

MINUTES OF THE JANUARY 6, 2020 TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 7:00 PM on Monday, January 6, 2020. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Treasurer Sell, Clerk Wainio, 7 residents and reporter Kayla Houp of the Lakeland Times newspaper.

Supervisor Wainio moved to accept the agenda at the discretion of the Chair which was approved 3-0 after being seconded by Supervisor Brownwell.

Chairman Discianno made a motion to accept the minutes of the December 2, 16, 20 and 23rd meetings. Supervisor Wainio seconded, which was approved 3-0.

Supervisor Wainio moved to accept the Treasurer's report as ready by Treasurer Geri Sell. Supervisor Brownwell made the second. The motion was approved 3-0.

SUPERVISOR REPORTS:

Supervisor Brownwell

Library: The Library Board did not meet in December. Supervisor Brownwell commended Librarian Betty Forster for the programs she arranged over the past year.

Transfer Site: The scheduled Landfill Venture Group meeting was cancelled due to the weather.

Miscellaneous: Supervisor Brownwell will attend a culvert seminar put on by the Vilas County Highway Dept. on Wednesday January 15th in Eagle River.

Supervisor Wainio

LRIP: The request for funding assistance under the Local Road Improvement Program to repave Old O from Bucks Road to the Town Park was approved. The Town will receive \$25,288.38 from the State of Wisconsin on this \$182,000 project, leaving the Town's cost around \$156,712.

Cemetery Committee: No report.

Fire Department: The department responded to multiple calls in the past month. Two members are enrolled in the EMT class at Nicolet College. One member attending is taking for the first time, the other as a refresher.

Planning Commission: Awaiting the ordinances written by the Planning Commission in October on buoys, electronic payments from Town Treasury, and destruction of public records. Due to changes in State statutes, Supervisor Wainio recommended the Town Board refer some ordinances be sent back to the Planning Commission to review and update.

Chairman Discianno

New Website: Hopefully the new website should be completed and functional by February.

Municipal Parking Lot: Chairman Discianno is still working on a proposed schematic for the lot.

Salt Shed: It was determined that the membrane covering needs to be non-combustible or flame resistant. This will add an extra \$2,500 - \$3,000 to the construction cost.

Miscellaneous:

Chairman Discianno has requested information from Ben Peck of Earthworks Excavating for estimates on the cost to install culverts.

The Vilas County Zoning Committee approved the amendment to the Shoreland Zoning Ordinance regarding Boathouses as presented to the Town Board by Chuck Hayes on 12/2/2019, but still needs approval by the entire Vilas County Board of Supervisors.

Chairman Discianno closed the snowmobile route on Town Shed Road and moved access to the right-of-way on the West side of County W after discussion with Cory Siegner and Dale Mayo.

A few items need to be purchased for the Town Garage that were on the original bid from Athens Lumber like paper towel holders, toilet paper holders and a mirror for the bathroom.

CORRESPONDENCE: Chairman Discianno read an email complaint on snowplowing received from Jeff Neely asking the Town to re-thing our snowplowing procedures. Chairman Discianno feels the Town Crew is doing an outstanding job plowing. Supervisor Brownwell suggested that one member of the crew possibly work later to sand or re-plow problem areas being mindful of maximum hours allowed behind the wheel per day. Supervisor Wainio shared correspondence received from Coleman Engineering regarding their initial investigation into upgrading the South Turtle Lake boat landing. An informational correspondence on Oak Wilt will be available for the public at the Library.

OLD BUSINESS:

Road/lane name changes: None to report.

New Town Garage: The boiler has been vented, but not completed in the new garage. Phase One took care of the door closers, sweeps, etc. and have installed the sleeve for the PTAC unit. The electricians still have the CO detector and timer control for the make-up air unit. Chairman Discianno will check with the electricians on the possibility of installing a motion detector for the light on the North side of the garage. The Town Crew will need to keep both the windows and gas meter located on the West side of the building clear of snow falling off the roof. Lee Stengele commented that in his quest to obtain internet service at his house adjacent to the new Town Garage, State Senator Tom Tiffany contacted the WI Public Service Commission which reported that CenturyLink would not upgrade the telephone box at County W&K at this time, so service would not be available to either the Town Garage or Mr. Stengele's house could not provide it to either the Town Garage or his home at this time. Chairman Discianno will make phone calls to check on available grants to expand Broadband coverage to that area. Chairman Discianno will contact Giovannoni's for clarify their recent billing for HVAC work at the garage.

Birch Lake Buoys: Chairman Discianno signed the revised Birch Lake buoy applications approved at the July 1, 2019 Town Board meeting.

NEW BUSINESS:

Ordinances: Supervisor Wainio noted that the Town Board had not yet received copies of the ordinances requested from the Planning Commission in October. After noting that there have been changes in State Statutes which effect some of the Town's ordinances, Supervisor Wainio made a motion to send the Town Ordinances back to the Planning Commission to review and correct as needed. Supervisor Brownwell seconded, motion approved 3-0.

Cluster Mailbox Replacement: The current mailboxes are old, outdated, take up a lot of space, and are in a poor location. After discussion, Supervisor Brownwell made a motion to table any action since what we have is functional, seconded by Supervisor Wainio. Motion approved 2-0.

Lighting Update: After looking at some estimates Chairman Discianno received on replacement of the fluorescent fixtures in the Town Meeting room and original portion of the Fire Station, Supervisor Wainio made a motion to table the subject until more information was obtained on retrofitting the current fixtures. Chairman Discianno seconded, approved 3—0.

Future Agenda Items: Special meeting with Fire Dept. Chief Melzer to review specific desires/needs for a new tanker; closer consideration of either Peterbilt, Western Star and International trucks for purchase to replace the 2010 Peterbilt currently being used by the Town; developing a road plan for 2020 based on the monies available; Noseum Boat Landing repairs to bring it up to useable condition.

The meeting was adjourned to Public Participation at 7:50PM on a motion by Supervisor Wainio, seconded by Supervisor Brownwell with unanimous approval.

Concern over enforcement of ordinances was raised by both Dick Smith and Lee Stengele including the need for the Town Board to be fully informed of the ordinances in place so that they can be enforced. The public was also reminded that they need to inform the Town Board, the County Sheriff and DNR if violations are observed. Upon questioning it was explained that reinstating the position of Town Constable was not feasible due to the training required and the cost.

The meeting was reconvened to open session at 8:18 PM on a motion by Chairman Discianno, seconded by Supervisor Wainio.

Supervisor Brownwell made a motion to approve the November 2019 disbursements, seconded by Supervisor Wainio, approved 3-0.

Supervisor Wainio made a motion to approve the December 2019 disbursements, seconded by Supervisor Brownwell, also approved 3-0.

The meeting was adjourned at 8:21PM on a motion by Supervisor Wainio, seconded by Supervisor Brownwell.

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE FEBRUARY 3, 2020 TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Chairman Discianno called the meeting to order at 7:01 PM on Monday, February 3, 2020. Attending were Chairman Discianno, Supervisor Brownwell, Treasurer Sell, Clerk Wainio and Supervisor Wainio via telephone. Several residents and reporter Brian Jopek of the Lakeland Times newspaper were also present.

Supervisor Wainio moved to accept the agenda at the discretion of the Chair which was approved 3-0 after being seconded by Supervisor Brownwell.

Supervisor Brownwell made a motion to accept the minutes of the January 6, 2020 meeting.

Supervisor Wainio seconded, which was approved 3-0.

Supervisor Brownwell moved to accept the Treasurer's report as read by Treasurer Geri Sell.

Supervisor Wainio seconded and the motion was approved 3-0.

SUPERVISOR REPORTS:

Supervisor Brownwell

Library: The defective light has been replaced and is now functioning. An additional fixture was purchased and will be used where needed. The Library Board is considering presenting a movie night monthly, planning a game day on Friday and is in the early stages of considering erecting a greenhouse for resident usage.

Culvert Seminar: Supervisor Brownwell reported there are varying sources of funding available from groups like Trout Unlimited for culvert replacement/upgrades. Jon Simonsen of the DNR indicated that he thinks we will only have to add an additional 8' culvert at Bruette Road rather than change to a box culvert. Supervisor Wainio received an email from Jon Simonsen that the DNR was looking into the situation.

Lakes Committee: Discussed the proposed Vilas County Boathouse Ordinance change at their January meeting and plans on sending correspondence to the full County Board opposing the change. Presque Isle has purchased an oxygen sensor for use on Presque Isle lakes. The Lakes Committee is looking on possible purchase of a sensor, but will check to see if Presque Isle will allow Winchester to use the sensor on our lakes.

Supervisor Wainio

Planning Commission: Is working on finalizing the ordinances the Board requested be written last October and discussed the 2040 Land Use Plan.

Cemetery Committee: Nothing new to report.

Fire Department: 2 new members attended the January meetings. On January 28th the department trained in cold water rescue. Ice conditions are very bad at this time. The department continues to make runs not only for Winchester, but also in support of Manitowish Waters and Presque Isle. Fire Chief Melzer brought to the attention of Supervisor Wainio that the American flag in front of the Town Hall is still not lit.

Chairman Discianno

- Is researching cost to install culvert replacement at No Mans Creek and Bruette Road as discussed.
- The Town needs to have an electrician check the photo cell for the lights on the bridge on Old O.
- The Town signs on Hwy W have been repainted and the Town Crew reinstalled them. Supervisor Wainio commented that the sign on County O at the Michigan line is missing. Chairman Discianno will check to see if the Town Crew has the sign.
- Has been talking with Ben Peck regarding Coleman Engineering's site plan for the garage—it looks like it will be mostly excavating and skid steer work.

CORRESPONDENCE: Supervisor Wainio received a packet from past Chairman Rick Clem on a UP Truck Center who is a Western Star Dealer located in Quincy, MI and an email from Coleman Engineering requesting information on the 2014 permitted boat ramp project for South Turtle Lake. Supervisor Brownwell received a complaint from Bob Bridges that the town roads were not plowed the previous weekend although we received over 4 inches of snow and the county roads were plowed.

Supervisor Brownwell wants the board to consider alternate schedules for the Town Crew or additional personnel to avoid this problem.

OLD BUSINESS:

Road/lane name changes: None to report.

New Town Garage: The boiler has been completed in the new garage, the PTAC unit has been installed. Phase One has begun work on the metal installation on the exterior corners, Williams Electric and Giovanonni's had to order a new transformer for the make-up air. Chairman Discianno will contact Williams Electric to rectify the interior lights staying on at night. Supervisor Brownwell requested that extra keys be cut so that a spare set is kept at the Town Office, and both of the Supervisors have a set.

Planning Commission: Supervisor Brownwell expressed his concern over the attitude of the people regarding the Town Ordinances, so he had 4 copies made of the current ordinances, one for Chairman Discianno, Supervisor Wainio, himself and one for the clerk. Chairman of the Planning Commission, Jay Woolf gave a presentation on the procedures used by the Commission to research and write ordinances as requested by the Town Board, including review by the Town's attorney in order to verify that any enforcement will hold up in court. Past chairman Rick Clem noted that the ordinances on the books have been reduced in the past few years due to the work put in by the volunteers on the Planning Commission. The public was reminded that in order for the Town Board to enforce the ordinances, violations must be reported including specific information regarding the date, time, place and identity of the person(s) involved. Supervisor Brownwell thanked Jay Woolf and all members of the Planning Commission for their efforts.

New Town Patrol/Plow Truck: Supervisor Wainio made a motion to table the discussion and set a date to meet with representatives of Peterbilt, International and Western Star to review bids and specifications. Supervisor Brownwell seconded and the motion was approved 3-0.

NEW BUSINESS:

AIS Agreement with Discovery Center: On a motion by Supervisor Brownwell, seconded by Chairman Discianno, all three members voted in favor of signing the 2020 AIS Agreement with the Discover Center.

HVAC Invoice from Giovanoni True Value: After discussion on how much work is left to be completed, Supervisor Brownwell made a motion to pay 90% of the \$34,045.92 billed. Chairman Discianno seconded the motion which was approved 3-0.

Amendment to Contract with A&B Construction for Salt Shed: Supervisor Brownwell made a motion to approve the amendment increasing the contract by \$2,935.00 to a total of \$86,370.00. Supervisor Wainio seconded, approved 3-0.

Change Order and Invoice from Williams Electric for Town Garage: Supervisor Brownwell made a motion to table the request for the additional payment until we get more information on the charges. Chairman Discianno seconded and vote passed 3-0.

2030 Land Use Plan: Supervisor Brownwell made a motion to allow the Planning Commission to contact Forth & VanDyke to find out what they will charge to update the 2020 Land Use Plan as required. Supervisor Wainio made the second. The motion was approved 3-0.

Amendment to Vilas County Zoning & Sanitary Permit Fee Schedule: Chairman Discianno made the motion to approve the amendment to the VC Zoning & Sanitary Permit Fee Schedule as presented. Supervisor Brownwell seconded, approved 3-0.

Amendment to the Vilas County Nonmetallic Mining Reclamation Ordinance, Section 6: Supervisor Wainio motioned to approve the Amendment to the Vilas County Nonmetallic Mining Reclamation Ordinance, Section 6, which Chairman Discianno seconded. The motion carried 3-0.

2020 Service Contract with Minocqua Pest Control: Supervisor Brownwell made a motion to approve the 2020 Service Contract with Minocqua Pest Control at \$1,476.00. Chairman Discianno seconded the motion. Vote to approve 3-0.

2020 Beaver Control Program with Vilas County: Chairman Discianno made a motion to participate in the Vilas County 2020 Beaver Control Program. Supervisor Brownwell seconded. Approved 3-0.

2020 Deer Removal Program with Vilas County: Supervisor Brownwell made a motion to table the decision until more information is received on which roads are included. Supervisor Wainio seconded and the motion approved 3-0.

Census Bureau Initial Boundary Validation Program: Chairman Discianno made a motion to approve the Census Bureau Initial Boundary Validation Program. The motion was approved 3-0 after being seconded by Supervisor Brownwell.

Future Agenda Items: ATV/UTV use on town roads; purchase of Town Patrol Truck and Fire Department Tanker.

The meeting was adjourned to Public Participation at 8:29 PM on a motion by Chairman Discianno, seconded by Supervisor Wainio with unanimous approval.

The meeting was reconvened to open session at 8:34 PM on a motion by Chairman Discianno, seconded by Supervisor Brownewell, approved 3-0.

Supervisor Brownewell made a motion to approve the January 2020 disbursements totaling \$783,154.91, seconded by Supervisor Wainio, approved 3-0.

The meeting was adjourned at 8:35PM.

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE FEBRUARY 28, 2020 SPECIAL TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 9:07 AM on Monday, February 28, 2020. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio, Pete Wetzler of Williams Electric and Mechanical, Chris Heinzen Fleet Account Manager of JX Truck Center, Bill Sell & Wayne Russell.

Supervisor Wainio moved to accept the agenda at the discretion of the chair, Supervisor Brownwell seconded. Motion approved 3-0.

OLD BUSINESS:

Williams Electric Invoice for additional work performed:

Pete Wetzler of Williams Electric described the additional work his firm executed that was not included in the original specifications and the bid accepted by the Town in 2018, ranging from supplying a wall heater for the bathroom to installing the make-up air handler which was delivered improperly wired and without instructions. After lengthy discussion, Supervisor Wainio made a motion to pay Williams Electric and Mechanical the additional charges with the stipulation that the Town attempt to recoup the extra charges incurred from Giovannoni Hardware. Supervisor Brownwell seconded and motion passed 3-0. Per a request made by Supervisor Wainio, Chairman Discianno will find out what warranty is on the make-up air handler.

