purpose.

The loan is to be payable within 5 years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of 5.75 percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the Town of Winchester, in the County(ies) of Vilas, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the Town of Winchester, by such loan from the state be applied or paid out for any purpose except financing purchase of plow truck without consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the chairman and clerk of the Town of Winchester, in the County(is) of Vilas, Wisconsin, are authorized and empowered, in the name of the Town to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the Town pursuant to this resolution. The chairman and clerk of the Town will perform all necessary actions to fully carry out the provisions of Chapter 24 Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this Town forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

Mr. Newton made a motion to adopt the resolution to borrow \$255,000.00 from the Trust Funds of the State of Wisconsin for purchase of a plow truck. Mr. Grimmer seconded the motion. The motion was approved unanimously as follows:

Mr. Discianno, aye; Mr. Grimmer, aye; Mr. Newton, aye. All three supervisors signed the resolution.

- 2) *Winchester information technology*: Mr. Newton related potential updates to information technology systems including back-up procedures for the Town. Mr. Newton will forward the application for a .gov domain to Mr. Discianno for his signature. Mr. Grimmer made a motion to Whitelist ui.com for all Town emails which was seconded by Mr. Newton and approved unanimously.
- 3) *Town Platted Roads*: Mr. Discianno moved to table this for further study. Mr. Newton seconded the motion and it passed on a 3-0 vote.
- 4) *Mercer bike trail to WinMan*: The only information available is that Mercer has received grant funding for a feasibility study.
- 5) *Position on Planning Commission*: Mr. Discianno made a motion to post the vacancies. Mr. Newton seconded the motion and it was approved 3-0.
- 6) *Switching Insurance to Rural Mutual*: Rural Mutual will not consider insuring the Town of Winchester until all deficiencies with the Turtle Dam are resolved. Ms. Wainio will forward the renewal questionnaire from Horton Insurance to Mr. Grimmer for completion.
- 7) *Room Tax Ordinance Form*: Mr. Discianno will forward the proposed form to Treasurer Sell for her input. After Ms. Sell returns it to Mr. Discianno, he will forward the updated form to the Planning Commission.
- 8) *Lettered Address Plaques*: The Town will identify where any outdated 911 address (fire number) signs are located and work with Vilas County Addressing on updating these addresses so they comply with Vilas County's addressing ordinance.
- 9) *2001 Lease Agreement with Bill Sell*: More research is needed to determine the status of this easement.

- 10) *Contract with Strategic Management:* Mr. Grimmer made a motion to approve the contract for up to \$2500 payment to Strategic Management for continuing work on the EMS District proposal. Mr. Newton seconded the motion. Mr. Discianno, Mr. Grimmer and Mr. Newton all voted aye.
- 11) *Public Hearing for creation of Northwoods EMS District:* Mr. Discianno made a motion to hold a Public Hearing at 6:00 PM October 3, 2023 at the E.S. Building. Mr. Grimmer seconded the motion. The motion was approved 3-0.
- 12) *Future Agenda Items:* Resident Identification for Transfer Site, Town Logo, Information Technology, Town Platted Roads, lettered 911 address signs, 2001 easement agreement, 2024 budget, Employee Reviews

Meeting adjourned at 9:08 PM
Respectfully submitted,
Joan T. Wainio, Town Clerk

**Minutes of the
October 2, 2023 Winchester Town Board Meeting**

Chairman Discianno called the meeting to order at 6:00PM on Monday October 2, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Grimmer, Supervisor Newton, Treasurer Sell and Clerk Wainio were all in attendance.

Supervisor Grimmer made a motion to approve the agenda at the discretion of the Chairman. The motion was seconded by Supervisor Newton and approved on a 3-0 vote.

Supervisor Grimmer made a motion to approve the minutes of the September 5, 2023 monthly meeting as printed. Chairman Discianno seconded the motion, and it was approved 3-0.

Supervisor Grimmer made a motion to approve the Treasurer's report as given. Supervisor Newton seconded Mr. Grimmer's motion and it was also approved 3-0.

