



**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING**

Regular Meeting Agenda

November 07, 2022, 7:00PM

P. Francis Hicks Room

Streamed live on YouTube and Channel 194

FILED

CLERK'S OFFICE

NOV - 4 2022

**TOWN CLERK OF WINCHESTER
WINSTED, CT**

1. **CALL TO ORDER** (Turn your cell phones off)
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA REVIEW**
4. **APPROVAL OF MINUTES**
 - A) Minutes of Regular Meeting on October 17, 2022
5. **CITIZENS' COMMENTS**

The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address.
6. **TOWN MANAGER'S REPORT**
7. **CORRESPONDENCE**
8. **BOARDS AND COMMISSIONS**
9. **UNFINISHED BUSINESS**
 - A) 22-58 FOI Draft Ordinance (Town Manger Kelly)
 - B) Discussion on Batcheller School RFP Responses (Town Manger Kelly)
10. **NEW BUSINESS**
 - A) Discussion on Resolution to go to Referendum on increased Winsted Water Works project budgets (Director of Public Works Jim Rollins)
 - B) 22-59 Refunds as Recommended by Collector of Revenues (Town Manager Kelly)
11. **CITIZENS' COMMENTS**

The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address.
12. **EXECUTIVE SESSION**
 - A) Contract Discussions
13. **SELECTMEN'S COMMENTS AND REPORTS**
14. **ADJOURNMENT**

Town of Winchester

Board of Selectmen
Regular Meeting
Monday October 17, 2022

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 7:01pm

Attending Members	Todd Arcelaschi (Mayor)	Jonathan Morhardt (Selectman)
	Candy Perez (Selectman)	Linda Groppo (Selectman)
	Candace Bouchard (Selectman)	
	Steve Sedlack (Selectman)	

Absent Excused	Jack Bourque (Selectman)
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Staff Members	Josh Kelly (Town Manager)
	Glenn Albanesius (Town Clerk)

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

Item 3 **Agenda Review** - No changes

Item 4 **Approval of Minutes**

* Minutes of Regular Meeting on October 3, 2022
Motion - Sel. Bouchard / Second - Sel. Morhardt
Vote to accept minutes - Unanimous (6 - 0)

Item 5 **Introductions**

A) New Staff Members - The following 2 new hires were announced by Town Manager Kelly and each given a chance to formally introduce themselves to the Board. Both gentlemen gave a brief summary of their background and expressed excitement with their new positions.
Tom Heuschkel (Budget Analyst & Grants Manager)
Lance Hansen (Town Planner / Director of Land Use)

Item 6 **Citizens Comments**

* Resident John Wiarda asked if the EV Charging Stations at the BOA parking lot were functional yet. Town Manager Kelly explained that they would be up and running by months end with credit card payment as an upgraded feature. John also reviewed a recent visit to Earthlight Technologies as a guest to their open house.
* Resident David LaPointe voiced appreciation for the formal introductions of the new town employees. He also spoke about advocacy for "those without a voice."

- Item 7 **Town Manager's Report** - Josh Kelly reported to the Board on the following topics. . .
- * The Supervisors union has ratified their work contract. An Executive Session regarding this matter follows on tonight's agenda as well as a vote to accept by the Board.
 - * Two RFP responses for the Batcheller school building were submitted and will be opened up for Board review and discussion later on tonight's agenda.
 - * The Town was able to successfully submit a Communities Challenge Grant application. A decision will be rendered in 2023. The goal of the application is to implement a new Main Street plan to slow traffic speeds and increase parking.
 - * EDC's Job Fair that was postponed has been rescheduled for October 20th from 11am to 2pm at NCCC's Greenwoods Hall.
 - * Interviews for the Assistant Tax Collector, Assistant Assessor and Assessor positions are underway.
- Item 8 **Executive Session**
- A) Supervisors Union Collective Bargaining Agreement
- Motion Statement - At 7:22pm I move that the BOS go into Executive Session and invite the Town Manager and Labor Attorney Bill Ryan.
- Motion - Sel. Bouchard / Second - Sel. Morhardt
- Vote to approve - Unanimous (6 - 0)
- * Board returned at 8:00pm stating that action would be taken later on the agenda
- Item 9 **Finance Directors Report**
- * Finance Director Ann Marie Rheault was unable to attend. Town Manager Kelly offered to relay any questions by the Board.
- Item 10 **Correspondence** - None
- Item 11 **Boards and Commissions** - Sel. Sedlack introduced the following actions.
- * Shane Deschamps (D) move from Alternate Member status to Permanent Member of Economic Development Commission with a term expiring 4/2023
- Motion - Sel. Sedlack / Second - Sel. Bouchard
- Vote to approve - Unanimous (6 - 0)
- * George Closson (D) to be re-appointed on Planning and Zoning Commission with a term to expire 10/2027
- Motion - Sel. Sedlack / Second - Sel. Perez
- Vote to approve - Unanimous (6 - 0)
- * Peter Marchand (U) to be re-appointed on Planning and Zoning Commission with a term to expire 10/2027
- Motion - Sel. Sedlack / Second - Sel. Bouchard
- Vote to approve - Unanimous (6 - 0)
- * The following groups have position openings. Interested candidates are encouraged to apply!
- | | |
|--|----------------------------------|
| Board of Assessment Appeals - 1 Alternate Seat | Conservation Commission - 1 Seat |
| Arch. Review Committee - 2 Seats | Laurel City Commission - 5 Seats |
| Economic Development Commission - 1 Alternate Seat | |