Specifications & Bids for Town Patrol Truck: Chris Heinzen reviewed the specifications originally prepared for the truck and made a few suggestions for changes, including adding a 5-year, zero deductible extended warranty which would add \$2,290 to the base price. He explained that they could deliver a 2021 model year truck approximately 8 weeks after the order is placed. Due to the changes in the specifications Mr. Heinzen was not able to present an actual bid at the meeting but will complete the bid for delivery to the Town by Monday March 2, 2020. Supervisor Brownwell made a motion to table any action until actual numbers are received. Chairman Discianno seconded the motion which was approved 3-0.

The meeting was adjourned at 11:00 AM.

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE MARCH 2, 2020 TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 7:00 PM on Monday, March 2, 2020. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio, several residents and reporter Brian Jopek of the Lakeland Times newspaper.

Supervisor Wainio moved to accept the agenda at the discretion of the Chair, seconded by Supervisor Brownwell. The motion was approved 3-0.

Chairman Discianno motioned to accept the minutes of the February 3 regular and February 28th special meetings. Supervisor Brownwell seconded and the vote passed 3-0.

Supervisor Wainio moved to accept the Treasurer's report as read, which was seconded by Chairman Discianno. The vote to approve was unanimous.

SUPERVISOR REPORTS:

Supervisor Brownwell

Library: There was not a Library Board meeting in February, but the Library board is working on permits and design for the proposed greenhouse. Librarian Betty Forster is setting up programs for the Summer of 2020

Transfer Site: Don Melzer had to leave the transfer site to go on an emergency services call in February. Although all the doors to the building were closed, someone let themselves into the facility to dispose of their garbage and allowed additional people to access the facility. Upon reviewing the security footage, the person was contacted and advised of the transgression. **REMINDER TO ALL: If the doors are shut the site is closed and no one can enter the building or leave materials at the site.**

Supervisor Wainio

Cemetery Committee: Did not meet.

Planning Commission: Is in the process of reviewing all the current ordinances to bring up to date and will present to the Town Board as they are completed.

Fire Department: Sharon Eichorn and Danny Schmidt have completed and passed the testing to become EMRs.

South Turtle Boat Landing: Coleman Engineering has begun the study on repairs/upgrades based on the 2014 permit. They will be submitting an estimate of the cost soon.

Culverts: No new information from the State on the two culverts that need replacing. Supervisor Brownwell noted that there is information available online showing exact locations of all culverts located within the Town boundaries.

Fire Department: Sharon Eichorn and Danny Schmidt are now certified EMRs with Winchester. Maymee Siegner is nearing completion of her EMT training.

Chairman Discianno

Coleman Engineering should be supplying us with estimates on the cost for the grading needed in the area by the new Town Garage.

Now that Mary Quass has retired from the Post Office, she has indicated she will have additional time to assist with the website.

CORRESPONDENCE:

Walleyes for Tomorrow dropped off a letter requesting names of representatives from Winchester Lakes. This will be referred to Town Lakes Committee. WE Energies requested information on our Town road weight restrictions. A request was received from Vilas County regarding updates to our boat landing/lake access points. Certificates for the 2020 Recycling Amnesty Program were received and given to Supervisor Brownwell.

OLD BUSINESS:

Road/lane name changes: None to report.

New Town Garage: The make-up-air unit is working. Ray from Phase-One is trying to get back to finalize the punch list including trim around the PTAC unit, the exterior metal corners, sealing up all exterior penetrations. Schmidt & Sons is scheduled to do the final connection between the water supply and boiler unit. Giovanoni believes the warranty is for 10 years. Both Supervisor Brownwell and Wainio voiced questions on what caused all the problems with installing the make-up-air and the additional

charges incurred. Supervisor Wainio noted that from at least Friday 2/29 to Monday night 3/2 the gas meter has been buried in snow.

2020 Vilas County Deer Removal Program

After reviewing the paperwork provided by the County, Supervisor Wainio made a motion to refrain from participating in the 2020 Vilas County Deer Removal Program since the Town Crew takes care of any dead deer on Town Roads. Chairman Discianno made the second. Approved 3-0

Work Agreement on 2040 Land Use Program: The Planning Commission researched companies capable of developing the program and recommends entering into the work agreement submitted by North Central Regional Planning Commission. Chairman Discianno made a motion to approve the Work Agreement with the North Central Regional Planning Commission to develop a 2040 Land Use Program at a cost of \$6,640 including 15 copies of the final book. Supervisor Brownnewell seconded, approved 3-0.

Adoption of Updated Employee Work Rules: Supervisor Brownnewell made a motion to table in order to get more input from the employees.

Purchase of Town Patrol Truck:

Although representatives from International, Western Star and Peterbilt were invited to discuss the bids they presented for a new patrol truck on Friday 2/28, only Peterbilt showed up. Supervisor Brownnewell made a motion to purchase a Peterbilt in red with a flat back hood to include a 5-year extended warranty for \$97,972. Supervisor Wainio seconded and the motion was approved on a 3-0 vote. Supervisor Wainio made a motion to have the box and hydraulics built by Casper Truck Equipment at a cost of \$74,209 with a potential addition of \$7,893 for the cross-conveyor spreader if not included in the \$74,209 price. Chairman Discianno seconded. Motion approved 3-0.

NEW BUSINESS

Advertising for Part-Time Personnel: Supervisor Wainio questioned why someone was hired to fill a vacancy in the Town Crew after Joe Moll fell and broke his leg without a Town Board meeting and vote. Discussion tabled to closed session after open session is completed.

ATV/UTV Use on Town Roads: Upon a request by a constituent Supervisor Wainio made a motion to task the Planning Commission for consideration. Supervisor Brownnewell seconded the motion contingent upon the Planning Commission holding public hearings on the subject; approved 3-0.

Gutters/Ice Control at Municipal Building: Due to the problems experienced this winter, Supervisor Brownnewell made a motion to put out to bids for gutters and ice control for the Municipal Building which was seconded by Supervisor Wainio. The motion was approved 3-0.

Board Participation in BOR Training: Chairman Discianno made a motion to participate in the Wisconsin Towns Association Board of Review Training to be held on 3/27 in Cable, WI. Supervisor Wainio seconded the motion, with a vote to approve 3-0.

Possible Future Agenda Items: Supervisor Wainio requested an item to discuss a 2020 Road Construction Plan.

At 8:00 PM the meeting was adjourned to Public Participation on a motion by Chairman Discianno, seconded by Supervisor Wainio.

A suggestion was made for the Planning Commission to send out a survey on usage of town roads by ATVs, UTVs, etc., however a decision will have to be made on who the survey is sent to: residents, taxpayers.....Questions on funding of the 2040 Land Use Plan, why we do it, and what are the benefits were raised.

The board meeting was reconvened at 8:15 PM on a motion by Chairman Discianno, seconded by Supervisor Wainio. Supervisor Wainio made a motion to approve vouchers numbered 29397 through EFT totaling \$549,593.53. Supervisor Brownnewell seconded, motion approved 2-0.

The meeting was adjourned to closed session at 8:17PM

The meeting was reconvened into open session at 9:45PM. During closed session it was decided to train Don Melzer for the job he was hired for in October of 2015, plus place an ad in the Lakeland Times for an on-call person with a CDL to snowplow contingent on passing a drug test. Deadline for application to be received by 3/31/20. Supervisor Brownell will check with neighboring towns as to their starting wages for town crew personnel.

The meeting was adjourned at 9:50PM

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE MARCH 6, 2020 SPECIAL TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 9:00 AM on Friday March 6, 2020. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio and town crew member Bill Sell.

Supervisor Wainio moved to accept the agenda at the discretion of the chair, Supervisor Brownwell seconded. Motion approved 3-0.

OLD BUSINESS:

Purchase of Town Patrol Truck: Final updated quotes were received from Peterbilt and Casper's. A slight increase on the chassis from \$97,972 to \$98,141.50 due to the change in model year from 2020 to 2021. 5 suppliers are involved in building the truck: Casper's total cost including material cost and labor cost increases will be \$84,897.00. Supervisor Brownwell made a motion to purchase the 2020 Peterbilt for \$98,141.50 which Supervisor Wainio seconded and was approved 3-0. Supervisor Wainio made a motion to purchase the truck build from Casper's Truck Equipment for \$84,897.00, seconded by Supervisor Brownwell. This motion passed 3-0.

Payment of HVAC invoices for the Town Garage: Supervisor Brownwell motioned to deduct \$512.00 from both the remaining Giovanoni and William Electrician invoices for the extra charges on the make-up air unit. Supervisor Wainio seconded. Vote to approve 3-0

Postings on Town Hall Bulletin Board & Website: Supervisor Wainio made a motion to deny the outside request to post a notice on the Town Bulletin Board and website and look at a Town Bulletin Board & Website usage policy. Chairman Discianno seconded, vote to approve 3-0.

Procedure to adopt Employee Handbook: Supervisor Wainio made a motion to have both the Town Board and employees present in writing any issues and recommendations covered in the proposed employee handbook by the next regular Town Board meeting. Supervisor Brownwell seconded, motion approved 3-0.

The meeting was adjourned at 10:32 AM.

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE MARCH 12, 2020 SPECIAL TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 9:00 AM on Friday March 12, 2020. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio.

Supervisor Brownwell moved to accept the agenda at the discretion of the chair, Supervisor Wainio seconded. Motion approved 3-0.

OLD BUSINESS:

Hiring and Pay for Fill-in Personnel: Chairman Discianno questioned why this Town Board was required to give Don Melzer the position on the Town Crew. Supervisor Wainio explained that since it was an action taken at a Town Board meeting it was binding. Supervisor Wainio made a motion to set a deadline of October 1, 2020 for Don Melzer to obtain his CDL with air brake certification in order to continue as a back-up for the Town Crew. Supervisor Brownwell seconded, approved 2-0. Chairman Discianno was informed that the only power to hire employees is vested in the entire Town Board, not an individual board member. The action to hire Wayne Russell without a Town Board meeting and vote could be construed as misconduct in office. Although there never was a Board vote to hire Mr. Russell, Supervisor Brownwell made a motion to pay Wayne Russell for the time he put in snowplowing. Supervisor Wainio seconded the motion which passed 3-0.

Possible Light Duty Work Options for Joe Moll when approved by Doctor: Supervisor Wainio made a motion to have Joe Moll work on a calendar of Town Crew responsibilities and additional duties as he becomes physically able when his doctor releases him for light duty work. Chairman Discianno seconded the motion. The vote approve was 3-0.

The meeting was adjourned at 9:43 AM.

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE MARCH 23, 2020 SPECIAL TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 9:04 AM on Monday March 23, 2020. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio.

Supervisor Brownwell moved to accept the agenda at the discretion of the chair, Supervisor Wainio seconded. Motion approved 3-0.

OLD BUSINESS:

New Town Website.: Mary Quass has volunteered to help Laura Wagner with building the new website. In order to protect the Town's intellectual and fiduciary property, Supervisor Wainio made a motion to not release the login information for our GoDaddy account to Laura Wagner, but have Laura provide the A record to John Eppes to point the domain at the new site. Supervisor Brownwell seconded the motion. Vote to approve 3-0. If Laura has any questions, Chairman Discianno will confirm that was the Board's decision.

Contract for IT Support for Elections: John Eppes has estimated that his charge to the Town will be approximately \$246/month or less. Supervisor Wainio made a motion to table this item until the April 6, 2020 meeting. Supervisor Brownwell seconded, approved 2-0.

NEW BUSINESS:

Application for loan from Board of Commissioners of Public Lands: Supervisor Wainio presented the preamble and resolution to authorize the application for the loan and levy taxes in a sufficient amount to pay the annual installments of principal and interest as they fall. Due. Supervisor Brownwell moved to adopt the preamble and resolutions. Supervisor Wainio seconded. The motion carried as follows: Chairman Discianno, aye; Supervisor Brownwell, aye; Supervisor Wainio, aye.

The meeting was adjourned at 9:43 AM.

Limiting use of Town Facilities to mitigate the spread of COVID-19: Supervisor Brownwell made a motion to close the Town Hall, Library and Community Room to all use except elections and bona fide Town Board meetings until further notice. Chairman Discianno seconded. Motion carried 3-0. Chairman Discianno made a motion to designate either of the Town Supervisors as an alternate signatory on the Town checking account at Associated Bank in the event he is not available to sign the check(s). Supervisor Wainio seconded the motion. The motion passed 3-0. Supervisor Brownwell made a motion to designate the Deputy Clerk and Deputy Treasurer as alternate signers in the absence of the Clerk and/or Treasurer. Supervisor Wainio seconded. Motion passed 3-0. As a further effort to mitigate the spread of COVID-19, in person meetings at the Town Hall with either the Town Chair or Town Clerk will be by appointment only. As recommended by the State of Wisconsin, the Town will encourage all voters to vote by absentee ballot, preferably utilizing the "My Vote" website.

Meeting adjourned at 10:22 A.M.

Respectfully submitted,
Joan Wainio, Town Clerk

TOWN OF WINCHESTER, VILAS COUNTY

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 8:00 AM on Monday April 20, 2020 at the Winchester Town Hall. Chairman Discianno and Supervisor Brownwell attended in person while Supervisor Wainio and Clerk Wainio attended via telephone. Also present were Rick Clem, Mike Potts and journalist Brian Jopek.

After commenting on the overabundance of special meetings called by the chairman in the past year, Supervisor Brownwell moved to accept the agenda as prepared by Chairman Discianno, requesting that item #6 be dealt with first since postponement of the Annual Meeting was the only reason the supervisors had agreed to hold this particular special meeting. Supervisor Wainio amended Brownwell's motion to correctly deal with items #1-4 under Old Business, leaving only items 5&6 as actual new business. Supervisor Brownwell seconded the amended motion. The motion was approved 2-0.

NEW BUSINESS:

Postponement of the 2020 Annual Meeting:

Supervisor Wainio stated: "In accordance with Wisconsin Statute 60.11(2)(b)2, I make a motion to postpone the scheduled 2020 Annual Meeting of the Town of Winchester Vilas County WI to a date no earlier than 60 days after the termination of the public health emergency declared on March 12, 2020 by Executive Order 72." Supervisor Brownwell seconded and the motion was approved 3-0.

OLD BUSINESS:

Culvert Replacement: Supervisor Wainio made a motion to table this item to the May 4, 2020 regular Town Board meeting, Supervisor Brownwell seconded. Motion passed 2-1.

Estimate by Coleman Engineering: Supervisor Brownwell made a motion to approve the \$4,000 estimate received from Coleman Engineering for survey work on the Town Garage property. Supervisor Wainio seconded. Motion approved 3-0

Old O Hwy Paving Project: Supervisor Brownwell made a motion to advertise for bids to repave Old O from Bucks Rd to the Town Park. Supervisor Wainio seconded. After discussion of the 2020 road budget including the possibility that other roads may be in more need of immediate repair and information that the funds approved for the Old O project under the Local Road Improvement Program (LRIP) do not need to be used for 3 biennia, Supervisor Brownwell rescinded his motion. Supervisor Wainio seconded the rescinded motion which was approved 3-0. Supervisor Brownwell made a new motion to table discussion on paving Old O from Bucks Rd to the Town Park until after all roads are reviewed. Supervisor Wainio seconded. Motion passed on a 3-0 vote.