CHAIRMAN & SUPERVISORS REPORTS: Mr. Discianno noted that the Public Hearing on the proposed joint EMS District was scheduled for 6:00 PM Tuesday October 3rd at the Winchester Town Hall and hoped to see a good turnout. Vilas County Hwy Department will be replacing a culvert under County K near the intersection with Papoose Lake Road, detouring a portion of County K from October 9-13. The Town crew has been running gravel, cold patching and mowing the sides of the Town roads. The crew also installed rip-rap by the Turtle River Dam as necessitated from the dam study. The roof section by the women's bathroom in the Fire Department addition is leaking again. Disposal of bulk items will be discontinued shortly for the Winter months. Republic Services will begin regularly scheduled pickups from the Transfer Site. Fahrner Asphalt is scheduled to begin crack-sealing Wednesday 10/4, weather permitting. Blue reflectors on the library sign located at the Old O and County W intersection and reflective tape on the Camp Court street sign post were installed without Town permission, so they were removed. Mr. Discianno will attend the LRIP (Local Road Improvement Program) meeting in Eagle River on Wednesday 10/4. Everyone will be receiving a letter from the Engage Winchester Committee requesting volunteer participation in Town events or donations for upcoming events. This committee will be working in conjunction with the Winchester Lions.

Supervisor Grimmer:

Broadband Committee: The committee met on September 20th, but there is no report.

Lakes Committee and Cemetery Board: Have both submitted 2024 budget requests to Mr. Grimmer.

Planning Commission: Is working on updating the fee schedule for Town ordinances.

Library: Board member Michelle Taschak is taking on the role of Treasurer from President Dick Smith and is requesting a monthly Quick Report showing the library expenses.

Miscellaneous: Presque Isle will be hosting a Senior Nutrition site on 10/5 in conjunction with Vilas County. The Vilas County News Review newspaper recently featured the Scholl Community Impact Group's programs in extensive 2-page article.

Supervisor Newton: Updated the camera system at the park from 42-day screen shot only recording to 2-week constant recording. While he was at the park, he observed an ATV driving on the pavement in the park causing no disturbance or damage.

CORRESPONDENCE

The Turtle Lake Association sent a request for permission to name the ramp at the North Turtle Lake boat landing memorializing the late Jerry Kutz.

PUBLIC COMMENT

The Scholl Community Impact Group is holding an Open House on October 21st from 1-4PM to which everyone is invited. Clerk Wainio announced the Vilas County Health Dept is holding a flu shot clinic Oct 5th from 11:30-12:30.

OLD BUSINESS

1) *Road/Lane name changes:* None.

2) *Building Maintenance Projects:* TMC Electric is scheduled to install the new gas detectors in the Fire Dept service bays October 3rd. Mr. Discianno is troubleshooting problems with the flag pole lights; Connolly's Caretaking has stained one of the pergolas on the Community Bldg. grounds, will be doing final lawn mowing and Fall clean-up, plus closing down the gardens at the E.S. and Community buildings shortly. MBIS is scheduled to blow out the sprinkler system for the Winter at the E.S. Building.

3) *Information Technology:* Mr. Newton moved the cameras at the park to give more complete coverage, and is busy inventorying the Town's technology equipment. Mr. Newton will include a banner noting that ATVs are banned on town roads as he revamps the Town website.

4) *Vacating unbuilt but platted roads in the Town:* Mr. Grimmer made a motion to purchase 9 subdivision plats from Vilas County for a total of \$54.00 to begin research on this potential project. Mr. Newton seconded the motion and it was approved 3-0.

- 5) *Wake Boat Update*: Will be sent back to the Planning Commission for review with a Lakes Committee condition report.
- 6) *Comprehensive Land Use Plan Amendment*: Mr. Discianno made a motion to approve Winchester Ordinance #2023-06 amending the Winchester Comprehensive Land Use Plan in favor of changing Parcel #28-1081 from FORESTRY TO R-2 MULTI-FAMILY RESIDENTIAL. Mr. Grimmer seconded the motion and it was approved unanimously. Mr. Discianno voted aye, Mr. Grimmer aye, Mr. Newton aye.
- 7) *Town Logo*: Mr. Breitholtz, Art Teacher at North Lakeland Elementary School has the 6, 7 and 8th graders working on this project for completion by the end of February 2024.
- 8) *Appointment of Planning Commission Alternate Member*: Mr. Grimmer made a motion to appoint Robert Silvis an alternate to the Winchester Planning Commission. Mr. Newton seconded the motion and it was approved 3-0.
- 9) *Room Tax Ordinance Permit Form*: The Planning Commission is waiting on information on proposed changes to the Vilas County General Zoning Ordinance regarding short term dwelling rentals before going forward. Mr. Grimmer will forward a copy of the proposed Town Permit form to Treasurer Sell for her input.
- 10) *Town Insurance Policy Updates*: Awaiting information from the insurer.