Item 12

Unfinished Business

A) Blight Fund Policy - A revised formal policy was submitted by the Town Manager as the Anti-Blight Fund Policy for the Boards review and discussion.

Motion Statement - "I would like to move that we adopt the Anti-Blight Fund Policy effective Oct.18 2022 as presented by Town Manager."

Motion - Sel. Sedlack / Second - Sel. Groppo

Vote to approve - Unanimous (6 - 0)

B) Freedom of Information Act Ordinance - A proposed ordinance establishing a fee schedule for FOIA requests was submitted by the Town Manager. Board discussion moved to a motion.

Motion Statement - "I make a motion that the Board of Selectman have the intention of creating a new ordinance (Freedom of Information Act Ordinance) as step 1 of creating a new ordinance and authorize the Town Manager to send draft copy to Town Attorney for review."

Motion - Sel. Perez / Second - Sel. Groppo

Vote to approve - Unanimous (6 - 0)

* Selectman Perez requested the Town Manager gather some FOIA request history for the next meeting.

C) 22-56a Proposed Line Item Transfer

Motion Statement - "I move that the Board of Selectmen approve a line item transfer of \$199.00 for a new mower from Recreation Department Line 179-0812-100-2302-0000 to Line 179-0812-100-2301-0000."

Motion - Sel. Perez / Second - Sel. Sedlack

Vote to approve - Unanimous (6 - 0)

Motion Statement - "I move that the Board of Selectmen approve a line item transfer of \$1350.00 for a new tractor from Recreation Department Line 179-0812-100-2302-0000 to Line 179-0812-100-2301-0000."

Motion - Sel. Perez / Second - Sel. Morhardt

Vote to approve - Unanimous (6 - 0)

Motion Statement - "I make a motion to table Dugout Cost Overage transfer to next meeting."

Motion - Sel. Morhardt / Second - Sel. Morhardt

Vote to approve - Unanimous (6 - 0)

D) Housing Plan Adoption

Motion Statement - "I make a motion we accept the Housing Plan as presented."

Motion - Sel. Perez / Second - Sel. Groppo

Vote to approve - 5 Yes - 1 No (Sel. Morhardt)

Item 13

New Business -

A) Vote to adopt Supervisors Union Collective Bargaining Agreement

Town Manager Kelly summarized the highlights of the agreement, explaining the wage increase schedule and the health insurance employee contribution formula.

Motion Statement - "I'd like to move that we approve the Collective Bargaining Agreement by and between the Town of Winchester and United Public Service Employees Union - Winchester Supervisors Association for the dates July 1, 2021 to July 30, 2025 and authorize the Town Manager to sign the agreement."

Motion - Sel. Sedlack / Second - Sel. Bouchard

Vote to approve - Unanimous (6 - 0)

B) 22-57 Discussion on Batcheller School RFP responses.

Town Manager Kelly reviewed 2 formal proposals for the decommissioned Batcheller School building and grounds.

Noujaim's Food LLC offered a purchase price of \$25,000 with the intent of creating a wholesaler food production and distribution center along with housing for employees and low income families. The property would return to the tax rolls.

Northwest Senior Housing Corporation (NWSHC) offered a purchase price of \$300,000 with the intent of making up to 32 apartments. No taxes would be collected, but rather a PILOT (Payment In Lieu of Taxes) agreement at 5% of gross annual income was offered.

The Board agreed to have Town Manager Kelly set up a building tour and Q and A meeting on site at Batcheller School on Saturday November 5th. Invitations would go out to surrounding homeowners, Planning and Zoning Commission members and anyone interested in meeting the applicants.

Item 14

Citizens Comments

Resident David Lapointe spoke about the Anti-Blight Fund Policy suggested that reduced FOIA fees be considered for the Ordinance under consideration.