Salt Shed Construction: No discussion or action was required on this item. Chairman Discianno simply shared information that A&B Construction would not begin construction until the end of May 2020.

NEW BUSINESS:

Future Brush Days: Again, no discussion or action was required on this item since the date(s) are determined by the supervisor overseeing the transfer site with the input of the transfer site attendant. Supervisor Brownwell advised that the date of May 17th had already been set and posted. Supervisor Brownwell will inform the board and townspeople when additional dates are set.

Meeting adjourned at 8:29 A.M.

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE MAY 4, 2020 TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 7:06 PM on Monday, May 4, 2020. Participating via Zoom were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio, 11 members of the public and reporter Brian Jopek of the Lakeland Times newspaper.

Supervisor Brownwell moved to accept the agenda at the discretion of the Chair, seconded by Supervisor Wainio. The motion was approved 2-0.

Chairman Discianno motioned to accept the minutes of the March 2 regular meeting along with special meetings held March 6, March 12, March 23, and April 20, 2020. Supervisor Brownwell seconded and the vote passed 3-0.

Supervisor Wainio moved to accept the Treasurer's report as read, which was seconded by Supervisor Brownwell. The vote to approve was unanimous.

SUPERVISOR REPORTS:

Supervisor Brownwell

Library: The Library has been closed due to the Corona virus threat. Extreme Construction will begin the siding repairs as soon as weather allows.

Transfer Site: The appliances that were not disposed of last Fall due to the early snow will be dealt with soon.

Supervisor Wainio

The *Planning Commission, Fire Department and Cemetery Committee* have not met since March due to the Corona virus threat.

Culverts: Checking on maximum size of culverts for Bruette Road.

Chairman Discianno

Weight limits were lifted on the town roads, Bill Sell is installing new fire numbers as assigned by Vilas County, grading around the new garage, sweeping the roads due the amount of sand used this winter, and will begin installing docks at the boat landings.

Construction on the new salt shed has been postponed until the beginning of July.

Christmas Decorations: The Lions Club may be donating a Spruce Tree for the park for the Town to decorate.

Town Website: Is up and running now, but still a work in progress. Thanks to Mary Quass for all her help.

CORRESPONDENCE:

Clerk Wainio read a letter received from Dick Smith and a note from Kathleen Perkins Burton which was sent along with several historic pictures of the Town.

OLD BUSINESS:

Road/lane name changes: Pending decisions from landowners.

New Town Garage: Chairman Discianno is trying to get PhaseOne Construction back by Friday May 8th to complete the punch list.

Updated Employee Work Rules: Chairman Discianno is to contact the Town Crew to receive written suggestions and concerns to finalize the handbook presented them in December 2019.

Gutters/Ice Control at Municipal Building: Supervisor Brownwell requested the name of the roofing contractor from Ray Kilty of PhaseOne but has not heard anything. Chairman Discianno will request the information again. Supervisor Brownwell made a motion to request bids as 2 separate projects, one for the new office area and a second to include the south side of the building encompassing the emergency services department. Supervisor Wainio made the second, motion approved 3-0.

Change of dates for 2020 Boat Parade & Picnic in the Park: As requested by the Winchester Fire Department, Supervisor Wainio made a motion to change the date of the 2020 Boat Parade and Picnic in the Park from Saturday July 4, 2020 to Saturday July 11, 2020. Chairman Discianno seconded the motion which was approved 3-0.

2020 Culvert Replacements: Vilas County is accepting applications for the 2021 bridge aid program which can reimburse townships for 50% of eligible costs to replace failing culverts 36" or larger. Supervisor Wainio made a motion to seek separate bids for culverts (galvanized and plastic coated)

and installation at Bruette Rd and the No Mans Creek at Old O and apply for the Vilas County bridge aid. Chairman Discianno seconded. Supervisors Brownwell, Chairman Discianno and Supervisor Wainio all voted to approve.

NEW BUSINESS

Damage to Brunell Road: Chairman Discianno forwarded pictures of the condition of Brunell Road to Dale White of Bike Trails, Inc. Dale White told Chairman Discianno the pictures were then forwarded to Pitlik and Wick who had done the paving in 2019. Supervisor Brownwell expressed his opinion that this situation should be pursued aggressively by the Town as the repairs should be covered under warranty and not the responsibility of the Town. Chairman Discianno will follow up on this with Dale White.

2020 Road Construction Plan: Supervisors Brownwell and Wainio will meet at the Town Municipal Building at 9:00Am on May9th to drive the township roads and check their condition.

“Fair Elections” and “United to Amend” Resolutions: Supervisor Wainio made a motion to adopt both the “Fair Elections” and “United to Amend” Resolutions as presented on the April 7, 2020 ballot. Chairman Discianno seconded. Motion approved 3-0.

Future Agenda Items:

Completion of updated employee work rules in closed session at the June 1, 2020 meeting with written input from the Town Crew and Transfer Site attendant.

PUBLIC PARTICIPATION:

The meeting was adjourned to public participation at 8:09 PM. Brian Jopek requested information on the diameter of the culverts being replaced. Lee Stengele commented that he does not feel Brunell Road, nor the driveway approaches were properly finalized.

The meeting was reconvened to open session at 8:11PM at which time only 8 members of the public were still participating.

Supervisor Wainio made a motion to approve March vouchers #QB030320 through EFT1355 dated 3/27/20. Supervisor Brownwell seconded the motion which was approved 3-0.

Supervisor Brownwell made a motion to approve April vouchers numbered QB040120 through QB043020 which Supervisor Wainio seconded. The motion was approved 3-0.

The meeting was adjourned at 8:14PM

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE SPECIAL TOWN BOARD MEETING
MAY 14, 2020
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 8:30 AM on Thursday May 14, 2020. Participating via Zoom were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio and Clerk Wainio.

Supervisor Brownwell motioned to accept the agenda as presented. Supervisor Wainio seconded the motion which was approved by all.

NEW BUSINESS:

Request to bury relative on private property within the Township boundaries:

Supervisor Wainio made a motion allowing the burial of Joe Szot on a parcel of land owned by the Szot family which does not include their home. On the request by Supervisor Brownwell, Supervisor Wainio amended his motion to include that the burial be done in accordance with State and County regulations. Supervisor Brownwell seconded the amended motion which was approved 3-0.

Meeting adjourned at 8:34AM.

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE JUNE 1, 2020 TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 7:06 PM on Monday, ~~May 4~~, June 1, 2020 at the Winchester Municipal Building. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio, Treasurer Geri Sell, reporter Brian Jopek of the Lakeland Times newspaper, residents Rick Clem, Mike Potts, and Arlene Kellett, along with many others via Zoom.

Supervisor Wainio moved to accept the agenda at the discretion of the Chair, seconded by Supervisor Brownwell. The motion was approved 3-0.

Minutes of the May 4 regular meeting and special meeting dated May 14, 2020 were approved 2-0 on a motion made by Supervisor Brownwell, seconded by Supervisor Wainio.

Treasurer Geri Sell read her report which was approved 2-0 on a motion to accept by Supervisor Brownwell and seconded by Supervisor Wainio.

SUPERVISOR REPORTS:

Supervisor Brownwell

Library: The Library expects to be closed until around July 1st., but continues to offer curbside pickup on Thursday and Saturday. Extreme Construction will start on siding repairs about June 5th. Ideas for construction of a greenhouse and gazebo on Library property will need to be presented to the Planning Commission.

Transfer Site: The appliances that were not disposed of last Fall were brought to the Hwy G Landfill by Don Melzer in May. A new post was installed at the entrance to secure the gate properly. 21 vehicles participated in the brush day May 17th. Mr. Brownwell expects to offer another opportunity to dispose of brush in late June or early July along with during the Fall. Don Melzer collected \$140 in disposal fees which were given to Treasurer Sell for deposit in the Town bank account.

Park: There has been some occurrences of vandalism in the Park during May, so residents are being requested to advise the Town Board members if anything suspicious is observed. Mr. Brownwell has installed new locks on the bathroom doors which will remain locked outside of planned events.

Supervisor Wainio

The *Fire Department and Cemetery Committee* have not met since March due to the Corona virus threat. The Fire Department has continued to serve the community as needed during the pandemic in a safe manner utilizing any necessary equipment and procedures to protect both the responders and patients. An additional member has qualified and become certified as an EMR during this time and another member is participating in EMT training. Chief John Melzer is still working on cutting the cost to purchase the tanker needed by the department.

The *Planning Commission* met on May 27th via Zoom and are presenting one new and one updated ordinance to the Town Board for discussion and possible approval tonight. Two other ordinances reviewed were not changed.

South Turtle Boat Landing: Mr. Wainio has not heard anything from Coleman Engineering since their request for information on the 2014 permit received by the Town for upgrading which was smaller in scope than what is now wanted.

Culverts: On the agenda tonight.

Chairman Discianno

Mr. Discianno discussed additional vandalism at the Park including evidence that a vehicle like a car or truck was doing donuts in the grass. He also noted that although they are not allowed ATVs and UTVs have been observed in the Park.

The Town Crew has requested the Town consider purchase of a backpack blower for their use. Mr. Discianno will research the cost to purchase. Crew member Bill Sell was able to pull all the blocks at the South Turtle Boat Landing back in place and will attempt to anchor them in place. Don Melzer has been mowing the grass on the Town properties.

The Lions Club is going to donate a spruce tree to be planted in the Park for decorating at Christmas time.

CORRESPONDENCE:

Mr. Discianno received correspondence raising concerns over the fact that Transfer Site Attendant Don Melzer is not wearing a mask while working. Mr. Brownwell has discussed this with Don and noted that

it gets too hot in the building for the attendant to wear a mask at all times. Mr. Brownwell has instructed Don Melzer to keep appropriate distance between himself and those disposing of items. The attendant will have a mask available if it is necessary to assist anyone directly.

Clerk Wainio read a letter received from Beth Kebl of the World Championship Musky Classic (WCMC) advising the Town that due to the uncertainties presented by the event has been cancelled for 2020 due to uncertainties coronavirus, the WCMC Board decided to cancel the event for 2020. Unless new groups, i.e. Chambers of Commerce from the surrounding towns volunteer to take the event over 2019 will have been the end of this event which awarded over \$200,000 in college scholarships to graduates of North Lakeland Elementary School. Mrs. Wainio also presented Mr. Discianno with a questionnaire received from J.R. Ryan Bonding regarding the status of the Municipal/Emergency Services Building construction and an unpaid invoice from Country Charm Carpet for replacement of damaged tile in the Town Hall meeting room caused by the negligence of Athens Lumber during the project.

OLD BUSINESS:

Road/lane name changes: Mr. Wainio made a motion to approve the names of Little Wakefield Lane, Birch Berry Cove and Eagle Point Lane for private drives located off E. Pardee Lake Rd and Old O. Mr. Discianno seconded the motion which was approved 3-0.

New Town Garage: Ray Kilty of PhaseOne Construction had to reorder the corner pieces for the garage because they were the wrong profile and should return this week and install. PhaseOne is behind in their work due to COVID-19 but will continue the punch list. Mike Barton has been requested to look at installing aprons at the overhead and entrance door locations. Mr. Wainio suggested that grates be installed in the concrete by the entrance doors so that mud and snow can be scraped off workers boots before entering the building. Mr. Discianno received a bid from Ron Behnke for construction of a 32" w X 38" h workbench in the garage. Mr. Brownwell made a motion to hire Mr. Behnke to build the workbench for the bid cost of \$1295.00. Mr. Discianno seconded the motion which was approved 3-0.

Emergency Services Building (E.S. Bldg.) Update: Door sweeps on the overhead doors have been replaced. The contractor refuses to return and remedy the plumbing issues since he was not paid for additional expenses. Mr. Wainio will contact Schmidt & Sons Plumbing to fix the problems with both the power flush systems in the new toilets and to secure the toilet in the original section of the Fire Station. The only other item Mr. Discianno believes all that remains on the punch list for is striping of the parking lot by Pitlik & Wick. Weatherstripping on the overhead doors in the original section of the Fire Station need to be replaced with new vinyl. Mr. Brownwell volunteered to install the weatherstripping himself without charging the Town if the Town purchases the materials. Mr. Wainio made a motion to have Mr. Brownwell install the weatherstripping after the Town purchases the material. Mr. Discianno seconded the motion. The motion was approved Mr. Discianno-aye, Mr. Wainio-aye, Mr. Brownwell-abstain

Gutters/Ice control at E.S. Bldg.: Mr. Discianno contacted Badger Seamless Gutters and is in the process of contacting additional firms for information. The name of the firm that installed the membrane roofing is not available, but Ray Kilty will obtain information on possible remedies to the shedding of snow and ice from the Fire Dept. drive-through bay.

Brunell & Strebe Road repairs: When Bike Trails, Inc.(BTI)requested utilizing Brunell and Strebe Roads for part of a new bike trail within Winchester, the previous Town Board was assured that both roads would be built to Town road specifications and the expense would be incurred fully by BTI. These two roads were blacktopped by Pitlik & Wick (P&W) in the Fall of 2019 and showed severe lateral cracking by April 2020. Mr. Discianno contacted Dale White of BTI requesting repairs be made to the roads. P&W informed Mr. Discianno they were only hired to add gravel to the existing chip seal road, pulverize, grade, and then pave with hot mix asphalt. P&W insists the problem is not due to the structural integrity of the asphalt but due to subgrade issues which P&W was not hired to address. P&W has offered to crack seal both roads and nothing more. Mr. Wainio made a motion to pursue correction of the problems in these two roads and if Brunell and/or Strebe Roads continue to deteriorate the Town will require P&W to completely re-do the road(s). Mr. Brownwell seconded the motion. Mr. Wainio-aye, Mr. Brownwell-aye. In addition to the road problems, Rick Clem was assured by BTI that his property adjoining Brunell Road would be restored to its condition prior to the construction. To date that has not been accomplished.

Cluster Mailboxes: Mr. Brownwell will repaint the mailboxes with paint purchased by the Town and the Town crew will move them to Northeast corner of the E.S. Building parking lot.

Bear Naked Technologies: Mr. Brownwell made a motion to approve the agreement with Bear Naked Technologies to supply the IT support to maintain the Town computers to minimum security standards required by the Wisconsin Elections Commission. Mr. Wainio seconded. Motion approved 3-0.

Culverts & 2021 Bridge Aid: In addition to the culvert replacements at Bruette Roads and Old O previously discussed, Mr. Wainio will contact the DNR to determine if a permit is required to replace the Papoose Creek culvert under Papoose Lake Road and if possible include that project in the application for aid from the Vilas County 2021 Bridge Aid program. The application will be submitted by Mr. Wainio this week.

Maintenance agreement with BTI: Supervisors Brownnewell and Wainio feel it will be necessary to meet again in person with representatives of BTI to discuss concerns over infringement of private property, timing of work performed, lack of signage on the trail, use of ATV/UTVs by BTI on Town roads, and the failure to take care of the Clem property. BTI informed Mr. Discianno that Down to Earth Landscaping is supposed to take care of the Clem property and Rick Clem should contact Bob Anderson of Down to Earth regarding the claim. Due to the safety and liability issues of the lack of trail signage, Mr. Wainio made a motion to send a letter to Bike Trails, Inc. stating the Town's displeasure with the activities of Bike Trails, Inc., and that unless the bike trail between Hwys. K & J is properly signed within a week it be closed. After hearing comments from the public and Mr. Brownnewell, Mr. Wainio amended his motion to "close the bike trail from Hwy K to J immediately and not re-open until it is properly signed". Mr. Brownnewell seconded the motion. Mr. Brownnewell, Mr. Wainio and Mr. Discianno all voted aye.