NEW BUSINESS

- 1) *Additional labor charges for siding project at the Community Building*: Mr. Grimmer made a motion to approve an additional payment of \$1560 to Rick Keskey Siding for the siding project at the Community Building. Mr. Newton seconded the motion and it passed on a 3-0 vote.
- 2) *Upcoming LRIP funding cycle*: The deadline for 2024 applications is November 1st.
- 3) *Winchester Emergency Management Plan*: The plan needs to be brought up to date. This will be brought up to the Fire Department.
- 4) *NLES Strategic Management Plan*: Mr. Discianno & Mr. Newton attended the September meeting and will participate in the upcoming October and December meetings.
- 5) *Lakes Committee appointments*: Mr. Discianno made a motion to accept the resignation of Rolf Ethun which was seconded by Mr. Newton and approved 3-0. The Town Board will accept letters of interest to fill the position on Hiawatha Lake.
- 6) *Future Agenda Items*: Budget Resolutions, Treasurer's Bond, Caution Signage at intersection of Old W Road and Harris Lake Road, Veteran's Day Resolution.

Mr. Discianno made a motion to approve vouchers #DD1775 dated 9/1 through Liability Check dated 9/29. Mr. Grimmer seconded the motion and it was approved 3-0.

Meeting adjourned at 7:40 PM.
Respectfully submitted,
Joan T. Wainio, Town Clerk

**Minutes of the
October 12, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 8:30 AM on Thursday October 12, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Newton and Clerk Wainio were in attendance at the Town Hall with Mr. Grimmer participating via Zoom.

Mr. Grimmer made a motion to approve the agenda at the discretion of the chair. Mr. Newton seconded the motion and it was approved 3-0.

OLD BUSINESS

1. *2024 Budget Preparation:* The Board reviewed the 2023 budget and began discussion on the 2024 Town budget.

Meeting adjourned at 12:30 P.M.

Respectfully submitted
Joan Wainio, Town Clerk

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**Minutes of the
October 19, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 8:00 AM on Thursday October 19, 2023, at the Winchester Town Hall. Chairman Discianno, Supervisor Newton and Clerk Wainio were in attendance.

Mr. Grimmer made a motion to approve the agenda at the discretion of the chair. Mr. Newton seconded the motion and it was approved 3-0

NEW BUSINESS

1. *Motion to go into closed session SS19.85 (1)(c)*: Mr. Grimmer made a motion to go into closed session under SS19.85 (1)(c) considering employment, promotion, compensation or performance of any public employee. Mr. Newton seconded the motion and it was approved 3-0.

At 10:18 AM Mr. Discianno made a motion to reconvene in open session. Mr. Grimmer seconded the motion. Mr. Newton, Grimmer and Discianno all voted in favor of the motion.

Mr. Discianno reported that the Town Board met with employees Bill Sell, Derek Kresser and Donald Melzer to conduct their annual reviews.

Meeting adjourned at 10:25 A.M.

Respectfully submitted
Joan Wainio, Town Clerk

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**Minutes of the
October 19, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 10:27 AM on Thursday October 19, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Newton and Clerk Wainio were in attendance.

Mr. Grimmer made a motion to approve the agenda at the discretion of the chair. Mr. Newton seconded the motion and it was approved 3-0.

OLD BUSINESS

1. *2024 Budget Preparation:* The Board continued to discuss building the 2024 Town budget.

NEW BUSINESS

1. *Resolution to amend 2023 Budget:* More information is needed.
2. *Resolution to approve the Northwoods Medical Emergency Services District:* Mr. Grimmer made a motion to approve the Resolution to Approve Northwoods Emergency Medical Services district as presented. Mr. Newton seconded the motion. Mr. Discianno, Mr. Grimmer and Mr. Newton all voted aye to approve.

Meeting adjourned at 1:15 P.M.

Respectfully submitted
Joan Wainio, Town Clerk

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**Minutes of the
October 26, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 8:00 AM on Thursday October 26, 2023, at the Winchester Town Hall. Chairman Discianno, Supervisor Grimmer, Supervisor Newton and Clerk Wainio were in attendance.

Mr. Grimmer made a motion to approve the agenda at the discretion of the chair. Mr. Newton seconded the motion and it was approved 3-0.

OLD BUSINESS

1. *2024 Budget Preparation:* The Board continued to discuss building the 2024 Town budget.

NEW BUSINESS

1. *Resolution to amend 2023 Budget:* The following resolutions to amend the 2023 Budget were considered and adopted by unanimous vote:
 - Budget Resolution 2023-01: Mr. Newton made a motion that the sum of \$24,072.26 Account #51607 Community Building Maintenance be transferred to Account #57640 Community Building Capital Outlay. Mr. Grimmer seconded the motion. Mr. Discianno, Mr. Grimmer and Mr. Newton voted aye.
 - Budget Resolution 2023-02: Mr. Newton made a motion that the sum of \$76,878.00 Account #52105 E.S. Building Maintenance is transferred to Account #57631 Municipal Building Capital Outlay. Mr. Grimmer seconded the motion. Mr. Discianno, Mr. Grimmer and Mr. Newton voted aye.
 - Budget Resolution 2023-03: Mr. Newton made a motion that the sum of \$4,545.00 Account #53311d Garage Utilities & Maintenance is transferred to Account #57650 Municipal Garage Capital Outlay. Mr. Grimmer seconded the motion. Mr. Discianno, Mr. Grimmer and Mr. Newton voted aye.
 - Budget Resolution 2023-04: Mr. Newton made a motion that the sum of \$8,400.00 Account #53637 Recycling Improvements is transferred to Account #57410 Landfill Capital Outlay. Mr. Discianno, Mr. Grimmer and Mr. Newton voted aye.
 - Budget Resolution 2023-05: Mr. Newton made a motion that the sum of \$24,800.00 Account #55255 Park Maintenance is transferred to Account #57620 Park Capital Outlay. Mr. Grimmer seconded the motion. Mr. Discianno, Mr. Grimmer and Mr. Newton voted aye.
2. *Resolution to request increase in levy limit:* Mr. Grimmer made a motion to adopt Resolution #2023-06 proposing to exceed the 2023 levy limit via Town Meeting in the amount of \$23,453.00. Mr. Newton seconded the motion. Mr. Discianno, Mr. Grimmer and Mr. Newton all voted aye.

Meeting adjourned at 12:32 P.M.

Respectfully submitted
Joan Wainio, Town Clerk

**Minutes of the
October 30, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 6:00 PM on Monday October 30, 2023, at the Town Hall and via Zoom. Chairman Discianno, Supervisor Grimmer and Clerk Wainio participated via Zoom while Supervisor Newton was at the Town Hall.

Mr. Grimmer made a motion to approve the agenda at the discretion of the chair. Mr. Newton seconded the motion and it was approved 3-0.

OLD BUSINESS

Mr.

1. *2024 Budget Preparation:* The Board continued to discuss building the 2024 Town budget.

NEW BUSINESS

1. *Resolution to amend 2023 Budget:* Suggestions for uses of surplus funds from 2022 were discussed without making any actual resolutions.
2. *Rescinding Resolution 2023-06 approved October 26, 2023:* Mr. Discianno made a motion to rescind Resolution 2023-06 to exceed the 2023 Levy Limit by \$23,453.00. Mr. Newton seconded the motion and it was approved 3-0.
3. *Discussion/possible action to adopt Resolution 2023-07 exceeding the 2023 Levy Limit:* No action could be taken since Mr. Discianno and Ms. Wainio were not present in person to execute the resolution.

Meeting adjourned at 8:49 P.M.

Respectfully submitted
Joan Wainio, Town Clerk

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**Minutes of the
November 6, 2023 Winchester Town Board Meeting**

Chairman Discianno called the meeting to order at 6:00PM on Monday November 6, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Grimmer, Supervisor Newton, Treasurer Sell and Clerk Wainio were all in attendance.

Supervisor Grimmer made a motion to approve the agenda at the discretion of the Chairman. The motion was seconded by Supervisor Newton and approved on a 3-0 vote.

Supervisor Grimmer made a motion to approve the minutes of the October 2, 2023 monthly meeting along with the special meetings held October 12, two meetings held October 19, October 26, and October 30, 2023. Mr. Newton seconded the motion, and it was approved 3-0.

Mr. Grimmer made a motion to approve the Treasurer's report as given. Mr. Newton seconded the motion, and the motion was approved unanimously.

CHAIRMAN & SUPERVISORS REPORTS:

Chairman Discianno: Mr. Discianno reported the docks had been pulled from the boat landings, the town park is shut down for the Winter and the dam in the Turtle River was open for Winter draw-down. The sand-salt mixture for spreading on the roads this Winter is ready, Fahrner Asphalt completed the scheduled crack-sealing of roads for the year and the information needed to apply for LRIP supplemental funding is complete. The Engage Winchester Committee is reporting favorable feed-back from the survey letter. TMC Electric fixed the flag lighting under warranty and was advised about the non-functioning exit lights in the Town Hall and Fire Station along with a request from the Town Crew for auxiliary lighting by the fuel tanks. Connolly Caretaking completed the fall clean-up on town properties. Different vendors are being contacted for bids to complete the build on the new Peterbilt plow truck.

Supervisor Grimmer: *Broadband Committee* has been informed the Vilas County Economic Development Commission has an updated proposal from Brightspeed. The Broadband Committee will inform the Town Board after the committee reviews the proposal.