2020 Road Work: Mr. Wainio presented the 2020 Road ratings as determined after the inspection performed May 9, 2020 by himself and Mr. Brownnewell. During their inspection, many discrepancies between actual signage and Department of Transportation (DOT) records were discovered and need to be remedied. Mr. Wainio will contact DOT and determine how to consolidate sections of roadway as short as 100 feet with the remaining portions of the same road. Fahrner is to continue crack sealing the following sections of roadway not completed in 2019: Old O from the park to the new asphalt, Agony Point Road, North Turtle Drive, and the Town's portion of West Circle Lake Rd. Mr. Brownnewell made a motion to bid the following roads/sections of road for crack sealing in 2020: Tillman Road, West Birch Lake Road, East Birch Lake Road to fire number 7625, Keppler Road from Hwy W to Barr's Road and the North side of Trails End Road for 150' from the intersection of Papoose Lake Road. Mr. Wainio seconded the motion which was approved 3-0.

NEW BUSINESS

2020-21 Liquor, Cigarette and Operators' License: Mr. Brownnewell made a motion to renew the Class B Combination License for The Wainio Corporation, Sulo Wainio agent. Chairman Discianno seconded the motion. Vote to approve Brownnewell-aye; Discianno-aye, Wainio-abstain. Mr. Brownnewell made the motion to renew the Class B Combination License for Northwoods Smokey's, James Zett agent which Mr. Discianno seconded. Vote to approve Brownnewell-aye, Discianno aye, Wainio-abstain. Mr. Brownnewell made a motion to renew the Cigarette License for Thirty Point Trading Post and Tap, Sulo Wainio agent. Mr. Discianno seconded. Vote to approve Brownnewell-aye; Discianno-aye, Wainio-abstain. Operators' Licenses were applied for by the following: Sandra Coan, Angel Johnson, Rebecca Potter, James Zett, Kent Long, Thomas Kaminsky, Theresa Umbach, Sulo Wainio and Joan Wainio. Mr. Brownnewell made motions individually to approve each operators' license applications which Mr. Discianno seconded. Vote to approve Brownnewell-aye, Discianno-aye, Wainio-abstain.

Ordinances: Mr. Wainio made a motion approve Ordinance 2020-01 "Licensing and Control of Dogs". Mr. Discianno seconded the motion. Approval: Brownnewell-aye, Discianno-aye, Wainio-aye. Due to errors in the wording of the Finance Ordinance sent to the Board, it will need to be corrected by the Planning Commission. Mr. Wainio reminded the Board it will need an ordinance to appoint alternate members to the Board of Review for 2020.

Planning Commission Member Resignation: Mr. Wainio made a motion to accept the resignation of Andy Harris from the Planning Commission and thank Mr. Harris for his service. Mr. Brownnewell seconded the motion which was approved 3-0.

Advertising for Planning Commission: Mr. Wainio made a motion to advertise for new members with a term of 3 years to the Planning Commission. The motion was seconded by Mr. Brownnewell and approved on a 3-0 vote.

Zoom Meeting Contract: Although the Town will hopefully be resuming in person Board meetings sooner, Mr. Wainio made a motion to reimburse Mr. Discianno for the year-long contract paid personally by Mr. Discianno in the amount of \$158.15. Mr. Brownnewell seconded, and the motion was approved 3-0.

Road Management Consultant: Since no one on the Town Board is an expert on road construction, Mr. Wainio suggested the Town consider hiring a consulting firm like Delmore to review and suggest best procedures. Mr. Brownnewell made a motion to table until more research is completed.

Assignment of additional Town Email accounts: In order to follow proper protocol of Town electronic correspondences Mr. Wainio made a motion to assign all members of the Planning Commission, Lakes Committee, and the Librarian accounts with the winchester54557.org designation. Mr. Brownwell seconded, and the motion was approved 3-0.

Scheduling of Community Events for remainder of 2020: Due to the uncertainties over COVID-19 questions had been raised on advisability of hosting Town events at this time. At this time Cory Siegner and Arlene Kellett feel positive they can coordinate and run the Picnic and Park and Boat Parade in a safe manner as scheduled for July 11, 2020. Mr. Brownwell made a motion to allow the events to proceed at this point, allowing the possibility they may need to be cancelled closer to the actual date. Mr. Wainio seconded, and the motion passed 3-0.

Future Agenda Items: Bids on road projects

The meeting was adjourned to public participation at 9:24 PM on a motion by Mr. Wainio, seconded by Mr. Brownwell. Rick Clem questioned whether the surveillance cameras at the Town Park were operational. They will be reviewed to attempt to determine the identity of the person(s) involved in the recent vandalism.

The meeting was reconvened at 9:27 PM. Mr. Wainio made a motion to approve vouchers from payroll direct deposit of 5/1/2020 to EFT 1432. Mr. Brownwell seconded with 3-0 approval.

Upon preparing to enter closed session, Mr. Discianno announced that the Town crew members wish to sit down in person with the Board during regular working hours to discuss the Employee Handbook. Based on that information Mr. Wainio made a motion to cancel the planned closed session which Mr. Brownwell seconded with unanimous approval.

The meeting was adjourned at 9:31PM.

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE SPECIAL TOWN BOARD MEETING
JUNE 24, 2020
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 8:45 AM on Wednesday June 24, 2020. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio and Clerk Wainio.

Supervisor Brownwell motioned to accept the agenda as presented. Supervisor Wainio seconded the motion which was approved by all.

NEW BUSINESS:

Operator License Renewals:

Supervisor Wainio made a motion to approve the renewal of the following Operator Licenses for the period of July 1, 2020 to June 30, 2021: Marvin Davis, Ashley Davis and Mathias Schmidt. Supervisor Brownwell seconded the motion. The motion was approved on a 2-0 vote.

Future Agenda Items:

Review of agreement with Bike Trails, Inc.
Missing stop signs on bike trail at intersection of Hwys W & K
2020 Road Construction bids to let
Bathrooms in Park
New Flag Pole(s) for Emergency Services Building (E.S Bldg.)
Repairs/improvements at Noseeum Boat Landing
List of projects for Town Crew
Status of public use of Town Facilities under current COVID-19 health alerts
Set date and location of 2020 Annual Meeting
Repairs to façade of bridge between North & South Turtle Lakes
Gutters/Ice Control at E.S. Bldg.
Repairs to Brunell & Strebe Roads
New Ordinances and updates
Planning Commission Member appointment(s)
Bids for 2020 crack sealing

Meeting adjourned at 9:00AM.

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE JULY 6, 2020 TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 7:00 PM on Monday July 6, 2020 at the Winchester Municipal Building. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio, Treasurer Sell, reporter Kayla Houp of the Lakeland Times newspaper, a representative from Pitlik & Wick, residents Arlene Kellett, Dick Smith, and Dave Chow along with many others via Zoom.

Supervisor Brownwell moved to accept the agenda at the discretion of the Chair, seconded by Supervisor Wainio. The motion was approved 3-0.

Minutes of the June 1 regular meeting and special meeting dated June 24, 2020 were approved 3-0 on a motion made by Chairman Discianno seconded by Supervisor Brownwell.

Treasurer Geri Sell read her report which was approved 3-0 on a motion to accept by Supervisor Wainio and seconded by Supervisor Brownwell.

SUPERVISOR REPORTS:

Supervisor Brownwell

Library: The Library Board is considering various projects to utilize accumulated cash donations including construction of a greenhouse, a room addition, and/or screening in the porch. Research will be done on the historic status of the building before any structural changes can be made. The Library may re-open in stages after the Town Board clears public use. The repairs to the rotten siding on the Community Building were completed in June and a downspout will be repositioned.

Transfer Site: There have been problems with non-functioning items being left at the Transfer Site. Supervisor Brownwell will order informational signs noting dates the Transfer Site will be closed.

Park: Ty Rayala will check the security cameras at the Park and Community Building.

Supervisor Wainio

Cemetery Committee will meet soon.

Fire Department: Is finalizing plans to replace its LIFEPAK 12 with a LIFEPAK 15 for approximately \$39,000 utilizing a portion of the donations received since 2018.

The Planning Commission met on June 22nd via Zoom and are presenting two new ordinances to the Town Board for discussion and possible approval tonight. No action was taken on an ATV ordinance.

Chairman Discianno

Recently, stop signs on Bucks Road & Old O were vandalized but quickly cleaned, locator markers along the bike trail were removed and it appeared like a motor vehicle drove across the bike trail depositing dirt on the trail.

A tire on the brusher was repaired and then a hydraulic line broke. The crew would like to replace the brusher with a batwing mower. Benches at the park need to be re-stained.

CORRESPONDENCE:

Clerk Wainio read a letter received in favor of allowing ATV/UTV use on Town Roads and an email asking if the Town would consider adopting a noise ordinance after neighbors set off fireworks 2 nights over Fourth of July weekend after midnight.

Chairman Discianno read a letter requesting a property in the town be cleaned up.

Supervisor Brownwell reported a verbal request to finalize the shouldering on Brunell Road.

NEW BUSINESS

To accommodate the representative from Pitlik & Wick present, Chairman Discianno took up the road crack sealing projects for the following roads: Tillman Rd, West Birch Lake Road, East Birch Lake Rd from County W to fire number 7625, Keppler Rd from County W to Barrs Road and the specified 150 feet of Trails End Road. Before opening the bids, Supervisor Brownwell questioned the procedure followed in discussing the projects with the contractors. Since Brownwell and Wainio had inspected the roads in May, the bid posting directed any questions to Supervisor Brownwell, but the contractors contacted Chairman Discianno. Instead of instructing Fahrner & Pitlik & Wick to call Brownwell, Discianno took on the project without full knowledge of the status of the roads in question, Fahrner bid \$11,602.52 to crack seal the listed roads and an additional \$13,47.20 to flex patch these roads totaling \$24,949.72.

Pitlik & Wick presented a bid of \$38,989 to crack seal and flex patch the listed roads. Supervisor Brownwell expressed concern over taking too long to make a decision, but both he and Supervisor Wainio had additional questions which should have been addressed before the bids were computed by the contractors, so Supervisor Wainio made a motion to table the decision until the needed information is received. Supervisor Brownwell seconded the motion which was approved 3-0.

OLD BUSINESS

Road/lane name changes: None

New Town Garage: Brian Kilty of PhaseOne Construction will finalize the punch list by July 10th.

Chairman Discianno suggested the Town blacktop right to the building instead of pouring concrete aprons. Supervisor Wainio responded that was not advisable.

Ron Behnke is scheduled to start building the workbench in the garage by July 10th.

A&B Construction will contact Chairman Discianno with a start date for constructing the Salt Shed by July 10th.

Emergency Services Building (E.S. Bldg.) Update: Striping the parking lot is on Pitlik & Wick's schedule. The power flushers in the new bathrooms have been repaired, but the toilet in the original section of the Fire Station still needs to be properly fastened. Chairman Discianno feels the bonding company can be advised the building is finished.

Gutters/Ice control at E.S. Bldg.: Chairman Discianno contacted Badger Seamless Gutters and R&B Seamless Gutters for quotes on gutters for sections of the E.S. Building. R&B turned in an estimate for the entire building with no breakdown. Supervisor Brownwell made a motion to table the discussion until comparable bids were received. After Supervisor Wainio seconded, the motion was approved 3-0.

Brunell & Strebe Road Repairs: Chairman Discianno has not spoken with anyone from Pitlik & Wick or Bike Trails, Inc. since the June 1, 2020 meeting, but noted that the paving was done at no cost to the Town. Brunell Road resident Mike Barton took pictures showing cracks in the pavement before the shouldering was completed. Supervisor Brownwell does not think the roads were shouldered correctly. Chairman Discianno will set up a meeting with Pitlik & Wick to discuss the problems with the pavement on Strebe & Brunell Roads along with the ditching along Strebe Road.

Maintenance Agreement with Bike Trails, Inc. (BTI): Chairman Discianno will set up a meeting with the representatives of BTI to work out concerns with the current agreement including hours of operation, adding the Town of Winchester to the Escrow Account established for the Town of Manitowish Waters, concerns regarding adjacent property owners' rights, sections of the bike trail along County K that lie within the Town of Winchester's boundaries. Supervisor Brownwell wants to know who is in charge at BTI since information is not being passed on to the EAU employees doing the work. Why are we talking to Dale White?

Stop signs at the intersection of Hwys W&K: A small stop sign has been placed at the southeast corner of the intersection; however, the northeast corner still has no stop sign.

2020 Road Work Construction: After the road inspection in May, Supervisors Brownwell & Wainio feel that Kling Road, Mud Lake Road, Old Hwy W, Lakeshore Drive, Logan, and a section of Rainbow Roads need attention. Before posting for bids the board needs more information on the proper choice of either cold rolled or hot mix on these roads. Besides Delmore Construction, there is a firm in Rhinelander, Town & Country Engineering that advises municipalities on the advisability of road surface types. Supervisor Wainio will try to arrange for a representative to attend the August meeting regarding this type of service.

Town Facility usage: Supervisor Brownwell made a motion to keep the Town Hall, offices, Library and Community Room and Park Pavilion closed until after the August 3rd Board meeting. Chairman Discianno seconded the motion which was approved 3-0.

Operator License Renewals: No additional renewals have been received by the clerk, so no action was taken.

NEW BUSINESS

Proposed Ordinances received from Planning Commission: Supervisor Wainio read the "Finance" ordinance as written by the Planning Commission. Supervisor Brownwell made a motion to adopt the ordinance as presented, Chairman Discianno seconded. Vote to adopt the Finance ordinance:

Brownwell aye; Discianno aye; Wainio aye

Supervisor Wainio then read the proposed ordinance to allow destruction of public records. Chairman Discianno made a motion to adopt the ordinance which Supervisor Brownwell seconded. The ordinance was adopted as follows: Discianno aye; Brownwell aye; Wainio aye.

Ordinance Requests for Planning Commission: The Planning Commission's June meeting agenda included utilizing Winchester Town roads to connect to the ATV trails in Iron County and the Upper

Peninsula of Michigan, however the commission members consensus was to open up all town roads to use by ATV/UTV/Golf Carts. After discussion, Supervisor Brownwell made a motion for the Planning Commission to write an ordinance allowing ATV/UTV use on Town roads. Supervisor Wainio seconded the motion which passed 3-0. Chairman Discianno requested the review and clarification of the fines included in the Nuisance Ordinance. Supervisor Brownwell made a motion to have the Planning Commission write an ordinance to only require 1 fire inspection annually. Chairman Discianno seconded the motion, which passed 3-0.

Appointment of Planning Commission Member: The only letter of interest was received from Craig VanArk. Supervisor Wainio made a motion to appoint Mr. VanArk to the Winchester Planning Commission for a three-year term. Supervisor Brownwell seconded the motion. Mr. Discianno, Brownwell and Wainio all voted in favor of the appointment.

Repairs to façade of bridge between North & South Turtle Lakes: Mr. Discianno reported that 2011-12 was the last time anything was done here. Questions were raised on whether the Turtle Lakes Assn. (TLCA), which did the original façade work was responsible for the upkeep. TLCA President Mike Bantz who participated via Zoom did not believe the TLCA had committed to the maintenance but assured the Town Board that the Association would be willing to donate to help with the expense. Supervisor Brownwell made a motion to post for bids to make the necessary repairs. Supervisor Wainio seconded the motion and the vote to approve was 3-0.

Noseum Boat Landing Repairs: Supervisor Wainio explained that the Town Crew simply needs to add some gravel on the road and cut some trees that have fallen and are laying inches from the roadway.

Projects for Town Crew: Supervisor Brownwell gave Chairman Discianno a written list.

2020 Annual Town Meeting: No date was set due to the continued uncertainties posed by the COVID-19 pandemic.

New Flagpole(s) for E.S. Building: Supervisor Wainio presented some information on costs of 20-30-foot-high flagpoles to supplant or replace the one flagpole in front of the E.S. Building. Fire Chief John Melzer will advise Mr. Wainio the sizes of the 3 poles at the new Manitowish Waters Fire Company station, and Supervisor Wainio will research alternate flagpole suppliers. It was agreed that a 4' X 6" American Flag is the appropriate size to fly at the E.S. Building. The Fire Dept will remove the 2 cedar poles which held the Fire/EMS placard and install the placard on the exterior wall of the Fire station drive-through bay.

Purchase of Fire Dept. Tanker Chassis: Fire Chief John Melzer explained that the entire cost of building the tanker is not finalized, but he has received a price on the chassis from Peterbilt. He is working with Pierce, Stainless Mfg., and US Tank to build the body. After reducing the price of the chassis by approximately \$66,000, the entire unit should cost the Town approximately \$274,000 - \$334,000. After putting the new tanker into operation, the ISO rating for Winchester should drop by at least 1 point and possibly 2 rating points, lowering homeowners' insurance costs. Zoom attendee Lee Stengel questioned the life span of the tanker. Chief Melzer explained that NFPA does not place a shelf life on tankers like on engines, but we can easily expect the equipment to serve the community for 30+ years. Supervisor Wainio made a motion to purchase a Peterbilt 348 chassis at \$112,134. Chairman Discianno and Supervisor Brownwell simultaneously seconded the motion. Chairman Discianno, Supervisor Brownwell, and Supervisor Wainio all voted in the affirmative. Chief Melzer thanked the Town Board for their support.

Temporary Class "B" License application by Fire Dept.: Supervisor Wainio made the motion to issue a Temporary Class "B" Beer License to the Winchester Fire Dept for use at the Picnic in the Park to be held on July 11, 2020 at the Town Park. Supervisor Brownwell seconded the motion which was approved on a 3-0 vote.

Supervisor Wainio made the motion to issue a Temporary Class "B" Beer License to the Winchester Fire Dept for use at the Boat Parade July 11, 2020 at the bridge between North & South Turtle Lakes. Supervisor Brownwell seconded the motion which was approved on a 3-0 vote.

Employee Handbook Review with employees: After being assured by Chairman Discianno that he will provide written input from the Town Crew to Clerk Wainio by Monday July 20th, it was agreed to hold the review 8:30 A.M. on Wednesday July 22, 2020 at the Town Hall. Clerk Wainio will distribute the paperwork to Supervisors Brownwell and Wainio so that it can be evaluated prior to the meeting.

Future Agenda Items: Supervisor Wainio was advised that he did not need to add replacement of door into the original portion of the Fire station to a future meeting agenda, but was instructed to go ahead and order the door and hardware needed to install the door into the block wall.

At 9:34 PM the meeting was adjourned to public participation on a motion by Supervisor Brownewell, seconded by Supervisor Wainio.

Lee Stengele, John Melzer, and Mike Bantz thanked the Town Board for a productive meeting. The meeting returned to open session at 9:35 PM.

Supervisor Wainio made a motion to approve vouchers #29522 through 29556 for a total of \$70,689.38. Supervisor Brownewell seconded the motion which was approved 3-0.

The meeting was adjourned at 9:36 P.M.

Respectfully submitted,
Joan Wainio, Town Clerk

MINUTES OF THE JULY 22, 2020 SPECIAL TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY
Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 8:30AM on Wednesday July 22, 2020 at the Winchester Town Hall Those present were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio, and Town Crew members Joe Moll & Bill Sell.

Supervisor Brownwell motioned to approve the agenda as written, Supervisor Wainio seconded. Motion approved 3-0.

Old Business

At 8:31 AM Chairman Discianno made a motion to go into closed session under SS19.85(c), Supervisor Wainio seconded, motion approved 3-0.

At 10:20AM the meeting reconvened on a motion by Supervisor Wainio, seconded by Supervisor Brownwell. The Board reported that the following changes will be made to the Employee Handbook presented and explained to Joe Moll and Bill Sell (Town Crew) on December 20, 2019:

- 1) Compensation, Section B, paragraph 9 of the new manual will be replaced by paragraph 3 of the 2014 manual
- 2) There will be 8 paid holidays per year, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve and Christmas Day
- 3) Work Guidelines Section B, subsection, a purchasing authority will be raised from \$500 to \$1,000.

The Town Crew will present their suggestions on how the current normal workweek consisting of five eight-hour days Monday through Friday, with work hours of 5:00 AM – 1:30 PM will be changed to provide coverage after 1:30 PM. The proposal(s) from the Town Crew are to be delivered to the Town Board by August 1, 2020.

The meeting was adjourned at 10:22AM

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE AUGUST 3, 2020 TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 7:00 PM on Monday August 3, 2020 at the Winchester Municipal Building. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio, reporter Kayla Houp of the Lakeland Times newspaper, Jeff Delmore of Delmore Consulting, Mark Barden representing Town & Country Engineering along with many others via Zoom.

Supervisor Wainio moved to accept the agenda at the discretion of the Chair, seconded by Supervisor Brownwell. The motion was approved 2-0.

Minutes of the July 6, 2020 regular meeting were approved 2-0 on a motion made by Supervisor Brownwell and seconded by Supervisor Wainio.

Clerk Wainio read the treasurer's report as prepared by Treasurer Geri Sell. Supervisor Brownwell made the motion to approve the report as read, Supervisor Wainio seconded the motion which was approved 3-0.

SUPERVISOR REPORTS:

Supervisor Brownwell

Library: The Library Board is still looking at options for utilizing some of the cash donations they have received.

Transfer Site: A new service has been found to handle the oil disposal; Don Melzer has cleaned up the excess miscellaneous donated items for re-use. Supervisor Brownwell presented \$170.00 in disposal fees to Clerk Wainio for Treasurer Sell to deposit, noting that it is getting close to the end of the season for this service.

Park: The park restrooms are closed at this point and will probably stay closed for the rest of the season. Unless the water heater can be repaired it will have to be replaced.

Lakes Committee: Although Supervisor Brownwell was not able to participate, the Lakes Committee met on July 30th. They will be requesting Town Board approval of new representatives for Adelaide Lake, Blaze Burton, and Harris Lake, John Grimmer at the next regular Town Board meeting.

Supervisor Wainio

Cemetery Committee is scheduled to meet Wednesday August 12th.

Fire Department: Has purchased the LIFEPAK 15 and the EMT/EMRs received training from the manufacturer on July 7th. The department checked the operation of its' portable equipment in June.

The Planning Commission met on July 7th via Zoom and began discussing a possible ATV/UTV ordinance. are presenting two new ordinances to the Town Board for discussion and possible approval tonight. No action was taken on an ATV ordinance. It was determined that golf cart operation on town roads will have to be handled separately under what DOT refers to as Low Speed Vehicles. They will continue to research both ordinances. The joint ordinances with Presque Isle pertaining to Papoose Lake will need to be re-written to comply with DNR water regulations.

Chairman Discianno

Ron Behnke fabricated 3 vent stack supports for our metal roofs which were damaged by snow sliding off the roofs last Winter. Chairman Discianno met with Vilas County Highway Commissioner Nick Scholtes to discuss tree removal along County W to improve the sight line by the Emergency Services Building.

The Town Crew is in the process of moving all equipment into the garages along with removing debris on the garage property, and Chairman Discianno gave the Supervisors' project request list to Joe & Bill.

Reinders of Minocqua will be planting the tree donated by the Lions Club towards the end of August. If enough Lions Club members feel comfortable in this COVID-19 environment, they will be donating labor to stain the benches in the park.

CORRESPONDENCE:

Chairman Discianno read an anonymous complaint regarding the property at G2058 (new number 7763) Townsite Road under Winchester Ordinance #2018-11. Chairman Discianno will be contacting the owner of the property after an inspection.

NEW BUSINESS

1) *Road Consultants Presentations:* To accommodate the representatives from Delmore and Town & Country, Chairman Discianno turned the floor over to them. Jeff Delmore gave a detailed Power Point presentation of the services offered by his company. Mark Barden advised the board that his company

works across the state and most recently in our area with Boulder Junction and Three Lakes. After answering questions from the board and the public, the representatives suggested that the Town of Winchester submit an RFP (Request for Proposal) to their firms if there is any interest.

2) *Swearing in of Planning Commission Member*: Chairman Discianno administered the oath of office to Craig VanArk as member to the Planning Commission in place of resigned member Andrew Harris.

OLD BUSINESS

1) *Road/Lane name changes*: There were no road/lane name changes to discuss.

2) *Town Garage Updates*: PhaseOne completed installation of the exterior corners, finished the metal trim around the PTAC (air conditioning unit) and the office trim. Specs are needed to advertise for bids to install concrete aprons on the garage. Chairman Discianno will handle this.

The Salt/sand shed construction is scheduled to begin August 24th.

Pictures of damage to the overhead door trim and first panel of the wall on the North side of the building by the overhead door were sent to Ray Kilty to acquire the correct material for repairs. Bollards will also have to be installed when the repairs are made.

3) *Emergency Services Bldg. Updates*: Parking lot was striped since the last meeting; however, the handicap spot needs to move over one space to the North. Chairman Discianno will contact Austin of Pitlik & Wick to request this change. Supervisor Wainio brought up the installation of a dusk to dawn sensor at the front entrance again. Chairman Discianno will talk to BJ Bauers regarding installation. Supervisor Wainio noted that members of the Fire Dept. had removed the post which held the Emergency Services sign by the southbound exit to the building, noting that the electrical conduit that served the sign needs to be pulled or cut and capped, also noting that electrical service needs to be brought to the location of the electronic sign to supply light for the American Flag.

4) *Gutters/Ice Control at E.S. Bldg.*: Chairman Discianno received a text message from R&B clarifying their pricing for only 2 sections of the Fire Department and the front door area of the office addition would total \$2500. Badger Seamless Gutters bid for the same areas was \$1225-\$1325. During his conversation with Highway Commissioner Nick Scholtes, Chairman Discianno found out that the Highway Department garage has ice control on their membrane roof. Mr. Scholtes is to call Chairman Discianno with information on the product. Chairman Discianno made a motion to award Badger Seamless Gutters the project to install 139' of gutters including downspouts at an estimated cost of \$1225, not to exceed \$1325. Supervisor Wainio made the second which was approved 3-0.

5) *Brunell & Strebe Road Repairs*: Chairman Discianno will coordinate a meeting between the Town Board and Pitlik & Wick (P&W) to walk Brunell & Strebe Roads to determine how to correct the cracking problems. Brunell Rd sustained some damage by a contractor working on some food plots located adjacent to the road. They will be asked to park somewhere else than on the road in the future. Neighbor Eugene Schellinger questioned whether part of the problem lies in the fact that the shoulders of the road are so soft that they are not supporting the asphalt. Supervisor Wainio requested that P&W supply the board with the specification used to build the road since the job was handled entirely by Bike Trails Inc. (BTI). Chairman Discianno will request the information be brought to the meeting he is scheduling with P&W. Supervisor Brownwell is in the process of coordinating a meeting between BTI, EAU and 4 property owners along the bike route/trail who have concerns on effects to their properties since this road paving and trail along County W was completed.

6) *Bike Trails Inc. Maintenance Agreement*: Chairman Discianno advised the supervisors that due to the fact that this is a contract, the suggestions for change will have to be made in writing and presented to our attorney Greg Harrold who will review and then present to BTI for response.

7) *Missing bike trail stop sign*: A stop sign has still not been installed for the where the bike trail crosses County K from the parking lot of Smokey's. A suggestion was made to add it to the current post for the roadway stop sign.

8) *2020 Road Work construction plan*: The current estimate to reconstruct a mile of road is \$150,000. No action will be taken until further information is received from the road consultants.

9) *Public use of town facilities*: Due to the spike in local COVID cases, there will be no change in the current board policy.

10) *Crack Sealing Projects*: It appears that the best fix for West Birch Lake Rd. will be reconstruction. Based on the bids opened at the July 6, 2020 meeting, Supervisor Wainio made a motion to award the bid to Fahrner at \$5,236.65 for crack sealing. Supervisor Brownwell seconded. The motion was approved 3-0. Supervisor Wainio then made a motion to have Fahrner perform flex patching on the roads except for W. Birch Lake for \$3,164.80 which was seconded by Supervisor Brownwell and approved 3-0.

- 11) *E.S. Building Flagpoles*: After discussion Supervisor Brownwell made a motion to purchase 3 flagpoles; 1-30' and 2 25' for a total price of \$2,432.89 less sales taxes. Chairman Discianno seconded the motion. Motion approved 3-0.
- 12) *North/South Turtle Bridge façade repairs*: Tabled for more information.
- 13) *2020 Annual Meeting Date*: Tabled due to COVID-19.

NEW BUSINESS:

- 3) *Loan application for Fire Dept Tanker purchase*: Awaiting paperwork from the Board of Commissioners of Public Lands. No action could be taken.
- 4) *LIFEPAK 15 Maintenance Agreement*: Supervisor Wainio made a motion to pay \$4,589.00 from the Ambulance budget for a 3-year maintenance agreement to cover the LIFEPAK 15 purchased from the donations received by the Fire Department. Supervisor Brownwell seconded and the motion was approved 3-0.
- 5) *Future Agenda Items*: Request for Proposal (RFP) from road consultants.

The meeting was adjourned to public participation at 9:14PM and reconvened at 9:15PM

Supervisor Brownwell made a motion to approve vouchers #DDDonMelzer to EFT0689. Supervisor Wainio seconded the motion. Motion approved 3-0.

The meeting was adjourned at 9:19PM

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE SPECIAL TOWN BOARD MEETING
AUGUST 13, 2020
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 4:30 PM on Thursday August 13, 2020 at the corner of County W and Brunell Rd. Participating were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio and Jake from Pitlik and Wick.

Supervisor Brownwell motioned to accept the agenda as presented. Supervisor Wainio seconded the motion which was approved by all.

OLD BUSINESS:

Repairs to Brunell and Strebe Roads:

After walking the roads in question, Jake informed the board that the longitudinal cracks were caused by the subgrade, not by Pitlik & Wick's work. Pitlik & Wick agreed to crack seal both roads this year in order to repair.

Amended bid from Fahrner:

Due to the removal of crack sealing on West Birch Lake Road at the August 3, 2020 meeting, the bid from Fahrner for the remaining work was amended. Supervisor Brownwell made a motion to approve the bid dated 8/7/20 for a total of \$12, 276.79. Supervisor Wainio seconded the motion which was approved 3-0.

Meeting adjourned at 5:35PM.

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE SPECIAL TOWN BOARD MEETING
AUGUST 27, 2020
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 4:30 PM on Thursday August 27, 2020 at the corner of County W and Brunell Rd. Participating were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio and Dale White representing BikeTrails, Inc.

Chairman Discianno motioned to accept the agenda as presented. Supervisor Wainio seconded the motion which was approved by all.