Planning Commission: Is awaiting the results of the proposed update to Vilas County's ordinance on short-term rentals before finalizing the Room Tax Ordinance.

Library Board: Is looking at the advantages of using Badger.net at the library instead of DSL for internet.

Supervisor Newton: All subjects on agenda.

CORRESPONDENCE

Letter received from Vilas County Zoning regarding a property that needed to clean up a demolished building.

PUBLIC COMMENT: Sulo Wainio noted a missing stop sign at intersection of Tillman and Agony Point Rds.

OLD BUSINESS

1) *Road/Lane name changes:* Clerk Wainio received information from Vilas County Addressing that the owners of the private road off Little Papoose Lake Road chose the name "Long Lake Drive" Mr. Discianno made a motion to approve the name choice which Mr. Grimmer seconded and was approved 3-0.

2) *Building Maintenance Repair Projects:* Besides the flag light repair Mr. Discianno previously reported, the gas sensors for the fire station and town garage were installed. Mr. Grimmer will update the repair list.

3) *Information Technology Update:* Mr. Newton had no updates to report.

4) *Vacating Platted Town Roads:* Mr. Discianno made a motion to turn this over to the Planning Commission to for further information. Mr. Grimmer seconded the motion, and it was approved 3-0.

5) *Wake Boat Ordinance:* Mr. Newton expressed concern over some of the wording of the ordinance presented by the Planning Commission, so Mr. Discianno made a motion allowing Supervisor Newton to revise the ordinance and forward the revision to Chairman Discianno, Supervisor Grimmer and Planning Commission Chairman Wainio. Mr. Discianno will then send the proposed ordinance to Attorney Harrold for review and suggestions. Mr. Grimmer seconded the motion. All three supervisors approved the motion.

6) *Vacancy on Winchester Lakes Committee:* Mr. Grimmer made a motion to appoint Gary Engstrom Chairperson and Steve Budnik Vice Chair to the Winchester Lakes Committee. Mr. Discianno seconded the motion, and it was approved 3-0.

7) *Plaque Recognition System:* More consideration of this proposal is needed including eligibility and whether individual plaques or a master plaque for committees with names added as needed.

8) *2024 Budget Development*: Budget ready to be presented 11/27.

NEW BUSINESS.

1) *Treasurer Tax Bond for 2023 tax collection*: Since Vilas County has not set their levy to date the cost for the bond cannot be determined, but Treasurer Sell will need to procure the bond, or the County will not give her the physical bills for distribution. Mr. Discianno made a motion to allow Treasurer Sell to apply for the bond with a premium not to exceed \$150.00. Mr. Grimmer seconded the motion, and it was approved 3-0.

2) *Amend 2023 budget*: Mr. Discianno made a motion to approve Budget Resolution #2023-09 changing the 2023 budget and transfer \$1,280 from #3910 Fire Department Fund Balance to Account #49500 Surplus Applied. Mr. Newton seconded the motion, and the motion was approved unanimously. Mr. Newton made a motion to approve Budget Resolution #2023-10 changing the 2023 budget and transfer \$7,136 from #3915 Fire Department 2% Fire Dues to Account #49500 Surplus Applied. The motion was seconded by Mr. Grimmer and approved unanimously.

Mr. Grimmer made a motion to approve Budget Resolution #2023-11 changing the 2023 budget and transfer \$179,948 from #3920 Ambulance Department Fund Balance to Account #49500 Surplus Applied. The motion was seconded by Mr. Newton and approved unanimously.

Mr. Grimmer made a motion to approve Budget Resolution #2023-12 changing the 2023 budget and transfer \$120,808 from #3930 Highway Equipment Fund Balance to Account #49500 Surplus Applied. The motion was seconded by Mr. Newton and approved unanimously.

Mr. Grimmer made a motion to approve Budget Resolution #2023-12 changing the 2023 budget and transfer \$120,808.00 from #3930 Highway Equipment Fund Balance to Account #49500 Surplus Applied. The motion was seconded by Mr. Newton and approved unanimously.

Mr. Grimmer made a motion to approve Budget Resolution #2023-13 changing the 2023 budget and transfer \$41,736 from #3975 ARPS Funds Fund Balance to Account #49500 Surplus Applied. The motion was seconded by Mr. Newton and approved unanimously.

Mr. Grimmer made a motion to approve Budget Resolution #2023-14 changing the 2023 budget and transfer \$24,072 from #3950 Library Fund Balance to Account #49500 Surplus Applied. The motion was seconded by Mr. Newton and approved unanimously.

3) *Resolution 2023-07 to exceed 2023 Levy Limit*: After Clerk Wainio read Resolution of Town Board Proposing to Exceed Levy Limit via Town Meeting #2023-07, Mr. Grimmer made a motion to adopt Resolution 2023-07 as read. Mr. Newton seconded the motion. The resolution passed as follows: Mr. Discianno, aye; Mr. Grimmer, aye; Mr. Newton, aye.

4) *New Planning Commission Member*: Mr. Discianno made a motion to appoint Stephanie Kutz as an alternate to the Winchester Planning Commission which was seconded by Mr. Grimmer. The motion was approved 3-0.

5) *North Lakeland Discover Center Lakes Management Study*: Jamie Van, Water Program Director of the North Lakeland Discovery Center (NLDC) explained the plans for the upcoming year and recapped the results of the 2023 program.

6) *2024 AIS Agreement*: Mr. Grimmer made a motion to approve project 2024 Winchester AIS Agreement with the North Lakeland Discovery Center in the amount of \$29,469.56. Mr. Newton seconded the motion, and it was approved unanimously. Mr. Grimmer made a motion to approve the letter of support for 3 grants being submitted by the NLDC to the Wisconsin Department of Natural Resources (WDNR) on the behalf of the Town of Winchester as follows: CLP control on Harris Lake, a Phase 2 study on Birch Lake and a Phase 2 study on Tamarak Lake. Mr. Discianno seconded the motion which was approved 3-0.

7) *Equestrian Crossing on Old W Road*: In order to address a safety issue with the equestrian crossing in the area of Harris Lake Road and Old W Road Mr. Discianno will have 15mph signs installed, contact Pitlik and Wick to discuss pavement markings and research the cost and feasibility of flashing solar warning panels.

8) *Application from WDNR for Managed Forest Lands*: Based on a recommendation from the Planning Commission, Mr. Grimmer made a motion to approve Resolution 2023-15 to designate four Town owned parcels of land "Community Forests" and request the WDNR write a forestry management plan for these parcels: 28-1361, 28-314, 28-462, and 28-642-01. Mr. Discianno seconded the motion; approved 3-0.

9) *Manitowish Waters tourism entity contract*: The Town needs to finalize the Room Tax Ordinance before this agreement can be approved.

10) *WRS Deadlines for 2024*: Proceeding forward as needed.

11) *Veterans Day Resolution*: Mr. Discianno made a motion to approve Resolution 2023-08 recognizing all military veterans' service. Mr. Newton seconded the motion. The motion was approved on a 3-0 vote.

12) *Future Agenda Items*: Town email addresses for new Planning Commission members; change of meeting dates: December meeting Wednesday 12/6 at 6:00 PM and the January 2024 meeting tentatively 1/8/24.

Mr. Grimmer made a motion to approve vouchers DD1806 dated 10/2/2023 through Quick Book Payroll Service dated 10/31/23. Mr. Newton seconded the motion, and it was approved 3-0.

Meeting adjourned at 8:27 PM
Respectfully submitted,
Joan Wainio, Town Clerk

**Minutes of the
December 6, 2023 Winchester Town Board Meeting**

Chairman Discianno called the meeting to order at 6:00PM on Wednesday December 6, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Grimmer, Supervisor Newton, Treasurer Sell and Clerk Wainio were all in attendance.

Supervisor Grimmer made a motion to approve the agenda at the discretion of the Chairman. The motion was seconded by Supervisor Newton and approved on a 3-0 vote.

Supervisor Grimmer made a motion to approve the minutes of the November, 2023 monthly meeting. Mr. Newton seconded the motion, and it was approved 3-0.

Mr. Discianno made a motion to approve the Treasurer's report as given. Mr. Newton seconded the motion, and the motion was approved unanimously.

CHAIRMAN & SUPERVISORS REPORTS:

Chairman Discianno: Mr. Discianno reported a missing stop sign was replaced on Tillman Rd where it intersects with Agony Point Rd. Mr. Discianno passed around a brochure that will be presented at the December 20th North Lakeland (NLES) school board meeting after final input received from the representatives at the December 4th meeting. Repairs to the brusher are still in the works. EAU employees decorated the trees located on the berm at Hwy W and Papoose Lake Rd. with the lights donated by the Lions Club last year. Discussions continue with various companies on the process to "build" the newly purchased Peterbilt plow truck.

Supervisor Grimmer: *Broadband Committee (BBC)* met with the Brightspeed government affairs director regarding a detailed coverage map and will have further discussions on cost and coverage. The Vilas County Economic Development Commission indicated that additional state funding may be coming up in the Spring or Summer. BBC will keep the board posted.