OLD BUSINESS:

Bike Trail Updates/Repairs:

Concerns expressed by landowners Mike Barton re. water pooling on his driveway after the blacktopping of Brunell Rd, changes at the entrance to Eugene Schellinger's business at Brunell Rd and Cty W, and change in the water flow from Cty W onto Town property in front of the old garages and Thirty Point Trading Post & Tap were all denied by Dale White. Dale White will shoot the grade levels where the bike trail crosses County W to show the water flows as it always did.

Lee Stengele has requested that the bike trail maintenance workers blow debris away from his property rather than the current practice of blowing the debris onto his property; Dale White was reminded again that a stop sign needs to be installed where the bike trail crosses County K from Smokey's parking lot.

Meeting adjourned at 5:15PM.

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE SEPTEMBER 7, 2020 TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 7:00 PM on Monday September 7, 2020 at the Winchester Municipal Building. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio, Treasurer Sell via Zoom; Rolf Ethun representing the Lakes Committee, and town residents both in person and via Zoom.

Supervisor Brownwell moved to accept the agenda at the discretion of the Chair, seconded by Supervisor Wainio. The motion was approved 2-0.

Minutes of the July 22, August 13, and August 27, 2020 special meetings along with the August regular board meetings were approved 3-0 on a motion made by Supervisor Brownwell and seconded by Supervisor Wainio.

Supervisor Wainio motioned to approve the Treasurer's report as given by Treasurer Sell. Supervisor Brownwell seconded the motion which was approved 3-0.

SUPERVISOR REPORTS:

Supervisor Brownwell

Transfer Site: Supervisor Brownwell presented \$190.00 in disposal fees to Clerk Wainio for Treasurer Sell to deposit and reminded everyone that this service will be ending for the season by early October. New signs will be made to differentiate the metal and electronics bins. The final brush day for the season will be held Sunday October 11th from 9AM-1PM.

Lakes Committee: The Conterra report and new reps to the committee are agenda items. The next lakes to be surveyed are Pardee and Circle Lily. Questions were raised about utilizing a cleared area along Papoose Lake Road for parking vehicles and launching canoes and kayaks. That site was improved, and a dry hydrant was installed at the location by the Winchester Fire Dept. to access water for fire suppression. The location is not to be used for lake access by the public and signage is posted there with this information along with a notice that it is a tow-away zone.

Bike Path: Problems caused by the construction of the bike path along Hwy W are being addressed. Vilas County Highway Commissioner Nick Scholtes will be in the area to survey how the water was diverted along the route. If the normal water flow has been disrupted in any way that will need to be corrected.

Supervisor Wainio

Cemetery Committee: Held their annual meeting 8/12 and decided to increase the cost of plots to be consistent with the surrounding Towns. New signage will be installed banning dogs and activities like skate boarding. Benches will only be allowed in an area around the flagpole and anything done at the cemetery has to be within the dimensions of the owner's plot.

Fire Department: Trained on water shuttle operations in July at Pardee Lake with the cooperation of a landowner. The department wants to remind all landowners to keep all driveways cleared to access the property for any emergency call, or response time may be reduced. There were multiple ambulance calls including mutual aid for the surrounding towns.

The Planning Commission August meeting held via Zoom discussed and worked on proposing an ordinance to allow ATV/UTV, and slow-moving vehicles on town roads, but nothing is ready to present to the Town Board.

Chairman Discianno

The Town Crew is requesting internet access at the new garage and a computer to use for ordering supplies. The crew has cleaned up the garage property and the Fire Department will be picking up the trailer that had been used to transport the mower. Ron Behnke completed the workbench in the new garage.

Don Melzer will be using the red pick-up to move appliances and other items to Hwy G for disposal instead of his own vehicle. After the Labor Day weekend there was an overflow of garage at the transfer site. Don Melzer contacted Eagle Waste on Thursday 9/3 advising of the situation

The Town will hire someone to remove a dying tree that is threatening a home next to town property along W. Birch Lake Road.

Austin of Pitlik & Wick will correct the placement of the handicap parking spot at the Emergency Services building (E.S.Bldg.) by the Town Office.

Messages have been left for BJ Bauers regarding the bad photocell on the bridge lights and the request to install a dusk to dawn sensor on the entrance light to the Town Office. The Town will be looking at options rather than replacing the rotten boards on the Turtle Lake bridge façade.

The tree being donated by Reinders will soon be planted with funds donated by the Lions Club.

A letter was sent to the property at 7763 Townsite Road informing the owners of violations to the Town Nuisance Ordinance.

Mike Bantz presented a sign he made and is donating to the Town notifying Transfer Site users of holidays the Transfer Site will be closed. The Board and meeting participants thanked Mr. Bantz for his donation.

Correspondence: A Thank You card and note was received from the intern who worked on the lakes surveys expressing his appreciation for the opportunity to work with the Town and Discovery Center on the project. Several letters and emails have been received regarding the proposed ATV/UTV and Slow-Moving Vehicle ordinances. Whether delivered to the Planning Commission, individual Town Board members or the Town Office, they have been distributed to all Town Board members for their review and are available at the Town Office for the public. Input has been received from registered voters, non-resident landowners, businesspeople, and non-residents with questions and opinions both for and against the use of town roads in this manner.

New Business

6) *New Flagpoles:* At 7:25 PM Chairman Discianno, Supervisors Brownnewell and Wainio moved outside to determine the location of the new flagpoles which were purchased and received.

Old Business

1) *No road/lane changes*

2) *Town Garage:* The crew found sufficient material to repair the North Wall of the garage.

Chairman Discianno has contacted and will continue to contact various vendors regarding the potential for cement entryways at the garage. This will probably not be completed until 2021.

A&B Construction is ready to begin constructing the salt shed. They have contracted with Thrasher to compact the site and will compact the gravel driveways for the garage while they are here.

3) *Ice Control at E.S. Bldg.:* We are trying to get someone from CustaFoam in Mauston here to install the controls. If not available, Lakeland Roofing is looking for someone in the area to do the job.

4) *Maintenance Agreement with Bike Trails Inc. (BTI):* Chairman Discianno has emailed the concerns discussed to Attorney Greg Harrold for review and transmission to BTI.

5) *COVID-19 restrictions:* Supervisor Wainio made a motion to continue the restrictions put into place in March. Chairman Discianno seconded the motion which was approved 3-0.

6) *Road Management Consultant:* Supervisor Brownnewell made a motion to accept the proposal from Delmore Consulting for all 4 items at a cost of \$15,500 for the initial year. Supervisor Wainio seconded the motion which was approved 3-0.

7) *Annual Meeting Date:* Supervisor Wainio made a motion to hold the 2020 Annual Meeting of the Town of Winchester at 7:00 PM on Monday October 19, 2020 at the Winchester Town Hall. Supervisor Brownnewell seconded the motion which was approved 3-0.

New Business

1) *New Lakes Committee Reps:* Supervisor Brownnewell made a motion to approve the appointment of the following representatives to the Lakes Committee: Blaze Burton, Adelaide Lake; and John Grimmer, Harris Lake. Supervisor Wainio seconded the motion. Chairman Discianno, Supervisor Brownnewell & Supervisor Wainio all voted aye.

2) *Joint Papoose Lake ordinances with Presque Isle (P.I.):* Supervisor Brownnewell made a motion to send P.I. Joint Ordinance 505 and 506 to the Planning Commission for review and revision. Chairman Discianno seconded the motion which was approved 3-0.

3) *Comprehensive Lake Management Plan:* Because this document is 89 pages long and the result of 6 years work, Supervisor Brownnewell made a motion to table this in order that the Board can review it properly. Supervisor Wainio seconded the motion. The motion was approved 3-0.

4) *Loan Application for Fire Dept Tanker:* Supervisor Brownnewell read the preamble and resolution to borrow \$100,000.00 from the Board of Commissioners of Public Lands for 10 years at 3% interest. Supervisor Wainio made the motion to approve the resolutions approving and authorizing an application for the loan and to levy taxes sufficient to pay the annual installments of principal and interest which Chairman Discianno seconded.

Chairman Discianno voted aye, Supervisor Brownnewell voted aye and Supervisor Wainio voted aye.

Motion passed unanimously.

5) *Sale of liquor license to the Town of Presque Isle*: Both Chairman Discianno and Clerk Wainio were approached by the individual interested in procuring a "Class B" liquor license for use at a property in P.I. Chairman Discianno also had a conversation with the P.I. Town Chairman on the subject, however a formal request has not been received from the Town Board of P.O. Supervisor Wainio made a motion to table until the Town Board of Presque Isle acts on the matter. Supervisor Brownwell seconded, motion to table passed 3-0.

7) *Offer to paint old Town Garages*: After discussion including problems with painting the metal siding on one of the garages, Supervisor Wainio made a motion to table. Chairman Discianno seconded the motion which was approved 3-0.

8) *Inspection & Inventory of Town Assets*: After a drive around town, Supervisor Wainio suggested that the Town Board needs to assess the property and equipment owned by the Town, including boat landings and necessary upgrades, requesting the County Forester determine what timber cutting is in order, possible consideration of trading land with the DNR, etc. All agreed this was a good suggestion and will set a date to proceed in the future.

9) *Black Bins stored at old Recycling Site*: Rather than leaving these items sit in the sun and deteriorate, they will be moved to the Transfer Site on County W for use in the trailer, or possible sale.

10) *2021 Budget*: The Town Board will meet at 8:00 AM on Wednesday September 16th at the Town Hall to begin work on the 2021 budget.

11) *Future Agenda Items*: Moving fuel tank at Town Garage, input from townspeople on ATV/UTV/SMV ordinances, findings of town property assessment including possible property swap(s)

Chairman Discianno moved to adjourn to public participation at 8:36PM. Supervisor Brownwell seconded, approved by all.

The meeting was reconvened at 8:53PM on a motion by Chairman Discianno, seconded by Supervisor Brownwell and approved 3-0.

Supervisor Wainio made a motion to approve vouchers QB Payroll 8/3 through EFT0745 totaling \$146,234.20. Supervisor Brownwell seconded the motion, approved 3-0.

The meeting was adjourned at 8:55PM

Respectfully submitted,
Joan Wainio, Town Clerk

MINUTES OF THE SEPTEMBER 16, 2020 SPECIAL TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY
Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 8:00AM on Wednesday September 16, 2020 at the Winchester Town Hall. Those present were Chairman Discianno, Supervisor Brownewell, Supervisor Wainio, and Clerk Wainio. Supervisor Brownewell motioned to approve the agenda as written, Supervisor Wainio seconded. Motion approved 2-0.

New Business

1: Review 2020 Budget to prepare for developing 2021 Budget: The board reviewed the 2020 budget to date. Some items to review and consider for 2021 included advertising for a substitute Transfer Site Attendant, cost to purchase a gate to be installed at the garage property line on Town Shed, requesting information from Vilas County Mapping to estimate which roads still need readdressing, expansion of the parking lot of the Emergency Services building including a new exit driveway. The board will meet Wednesday September 23, 2020 at 8:00AM to continue work on the 2021 budget and meet in closed session with employees Joe Moll, Bill Sell and Don Melzer to perform annual employee reviews.

The meeting was adjourned at 11:35AM

Respectfully submitted,
Joan Wainio, Town Clerk

MINUTES OF THE SEPTEMBER 23, 2020 SPECIAL TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY
Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 8:00AM on Wednesday September 23,2020 at the Winchester Town Hall. Those present were Chairman Discianno, Supervisor Brownewell, Supervisor Wainio, and Clerk Wainio, employees Joe Moll, and William Sell.

Supervisor Brownewell motioned to approve the agenda at the discretion of the Chair, seconded by Supervisor Wainio approved 2-0.

Supervisor Wainio moved to go into closed session under SS19.85(c). Chairman Discianno made the second, approved 3-0.

The Board reconvened into open session at 9:50 AM and reported they reviewed the job performances and feedback from employees Joe Moll and Bill Sell, requesting the Town Crew develop a calendar of their activities.

The board continued to work on the 2021 budget. Supervisor Brownewell will request further clarification of the Library Board's 2021 budget request.

The meeting adjourned at 11:08 AM.

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE OCTOBER 5, 2020 TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 7:00 PM on Monday October 5, 2020 at the Winchester Municipal Building. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio, Treasurer Sell via Zoom; Emily Heald of the Discovery Center, Rolf Ethun representing the Lakes Committee, Phil Harris of Presque Isle, town residents both in person and via Zoom along with reporter Brian Jopek via Zoom.

Supervisor Brownwell moved to accept the agenda at the discretion of the Chair, seconded by Supervisor Wainio. The motion was approved 2-0.

Minutes of the September 7 regular board meeting and September 16th special meeting were approved 2-0 on a motion made by Supervisor Wainio, seconded by Supervisor Brownwell.

Supervisor Wainio motioned to approve the Treasurer's report as given by Treasurer Sell after correcting the printed date from September 7 to October 5, 2020. Chairman Discianno seconded the motion which was approved 3-0.

SUPERVISOR REPORTS:

Supervisor Brownwell

Transfer Site: Supervisor Brownwell presented \$100.00 in disposal fees including the \$30 start-up bank to Clerk Wainio for Treasurer Sell to deposit, and apologized for any inconvenience caused due to the fact that Eagle Waste removed the electronics bin earlier than expected.

Lakes Committee: Emily Heald is on the agenda for presentation of the Discovery Center report.

Library: After serving 7 years Nancy Johnson has resigned from the Library Board. A replacement is being sought to fill her spot. The Library Board submitted their 2021 budget request to Supervisor Brownwell and reported the new copier is on back-order.

Town Park: Will be winterized by the town crew and closed for the season this month.

Chairman Discianno reported the Lions Club conceived a 5 year plan for improvements their club would like to make to the Winchester Town Park:

- 1) Add pea gravel under the playground equipment
- 2) Work with the Discover Center to repel geese from the area
- 3) Replace the permanent grills
- 4) Pain the old pavilion
- 5) Install fans in the new pavilion
- 6) Enclose the new pavilion with roll-up doors

Supervisor Wainio

Fire Department: The department continues to answer calls as needed and will be participating in training required under SPS 330 in October.

The Planning Commission completed a draft ATV/UTV ordinance in September which will be sent first to the Town attorney for review and then to the DNR and State Patrol before being returned to the Town Board for consideration. The joint Papoose Lake ordinance with Presque Isle is under review.

Chairman Discianno

Vilas County Highway Commissioner Nick Scholtes will be retiring in a few weeks, but has assured Chairman Discianno that county will perform tree clearing in the right-of way North and South of the Town Hall as discussed. Troy Schalinske will take over the commissioner responsibilities temporarily.

Repaving of County W from Hwy 51 to County K will start this week with millings being stored during the work by the Winchester garage.

Fahrner has completed the contracted crack sealing on Winchester town roads.

The Nuisance Violation at 7763 Townsite Rd has been resolved.

The town's Cub Cadet mower was repaired by Don Melzer and is ready to go.

Correspondence: Additional correspondence has been received by the Town regarding the proposed ATV/UTV ordinance along with a letter from Mike Bantz complimenting Chairman Discianno for his civic mindedness in improving the aesthetics of the town.

Old Business

- 1) *No road/lane changes*
- 2) *Town Garage:* Chairman Discianno received 3 estimates to pour cement entryways for the overhead and entry doors: 1) Aili Concrete of Hurley \$15,730.00 2) MB Concrete \$19,220.00 3) Baeseman

Construction \$16,850.00. Chairman Discianno will contact the contractors to verify these prices will be held until 2021 when the work will be done.

A&B Construction will return November 9th to complete the Sand Shed.

3) *Snow Guards and Roof Repairs E.S Building.*: Badger Seamless Gutters will be installing the gutters on Tuesday October 6th. Since the Town Board is not aware what company installed the membrane roof on the Fire Dept. drive-through bay, Chairman Discianno requested a rep from CustaFoam inspect it after receiving a referral from Nick Scholtes of the Vilas County Highway Dept. Upon inspection it was determined that a percentage of the repair work needed is because of things that were not done properly. Time and materials for roof patching alone is \$6,431.00; just installation of snow guards is \$8,606.00. Supervisor Brownwell asked how many snow guards were included in the quote. Chairman Discianno was not sure of the exact count and Supervisor Brownwell commented that based on his personal experience we need to be sure there are adequate snow guards or they will be ineffective. After discussing the warranty effects of having a contractor other than the original installer make any repairs, the Board will make further attempts to find the installer. Supervisor Wainio made a motion to table discussion, seconded by Chairman Discianno. Motion was approved 3-0.

4) *Transfer of Liquor License*: Clerk Wainio discussed the status of our available liquor licenses with a Wisconsin Department of Revenue Alcohol Licensing agent and determined that none of Winchester's liquor licenses are considered "Reserve Licenses", and therefore are not transferrable to another Town. Phil Harris, the Presque Isle businessman desiring the license indicated he felt that our interpretation was not correct. Supervisor Brownwell motioned to table discussion, Supervisor Wainio seconded and the motion passed 3-0.

5) *Maintenance Agreement with Bike Trails Inc. (BTI)* No response has been received from Attorney Greg Harrold since the letter was sent to BTI. Dale White informed Chairman Discianno BTI only meets quarterly so there has been no action.

6) *Bike Trail*: Due to drainage problems caused by the installation of the bike trail at the Brunell/old Town Shed Road crossing, BTI agreed to the installation of a 6'6" French drain to be installed by our Town Crew. BTI purchased the stone required, we will bill them for the time spent by the crew for installation of the drain. Dale White informed Chairman Discianno that BTI will be adding more driveway signs along the trail. In response to our direction to install a stop sign on the trail at the northwest corner of Hwys K&W, BTI will put a stop sign at the north end of Smokey's parking lot. Both Supervisors Brownwell and Wainio insisted that the stop sign must be located at the road intersection. Supervisor Brownwell reiterated the request for the stop sign was placed 4 months ago, and the Board should not act on any additional requests from BTI including the request for a crossing at Papoose Lake Road until the existing problems are resolved. Changes made by BTI to Eugene Schellinger's business entrance at Brunell Road need to be corrected and the location of signage like stop signs in the right-of-way need to be addressed before Winter. Additional problems with maintenance of the bike trail need to be addressed. Chairman Discianno will contact Dale White to determine who is in charge of the maintenance crew. Due to the lack of action on the part of BTI and the liability incurred by the Town by the missing stop sign, Supervisor Wainio made a motion to have the town crew install a stop sign on the bike trail at the northwest corner of Hwys W & K. Chairman Discianno seconded the motion with a 3-0 vote to approve.

7) *Brunell and Strebe Roads crack sealing*: Pitlik & Wick's representative Jake advised Chairman Discianno that the work would be done in the next couple of weeks.

8) *Community Building use during COVID-19 alerts*: Due to the current increase in virus cases, Librarian Betty Forster reconsidered her desire to re-open the Library on a limited basis, so no action is necessary at this time. Supervisor Wainio requested that the Library Board present the Town Board with a written plan before the Community Building is re-opened to include number of persons allowed in the building at any time and what procedures will be used to sanitize the facilities, equipment and periodicals.

9) *Comprehensive Lake Management Plan*: All Board members reviewed the written plan since its presentation in September, so Supervisor Brownwell made a motion to approve the plan. Supervisor Wainio seconded the motion. Approval was 3-0.

10) *Offer to Repaint Old Town Garages*: Chairman Discianno has not received a response from Amy Kobussen. Supervisor Brownwell motioned to table discussion, seconded by Supervisor Wainio and approved 3-0.

New Business

1) *Discovery Center Aquatic Invasive Species work & 2021 funding request*: Emily Heald reported on the work done in 2020 despite the difficulties due to COVID-19 and presented a draft contract for the 2021 project. Supervisor Wainio made a motion to approve the \$15,000 contract with the North Lakeland Discovery Center for 2021. Supervisor Brownwell seconded the motion. The motion was approved 3-0.

- 2) *Broadband Committee*: Supervisor Brownwell made a motion to advertise for 5 volunteers to serve on a Broadband Committee. Chairman Discianno seconded the motion which was approved 3-0.
- 3) *ATV/UTV Ordinance*: Supervisor Wainio reported that the Planning Commission completed work on the draft ordinance. Planning Commission Chairman Jay Woolf will forward the draft to Town Attorney Greg Harrold for his legal review after which it will need to go through review and approval by the Wisconsin Department of Resources, Vilas County Sheriff Department and Wisconsin State Patrol before being returned to the Town Board of the Town of Winchester. At that time the Planning Commission will conduct a public hearing and present the ordinance to the Town Board for its decision.
- 2) *Joint Papoose Lake ordinances with Presque Isle (P.I.)*: Supervisor Brownwell made a motion to send P.I. Joint Ordinance 505 and 506 to the Planning Commission for review and revision. Chairman Discianno seconded the motion which was approved 3-0.
- 4) *Relocation of Fuel Tank at Town Garage*: The current fuel tank needs to be moved and its containment must be replaced. The Town Crew will make a recommendation as to the new location and they are requesting an additional 1,000 gallon tank with containment. If purchased the new tank will be used for on-road diesel leaving the old smaller tank for off-road diesel. Supervisor Brownwell motioned to table the discussion for more information. Supervisor Wainio seconded, motion approved 2-0.
- 5) *Bike Trail Crossing at Papoose Lake Rd and Cty W*: Supervisor Wainio moved to table the request due to additional information needed including signage on Papoose Lake Rd. Supervisor Brownwell seconded. Approved 2-0.
- 6) *Island View Road Turnaround*: Once the overhead power line is buried, the Town Crew will cut the encroaching tree. Since there are questions on the actual right-of way location, Supervisor Brownwell made a motion to have the property surveyed before any work is done. Supervisor Wainio seconded and the motion was approved 3-0.
- 7) *Zoom Use for Annual Meeting*: With the understanding that the only persons allowed to vote or make motions at a Town Meeting be physically present and qualified voters, Supervisor Wainio made a motion to transmit the meeting via Zoom for those not wishing or able to physically attend. Supervisor Brownwell seconded the motion. Motion approved 3-0.
- 8) *Future Agenda Items*: Internet hook-up at Town Garage and purchase of computer for Town Crew use, ability to use our Christmas Lights or potential to sell if not, purchase and installation of heat tapes in the gutters and downspouts to be installed on the south end of Fire

Chairman Discianno moved to adjourn to public participation at 8:36PM. Supervisor Wainio seconded, approved by all.

The meeting was reconvened at 9:08PM on a motion by Chairman Discianno, seconded by Supervisor Brownwell and approved 3-0.

Supervisor Wainio made a motion to approve vouchers QB Payroll 9/1/20 through EFT0787 totaling \$45,748.79. Supervisor Brownwell seconded the motion, approved 2-0

At 9:10 PM Chairman Discianno made a motion to go into closed session under SS19.85(1)(g) conferring with legal counsel with respect to litigation in which it is or is likely to become involved..

At 9:40PM the meeting was reconvened to open session.

Upon reconvening it was reported that on a motion made by Supervisor Brownwell, seconded by Chairman Discianno with approval of 2-0-1 abstention of Supervisor Wainio the Town Board will send Attorney Harrold a copy of the August 4th letter to the editor of the Lakeland Times to determine if any slander was committed.

The meeting was adjourned at 9:40PM

Respectfully submitted,
Joan Wainio, Town Clerk

MINUTES OF THE OCTOBER 15, 2020 SPECIAL TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY
Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 8:00AM on Thursday October 15,2020 at the Winchester Town Hall. Those present were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio, and employee Don Melzer.

Supervisor Brownwell motioned to approve the agenda at the discretion of the Chair, seconded by Supervisor Wainio approved 2-0.

NEW BUSINESS

Aili Custom Concrete, LLC contract

Chairman Discianno advised the board that Carl assured him the \$15,730.00 bid would be honored in 2021 when the work will be done. Supervisor Wainio moved to go approve the contract at \$15,730.00 with no money due until no earlier than March 2021. Supervisor Brownwell seconded the motion which passed 3-0.

OLD BUSINESS

Supervisor Wainio moved to go into closed session under SS19.85(c). Supervisor Brownwell made the second, approved 3-0.

The Board reconvened into open session at 10:05 AM and reported they reviewed the job performance and feedback from employee Don Melzer and determined pay increases for the transfer site attendant and town crew effective January 1, 2021.

The board discussed how to conduct the Annual Meeting scheduled for October 19th under the COVID-19 restrictions. Supervisor Wainio moved to table discussion on the 2021 budget, seconded by Supervisor Brownwell and approved 3-0.

The meeting adjourned at 10:12 AM.

Respectfully submitted,
Joan Wainio, Town Clerk

MINUTES OF THE OCTOBER 29, 2020 SPECIAL TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY
Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 9:06AM on Thursday October 29,2020 at the Winchester Town Hall. Those present were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, and Clerk Wainio.

Supervisor Brownwell motioned to approve the agenda at the discretion of the Chair, seconded by Supervisor Wainio approved 2-0.

OLD BUSINESS

2021 Budget: Clerk Wainio advised the board that the maximum levy allowed under State of Wisconsin limits for 2021 will be \$801,707.00. The board continued to work on developing the 2021 budget including consideration of plans to replace equipment on a scheduled basis.

The meeting adjourned at 10:48 AM.

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE NOVEMBER 9, 2020 TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 7:00 PM on Monday November 9, 2020 at the Winchester Municipal Building. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio, Treasurer Sell via Zoom; town residents both in person and via Zoom along with reporter Brian Jopek via Zoom.

Supervisor Brownwell moved to accept the agenda at the discretion of the Chair, seconded by Supervisor Wainio. The motion was approved 2-0.

Minutes of the 9/16, 9/23, 10/15, 10/29 Special meetings along with the 9/5/20 regular board meeting were approved 2-0 on a motion made by Supervisor Wainio, seconded by Supervisor Brownwell.

Supervisor Brownwell motioned to approve the Treasurer's report as given by Treasurer Sell.

Supervisor Wainio seconded the motion which was approved 3-0.

SUPERVISOR REPORTS:

Supervisor Brownwell

Transfer Site: Don Melzer participated in required Fire Department training on Saturday 10/24, so Supervisor Brownwell managed the site that day. As noted in September, the appliance/electronics bin has been removed so these items will not be accepted until the bin is returned in 2021.

Library: A proposed new member to the Library Board will be discussed under New Business.

Supervisor Wainio

Cemetery Committee: Next regular meeting will be held in the Spring of 2021.

The Planning Commission tabled discussion on the ATV/UTV ordinance until a response is received from the Town Attorney. The joint Papoose Lake ordinance with Presque Isle needs to be negotiated with the Town of Presque Isle and then sent to the DNR for approval. The Fire Department ordinance is under review. A potential fully qualified EMT attended the 10/27 training meeting where the department reviewed patient transport and use of the Israeli emergency bandage. Fire and Ambulance responded to a one-car rollover accident on County W, downed power line and several transports. Purchase of new U.S. and supporting flags will be made directly by the Town rather than through the American Legion. Additional members completed the required pump operations training through Nicolet College.

Chairman Discianno

The donated tree will be planted next year due to the weather. The crew installed a gate at the property line on Town Shed Road and will add a Dead-End sign to alert motorists.

Gutters were installed on the West side of the municipal building except for the Fire Dept. drive-through bay and on the South side of the Fire Station. The crew will order and install heat tape on the South addition. An elbow to re-direct the water flow from the gutter in front of the office will be installed.

The town crew will check the sensitivity of the automatic lights in the new garage and adjust the setting if necessary.

Correspondence: Nothing except for additional correspondence comments on the proposed ATV/UTV ordinance.

Old Business

1) *No road/lane changes*

2) *Snow Guards and Roof Repairs E.S Building.:* The installer of the membrane roof, Lake State Roofing made the necessary repairs on Thursday November 5th. The Town will be billed for the repairs since the damage was caused by ice, not improper installation, or faulty materials. We are awaiting estimates for installation of snow guards.

3) *Crack Sealing of Brunell & Strebe Roads:* Not completed to date.

4) *Offer to repaint old garages by Liz Uihlein (EAU):* Offer is still on table; metal siding is still in good shape with no chalking. Chairman Discianno received an estimate of \$1500 per building to sand, scrape, prep and apply 2 coats of acrylic paint plus \$600-\$800 in materials. Nothing will be done this year. Supervisor Brownwell is worried about lead abatement. Questions on pricing of metal siding for block building and whether we have a need for both buildings with the new garage. Supervisor Wainio made a motion to table discussion, seconded by Chairman Discianno; approved 3-0. Chairman Discianno will keep in touch with EAU.

5) *Turn around at end of Island View Road:* The tree in right of way was taken down, we are waiting for stump to be ground, power line to be buried. Survey will not be completed until Spring.

6) *Sand Shed:* A&B is scheduled to proceed with construction beginning November 16, 2020

New Business

- 1) *Library Board Member Appointment:* Supervisor Brownewell made a motion to appoint Michelle Taschek to the Winchester Library Board, seconded by Supervisor Wainio. Motion was approved 3-0.
- 2) *Internet for Town Garage:* Supervisor Wainio made a motion to have CenturyLink install an internet connection in the new Town Garage for use by the Town Crew. Chairman Discianno made the second which was approved 3-0.
- 3) *Purchase of computer for use by the Town Crew:* Supervisor Brownewell has a contact who may be willing to donate a laptop to the Town. Supervisor Wainio made a motion to instruct the Town Crew to provide the board with prices for a computer by the December 7th regular Town Board meeting. Supervisor Brownewell seconded the motion which was approved 3-0.
- 4) *ATV/UTV Ordinance Survey:* Supervisor Wainio made a motion to request the Planning Commission prepare a draft survey to be presented to the Town Board at the December 7th regular meeting for review. Chairman Discianno seconded the motion, approved unanimously.
- 5) *Maintenance Technician for Town Properties:* Supervisor Wainio suggested the board consider hiring a maintenance technician. Supervisor Brownewell motioned to table discussion for more information which Supervisor Wainio seconded. Motion approved 2-0.
- 6) *Purchase of boom attachment and plow blade for front end loader:* The Town crew has been borrowing a boom attachment from Manitowish Waters. Babick has one in stock which could be purchased for \$5,000. They are also requesting purchase of a plow attachment for the front-end loader which could be purchased from Casper Equipment at a cost of \$13,299. Supervisor Wainio motioned to table discussion until other options like checking State Surplus sales are investigated. Chairman Discianno seconded the motion. Motion passed 3-0.
- 7) *Future Agenda Items:* Possible additional use of the old pavilion at the Town Park.

The meeting was adjourned to public participation at 7:53PM.

At 7:54 the meeting was reconvened; Supervisor Brownewell made a motion to approved vouchers starting with paychecks dated October 1st through check #29708 for a total of \$37,365.11. Supervisor Wainio seconded the motion which was approved 3-0.