Lakes Committee: The Turtle Lakes Chain Association is donating \$2000 toward the upcoming expanded Discover Center lakes studies.

Planning Commission: Vilas County updated their Short-Term Rental Ordinance. Mr. Grimmer will forward the completed Community Forest paperwork to the appropriate DNR representative.

Library Board: Sales of hand-made knit hats and mittens from a donor netted \$2000 for the library.

Supervisor Newton: All subjects on agenda.

CORRESPONDENCE

Letter received from Public Service Commission regarding the Xcel service upgrade, Vilas County zoning violation in Town, a text message regarding procedures to demolish a building.

PUBLIC COMMENT: None

OLD BUSINESS

1) *Road/Lane name changes:* None to report.

2) *Building Maintenance Repair Projects:* TMC Electric replaced the non-functioning emergency lights on town buildings. Schmidt & Sons plumbing will take replace the cracked septic riser at the E.S. building in the Spring. Another roofing contractor will check out the leak in the roof above the bathroom in the fire station. Mr. Discianno is waiting for information on needed repairs to the Turtle Lake dam.

3) *Information Technology Update:* Mr. Newton suggested transferring the telephone and internet services for the Town office, Fire and Ambulance offices and the Transfer Site to StarLink with VOIP to save money. Sulo Wainio raised a concern over potential problems with satellite telephone service in an emergency since the E.S. building is an emergency shelter and Clerk Wainio requested info on how this change would affect her remote computer access. Mr. Newton will continue his research and keep the Board updated. Mr. Newton made a motion to create a YouTube channel for the Town and upload the recorded meetings to the website. Mr. Grimmer seconded the motion which was approved 3-0

4) *Memorial Plaque Recognition Program:* Mr. Discianno contacted Laser Innovations and Sportsman's Trophy for initial ideas on pricing and products available.

5) *Wake Boat Ordinance:* Mr. Discianno will contact the Wisconsin Towns Association to determine all requirements for a hearing and adoption of this proposed ordinance before proceeding.

6) *Room Tax Ordinance:* Mr. Grimmer made a motion to adopt Ordinance 2023-07 Town of Winchester Accommodations Tax Ordinance. Mr. Discianno seconded the motion, and it was approved 3-0.

7) *Manitowish Waters Tourism Entity Contract*: Mr. Grimmer made a motion to authorize Mr. Discianno to sign the amended contract if approved by the Manitowish Waters Chamber of Commerce. Mr. Newton seconded the motion, and it was approved 3-0.

NEW BUSINESS.

1) *Broom Attachment for CAT926m Wheel Loader*: Mr. Grimmer made a motion to purchase a broom attachment for the CAT926m Wheel Loader from Fabick CAT for \$24,100.00. The motion was seconded by Mr. Newton and approved on a 3-0 vote.

2) *Purchase of 12' plow for front end loader*: Mr. Discianno made a motion to purchase a 12' plow blade for the front-end loader in the amount of \$15,000.00. Mr. Grimmer seconded the motion which was approved 3-0.

3) *Resignation of Glenn Goldschmidt from Planning Commission*: Mr. Discianno made a motion to accept the resignation of Glenn Goldschmidt from the Winchester Planning Commission effective after the November 27, 2023 Planning Commission meeting, thanking him for his service. Mr. Grimmer seconded the motion, and it was approved 3-0.

4) *Resignation of Michael Eichhorn from the Planning Commission*: Mr. Discianno made a motion to accept Michael Eichhorn's resignation from the Winchester Planning Commission tendered on November 27, 2023, and expressed his appreciation for Mr. Eichhorn's service also. Mr. Newton seconded the motion. The motion was approved 3-0.

5) *Appointments of Alternates to Full-Time Positions on the Planning Commission*: Mr. Discianno made a motion to move Mr. Robert Silvas and Ms. Stephanie Kutz from alternates on the Winchester Planning Commission to Full-Time members. Mr. Newton seconded the motion. The motion passed 3-0.

6) *Notice of Planning Commission Alternate Positions*: Mr. Discianno made a motion, seconded by Mr. Grimmer, to post for the 2 vacant alternate positions on the Planning Commission. Motion approved 3-0.

7) *Jerry Kutz memorial bench at South Turtle Boat Landing*: Mr. Grimmer made a motion to approve placement of a bench in memory of Jerry Kutz purchased by the Turtle Lakes Chain Association at a location to be approved by the Town Board at the South Turtle Boat Landing. Mr. Discianno seconded the motion, and it was approved 3-0.