The meeting was adjourned at 7:56PM

Respectfully submitted,
Joan Wainio, Town Clerk

MINUTES OF THE NOVEMBER 11, 2020 SPECIAL TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY
Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 8:37AM on Wednesday November 11,2020 at the Winchester Town Hall. Those present were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, and Clerk Wainio.

Supervisor Wainio motioned to approve the agenda at the discretion of the Chair, seconded by Supervisor Brownwell and approved 3-0.

NEW BUSINESS

Tax Collector Bond: Supervisor Wainio made a motion to approve expenditure of up to \$300 for the tax bond required for collection of the 2020 tax roll. Supervisor Brownwell made the second, which was approved 3-0.

OLD BUSINESS

2021 Budget: The board and clerk reviewed the previous worksheets and adjusted to reflect revised estimates of income and expenses for the year beginning January 1, 2021. The most notable was verification from Vilas County Highway Department we will be awarded up to \$63,500 from the County Bridge Aid program. Total expense to the Town of Winchester for the projects is projected to total \$127,000 of which the Town of Winchester is liable for 50%. Intergovernmental Revenues was increased by \$63,500 and Road Maintenance was increased by \$127,000 to reflect this change. After reviewing the rest of the budget Supervisor Wainio made a motion to hold the Annual Budget Hearing to be immediately followed by a Special Meeting of the Electors on Monday November 30, 2020 at 7:00PM at the Winchester Town Hall. Supervisor Brownwell seconded the motion. The motion was approved unanimously, 3-0.

The meeting adjourned at 11:41AM

Respectfully submitted,
Joan Wainio, Town Clerk

MINUTES OF THE NOVEMBER 30, 2020 PUBLIC BUDGET MEETING
AND MEETING OF THE ELECTORS

Chairman Discianno called the meeting to order at 7:00PM. Those attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio and Clerk Wainio. There were 2 electors in attendance.

Clerk Wainio verified the meeting was properly noticed on the Town Website, at the Town Hall, Library and Transfer Site.

Chairman Discianno requested the audience to review the 2021 Budget paperwork and then ask the Board any questions regarding the budget.

Darrell Smith inquired on the decrease in proceeds of Long Term Dept to \$150,000 from \$350,000 in 2020. Clerk Wainio explained that although the electors approved borrowing \$350,000 last year, only \$200,000 was applied and approved to date since the Fire Department is still working on the design of a new tanker. The Town received the \$100,000 loan for a new Town Patrol Truck, but will not request the payout of \$100,000 for the tanker until the plans for the build are finalized. When the chassis for the tanker delivery is determined, application for the remaining \$150,000 loan will be made. The Highway Maintenance budget is being increased to cover road work planned for in 2021; the Planning Commission budget is up to reflect the costs to be incurred for the 2030 Land Use Plan and ATV Survey. The Town Board contracted to have aprons poured for the new Town Garage in 2021 resulting in cost of \$15,170 in the Municipal Garage Capital Outlay budget and Debt Retirement now reflects the payment due in March 2021 for the loan on the Patrol Truck purchased this year. Expected changes in the Fund Balances Report were discussed.

Supervisor Brownwell noted that the Town was awarded a grant totaling over \$67,000 from Vilas County towards replacement in 2021 of large culverts in Bruette Rd, Old O at No Mans Creek and Papoose Lake Rd thanks to research and completion of the grant application by Supervisor Wainio, which will result in a savings of approximately 50% of the expense to the Town.

Chairman Discianno moved to adjourn the Budget Hearing at 7:33PM; Supervisor Brownwell seconded which was approved 3-0.

Chairman Discianno then called to order the Meeting of the Electors at 7:33PM. Elector Darrell Smith made a motion to approve the agenda as presented, which Rolf Ethun seconded. Rolf Ethun made a motion to approve the 2021 levy of \$801,707 with a mil rate of 2.785153. seconded by elector Darrell Smith. The 2021 levy was approved 5 - 0

Chairman Discianno closed the meeting at 7:35PMPM.

Respectfully submitted,

Joan Wainio, Town Clerk

MINUTES OF THE DECEMBER 4, 2020 SPECIAL TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY
Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 9:00 AM on Friday December 4, 2020 at the Winchester Town Hall. Those present were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio and Jim Whittingham of Eagle Waste..

Supervisor Brownwell motioned to approve the agenda at the discretion of the Chair, seconded by Supervisor Wainio and approved 3-0.

NEW BUSINESS

Services provided Eagle Waste: Mr Whittingham reviewed the use of the compactors in 2021, commending Don Melzer our Transfer Site attendant on his job. Due to changes in the value of recyclables, Eagle Waste will no longer be accepting any recyclable plastics except #1 and 2's. All #3-7s will now simply be discarded in regular trash. Effective 1/1/21 there will be a \$20/ton charge to the Town for recyclable disposal.

Change order request #4 from A&B Construction: Supervisor Wainio made a motion to approve A&B Construction's change order #4 request in the amount of \$480.00 Supervisor Brownwell seconded the motion which was approved 3-0. Supervisor Wainio made a second motion to request a complete breakdown of the building cost for the Sand Shed from A&B Construction. Supervisor Brownwell seconded the motion. Approval of motion on a 3-0 vote.

Postage Meter Lease: After discussing various options, Supervisor Brownwell made a motion to lease a Provision S3 postage meter from FP Solutions a rate of \$47.00/month with a 3 year contract. Chairman Discianno seconded the motion which was approved 3-0.

The meeting adjourned at 10: 22AM

Respectfully submitted,
Joan Wainio, Town Clerk

**MINUTES OF THE DECEMBER 7, 2020 TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 7:00 PM on Monday December 7, 2020 at the Winchester Municipal Building. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio, Treasurer Sell via Zoom; town residents both in person and via Zoom along with reporter Brian Jopek via Zoom.

Supervisor Wainio moved to accept the agenda at the discretion of the Chair, seconded by Supervisor Brownwell. The motion was approved 2-0.

Minutes of the November 9 regular board meeting and November 11th special meeting were approved 3-0 on a motion made by Supervisor Brownwell, seconded by Supervisor Wainio.

Supervisor Brownwell motioned to approve the Treasurer's report as given by Treasurer Sell.

Supervisor Wainio seconded the motion which was approved 3-0.

SUPERVISOR REPORTS:

Supervisor Brownwell

Transfer Site(TS): Supervisor Brownwell presented a final check from the TS to Treasurer Sell to deposit. Due to the lack of value in recyclables, Eagle Waste will no longer be accepting plastics #3-7, they will be placed in regular trash and there will be a \$20/ton charge increase for recyclable disposal.

Lakes Committee: Emily Heald is on the agenda for presentation of the Discovery Center report.

Supervisor Brownwell reminded everyone the TS will be closed on New Year's Day, Fourth of July, Thanksgiving Day and Christmas Day WHEN THE HOLIDAY FALLS ON SUNDAY, MONDAY, THURSDAY OR SATURDAY.

Library: The Library Board decided to open the Friday and Saturday after Thanksgiving to distribute gift cards purchased from Imaginarium.

Supervisor Wainio

Fire Department: The department responded to a rollover and downed power line along Cty W. The Ambulance Dept transported 2 COVID-19 patients utilizing proper PPE along with additional standard calls.

The Planning Commission: is presenting the proposed draft ATV/UTV ordinance, survey and survey letter Under New Business. The cost for the mailing is estimated to cost the Town around \$1700.

Cemetery Committee: Plans to meet in January 2021 to finalize their new Association By-Laws.

Chairman Discianno: Internet has been ordered for the new Garage. Badger Gutters adapted the gutters in front of the Emergency Services Building to redirect the water flow.

Correspondence: Was received from the DNR checking if we want to stay on the mailing list regarding on timber cutting within the Town boundaries. Supervisor Wainio insisted we need to continue.

Supervisor Brownwell fielded a question regarding snowplowing. Additional correspondence has been received by the Town regarding the proposed ATV/UTV ordinance.

Old Business

1) *No road/lane changes*

2) *Snow Guards:* No new information

3) *Sand Shed:* Is completed. Due to some discrepancies in the final billing from A&B Construction and the need for a final inspection from the State of WI, Supervisor Wainio made a motion to make an additional payment withholding \$18,000 until we agree with the billing and the building passes inspection. Supervisor Brownwell seconded, approved 3-0.

4) *Computer for Garage:* Supervisor Brownwell's contact will be delivering a laptop at no cost to the Town shortly, after which we will have to determine what software is needed.

5) No additional information has been received.

New Business

1) 2021 Budget Approval: Supervisor Wainio made a motion to approve the 2021 Budget as follows:

General Government

\$149,120

Public Safety \$111,600

Public Works \$436,100

Health & Human Services
\$2,000
Culture, Recreation &
Education \$40,750
Conservation & Development
\$24,700
Capital Improvements
\$563,724
Miscellaneous Expenditures
\$1,500
Debt Retirement \$125,482
Allocated Funds \$38,500

Total \$1493476

Supervisor Brownwell seconded the motion which was approved 3-0.

2) *Annual Road Certification*: Maps are completed with minor corrections and the information entered online in WISLR. The last step is for Chairman Discianno to sign the paper map and return to WIDOT by 1-15-20.

3) *Sale of 2010 Plow Truck*: Supervisor Wainio made a motion to sell the 2010 plow truck, checking first with the Town of Rosholt who expressed an interest in 2019 and has purchased our used trucks in the past. The expected value is approximately \$45,000. Supervisor Brownwell seconded the motion, approval 3-0.

4) *ATV/UTV Ordinance*: After noting a needed correction to age requirements of 16 for UTV operation, Supervisor Brownwell made a motion to send the corrected ordinance to the DNR for review. Supervisor Wainio seconded; motion approved 3-0.

5) *Survey & Cover Letter*: Supervisor Wainio read a proposed version of both the survey and cover letter to be mailed to property owners/residents. Supervisor Brownwell read aloud an additional paragraph he felt should be added to the letter. After discussion, it was decided to add both Supervisor Brownwell's paragraph and a statement that a copy of the draft ordinance would be available from the Town Clerk upon request. A return date will be added to the survey. Supervisor Wainio made a motion to approve the survey as read with the addition of the return date, which Chairman Discianno seconded. Supervisor Wainio's motion passed 3-0. Supervisor Wainio made a motion to approve the survey cover letter with the addition of Supervisor Brownwell's paragraph. Supervisor Brownwell seconded and the motion was approved 3-0.

6) *Fire Department 2021 Officers*: At their November 2020 business meeting the Winchester Fire Dept. elected the following members to office for the upcoming year: Fire Chief, John Melzer; Asst. Fire Chief, Bill Sell; EMS Director, Renee Melzer; Asst. EMS Director, Maymee Siegner; Secretary, Dick Smith; and Treasurer, Danny Schmidt. Supervisor Brownwell made a motion to accept the Fire Department officers as elected, Supervisor Wainio seconded the motion. Approval of motion 3-0.

7) *Potential uses of old Park Pavilion*: Discussion revolved around ideas to improve the facility in order to utilize it as more than just a storage facility. Come Spring, the Board will look at possible changes.

8) *Future Agenda Items*: Culvert purchases, 2021 road work and South Turtle Boat Landing repairs.

Supervisor Wainio moved to adjourn to public participation at 8:02PM. Supervisor Brownwell seconded, approved by all.

The meeting was reconvened at 8:12PM on a motion by Chairman Discianno, seconded by Supervisor Wainio and approved 3-0.

Supervisor Wainio made a motion to approve vouchers 29709 through 29743 totaling \$84,671.76. Supervisor Brownwell seconded the motion, approved 3-0

The meeting was adjourned at 8:14PM

Respectfully submitted, Joan Wainio, Town Clerk

MINUTES OF THE DECEMBER 14, 2020 SPECIAL TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY
Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 9:05 AM on Friday December 4, 2020 at the Winchester Town Hall. Those present were Chairman Discianno, Supervisor Wainio and Clerk Wainio.

Supervisor Wainio motioned to approve the agenda at the discretion of the Chair, seconded by Chairman Discianno and approved 2-0.

NEW BUSINESS

Amend 2020 Town Budget: Supervisor Wainio made a motion to transfer \$786.50 from AIS Lakes Fund Balance to Account #56902 Winchester Lakes Committee—Other. Chairman Discianno seconded the motion. Motion passed unanimously. Supervisor Wainio—Aye, Chairman Discianno—Aye.

Supervisor Wainio made a motion to transfer \$6,349.00 from Account #3900 General Fund Balance to Account #57660 Sand Shed Capital Outlay. Chairman Discianno seconded the motion which passed unanimously. Supervisor Wainio—Aye; Chairman Discianno—Aye.

The meeting adjourned at 9:09AM

Respectfully submitted,
Joan Wainio, Town Clerk

MINUTES OF THE DECEMBER 21, 2020 SPECIAL TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY
Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 8:30 AM on Monday December 21, 2020 at the Winchester Town Hall. Those present were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio and Clerk Wainio.

Supervisor Brownwell motioned to approve the agenda at the discretion of the Chair, seconded by Supervisor Wainio and approved 3-0.

NEW BUSINESS

Chairman Discianno made a motion to go into closed session under SS19.85(1)(g) conferring with legal counsel with respect to litigation in which it is or is likely to become involved. Supervisor Wainio seconded the motion which was approved 3-0 at 8:32AM.

The Town Board reconvened into open session at 9:54AM. Supervisor Wainio made a motion to approve the draft of a notice to be placed on the Winchester Town website after it is sent to Atty. Greg Harrold for approval. Supervisor Brownwell seconded the motion which was approved 3-0.

The board will meet on Wednesday December 23, 2020 with Atty. Harrold via Zoom to review the draft notice and discuss any possible further legal action.

The meeting adjourned at 9:56AM

Respectfully submitted,
Joan Wainio, Town Clerk

MINUTES OF THE DECEMBER 23, 2020 SPECIAL TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY
Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 1:00 PM on Wednesday December 23, 2020 at the Winchester Town Hall. Those present were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio. Atty. Greg Harrold and Clerk Wainio participated via Zoom.

Supervisor Wainio motioned to approve the agenda at the discretion of the Chair, seconded by Supervisor Brownwell and approved 3-0.

NEW BUSINESS

Chairman Discianno made a motion to go into closed session under SS19.85(1)(g) conferring with legal counsel with respect to litigation in which it is or is likely to become involved. Supervisor Brownwell seconded the motion which was approved 3-0 at 1:02 PM.

The Town Board reconvened into open session at 1:51PM. Supervisor Wainio reported that during closed session Atty. Harrold recommended the Town defray any possible litigation at this time against SafeRoads in Winchester but proceed with placing a notice both on the Town website and in in the ATV survey mailing stating "please be advised that this organization is not in any way associated with the Town government of Winchester, Vilas County Wisconsin. None of these mailings were approved by the Winchester Town Board and SafeRoads in Winchester is using these mailings to advance their agenda". Chairman Discianno made a motion to approve proceed with the recommendations of Atty. Harrold. Supervisor Brownwell seconded the Chairman's motion. The motion was approved 3-0.

OLD BUSINESS

- 1) *Amendment to Draft ATV Ordinance:* Supervisor Wainio recommended that paragraph 4 of the draft ordinance be re-worded as follows (changes/additions underlined)

Designation of ATV/UTV Routes

The Town Board of the Town of Winchester do decree that all town roads in the Town of Winchester shall be designated as ATV/UTV routes. The routes will be open January 1st through December 31st of each year.

Chairman Discianno made a motion to approve these changes which Supervisor Brownwell seconded. The motion was approved 3-0.

The meeting adjourned at 1:54PM

Respectfully submitted,
Joan Wainio, Town Clerk