8) *Jerry Kutz memorial plaque for North Turtle Boat Landing*: Mr. Grimmer made a motion to allow the Turtle Lakes Chain Association to place a plaque dedicated to Jerry Kutz by the kiosk at the North Turtle Boat Landing which was Mr. Newton seconded and it was approved 3-0.

9) *Approval of Fire Department Officers*: Mr. Discianno made a motion to approve the following officers elected by the Winchester Fire Department at their November 14, 2023 meeting:
Fire Chief: John Melzer; Assistant Fire Chief: Bill Sell; Secretary: Dick Smith; Treasurer: Cory Seigner; EMS Director: Renee Melzer; Assistant EMS Director: Maymee Seigner. Mr. Newton seconded the motion, and it was approved 3-0.

10) *Discussion/possible action on fire truck*: Mr. Discianno requested updated pricing from Pomasl Fire Equipment on the Pierce Peterbilt pumper/tanker as spec'd out previously, along with information on the non-custom vehicles Pierce produces on a 6-month time frame compared to the 3-year turn-around for custom orders. Mr. Discianno also sent the specifications to Marion Body for pricing.

11) *Discussion/possible action on ordinance 2021-01 Fire Department funds/donation spending*: Mr. Discianno wants to work with the Fire Department on earmarking funds to spend rather than allowing the balance to grow. The board would like to get a report showing the last 5-year donation receipts of the Fire Department.

12) *Additional compensation for filling out EMS paperwork*: Suggestions for updating Fire and EMS call reports to include the extra time spent completing reports will be discussed at the Fire Dept. December membership meeting.

13) *Fire Department Letter*: Mr. Discianno made a motion for the Fire Department to get the donation letter that was sent to the taxpayers in the past going again. Mr. Newton seconded the motion, and it was approved 3-0.

14) *Communications between Town Supervisors & Town Clerk*: Mr. Grimmer placed a request that the Town Clerk report to the board her activities monthly.

15) *Election Officials for 2024-2025 Election Cycle*: Mr. Discianno made a motion to appoint the following individuals who have agreed to assist Clerk Wainio and serve as election officials for the 2024-2025 Election Cycle: Lana Platz, Julie Brownwell, Heyn Woolf, Betty Forster, Sharon Lukas, Penny

Zobel, Darrell Smith, Sulo Wainio, Sandy Coan, Janice Crawley, and Carleen Wendorski. Mr. Newton seconded the motion, and it was approved unanimously.

16) *Future Agenda Items*: Wake boat ordinance hearing date, Planning Commission appointments, Plaque Recognition program; schedule special meeting 9:00 AM Thursday 12/21/23

Mr. Discianno made a motion to approve vouchers DD1835 dated 11/1/2023 through Quick Book Payroll Service dated 11/33/23. Mr. Grimmer seconded the motion, and it was approved 3-0.

Meeting adjourned at 8:00 PM

Respectfully submitted,
Joan Wainio, Town Clerk

**Minutes of the
December 21, 2023 Winchester Special Town Board Meeting**

Chairman Discianno called the meeting to order at 9:00AM on Thursday December 21, 2023, at the Winchester Town Hall and via Zoom. Chairman Discianno, Supervisor Whitney, Supervisor Grimmer and Clerk Wainio were in attendance.

Mr. Grimmer made a motion to approve the agenda at the discretion of the chair, which was seconded by Mr. Newton and approved 3-0

OLD BUSINESS

- 1) *Peterbilt Truck Build*: Truck Equipment in Green Bay is ready for our 2024 Peterbilt chassis to begin the build. Bill Sell and Derek Wolter will drive the chassis to Green Bay Friday morning 12/22.
- 2) *Wake Boat Ordinance Hearing Date*: The hearing will be held at 10:00AM on February 10, 2023 at the Winchester Town Hall.
- 3) *LAN/WAN*: Mr. Newton will contact Scott Bertz on the possibility of creating of a new website for the Town to include a calendar that has every Zoom link on it allowing people to click on for our meetings and another link to the YouTube recording of our meetings. Mr. Newton will report at the January monthly meeting additional information on the proposed conversion to StarLink and the website changes.3

NEW BUSINESS

- 1) *Employee compensation starting January 1st*: Ms. Wainio reported the Town contribution to the HSA accounts is increasing from \$7750 to \$8300 per year and the WRS Town contribution will be 6.9% .
- 2) *Direct deposit for HSAs*: Clerk Wainio is continuing to work on this process for future contributions.
- 3) *WFD Grants*: The board wants the Fire Department to continue their attempts to apply for grants for the purchase of major equipment and is willing to assist in the process.

Meeting adjourned 10:22AM

Respectfully submitted,
Joan Wainio, Town Clerk