Item 15

Selectmen's Comments and Reports

* Mayor Arcelaschi - Reminded everyone that the Annual Trunk or Treat event had a 40 car limit and that stealing political signs from private property can result in larceny charges and punishment.

* Sel. Bouchard - Over 128 kids are preparing to paint 60 Main Street windows for Halloween

Item 16

Adjournment

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

To adjourn the meeting at 9:01pm

Vote to approve - Unanimous (6 - 0)

ATTEST:

Glenn Albanesius, Town Clerk

These Minutes are subject to formal approval at the next scheduled meeting. Any amendments, corrections or revisions will be noted in the next Meeting Minutes.



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

TO: Board of Selectmen
FROM: Josh Kelly, Town Manager
SUBJECT: Manager's Report
MEETING DATE: November 7, 2022

Below you will find a list of updates that highlight activities occurring around town since the Board last met and some reminders of activities that occurred in the prior month or that are coming soon. If you have any questions about these items or items that do not appear on this list, please email me at townmanager@townofwinchester.org.

- **Batcheller School:** This past weekend, on Saturday the 5th, members of the community were invited to tour the school site and attend a public information meeting. The next step for the Board of Selectmen will be to take the feedback shared there, as well as staff feedback, and determine if they wish to move either proposal forward for consideration by Special Town Meeting.
- **Economic Development:** The job fair was a tremendous success, with scores of employers signed up and far more job seekers making their way through the event. This was a great opportunity to highlight Winsted's hospitality and downtown in addition to local jobs!
- **Façade & Business Start-Up Programs:** Final allocations have been announced from these programs – a follow-up report will be shared with the Selectmen at your next meeting.
- **Fair Rent Committee:** Work on this project is ongoing.
- **Grants:** In addition to the Communities Challenge Grant application being submitted as well as an additional request being made under the Federal Reconnecting Communities grant program, we have recently applied for around \$50,000 to help cover costs associated with overtime pay for police officers for speed enforcement. If awarded, this will allow us to conduct a significantly larger amount of speed enforcement around town in the coming months without any additional tax burden for town residents.
- **Personnel:** We have hired two new individuals to fill roles in the Assessors Office and a new Assistant Tax Collector, all of whom shall be introduced to you after their official start dates which range from November 15th to December 1st. A draft rewrite of the personnel policies has been completed and sent to each of you for review – it is my hope that they may be reviewed and adopted prior to the end of the year.

- **Sustainable CT:** Work continues with the Conservation Commission to further our objective of achieving the first Sustainable CT certification within the fiscal year.
- **Unions:** We have reached a Tentative Agreement with the Clerical Union. Within the next two weeks, we should know if they will vote to ratify the contract. If that ratification occurs, the contract will come before you shortly thereafter.

Here are a few upcoming events to mark on your calendars:

- Tuesday, November 8, 2022: Election Day
- Monday, November 21, 2022 (7pm): Regular Board of Selectmen Meeting

Respectfully submitted,

Joshua Steele Kelly
Town Manager & CEO

Boards & Commissions

CONSIDERATION

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Term Dates	Appointing Authority
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NOMINATIONS

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Term Dates	Appointing Authority
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APPOINTMENTS

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Term Dates	Appointing Authority
11/07/2022	Kate Sherwood	Architectural Review Committee		Member	12.2024	P&Z Commission
11/07/2022	Charlene Lavoie	Architectural Review Committee	U	Member	12/2023	P&Z Commission
11/07/2022	Lynn Kessler	Ethics Commission	D	Member	01/2025	BOS
11/07/2022	Anita Garnett	Ethics Commission	R	Member	01/2025	BOS

RE-APPOINTMENT

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Next Term Exp	Appointing Authority
11/07/2022	Donna Davis	Architectural Review Committee	D	Member	12/2025	P&Z Commission

RESIGNATION

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Next Term Exp	Appointing Authority
11/07/2022	Doug Pfenninger	Architectural Review Committee	D	Member	Expired	P&Z Commission

Boards & Commissions

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Next Term Exp.	Appointing Authority
11/07/2022	Thomas Sullivan	Zoning Board of Appeals	D	Alternate	12/2025	BOS

Board/Commission	Position	Openings	Meets On	Appointing Authority
<u>Board of Assessment Appeals</u>	Alternate	1	As needed; several nights in March and several days in September	Board of Selectmen
<u>Conservation Commission</u>	Regular	2	2nd Thursday of each month, 5PM.	Board of Selectmen
<u>Architectural Review Committee</u>	Regular & Alternate	1 & 2 Alternate	As needed	Planning and Zoning Commission
<u>Laurel City Commission</u>	Regular	5	TBD but monthly	Board of Selectmen
<u>Economic Development Commission</u>	Alternate	1	1st & 3rd Tuesday of each month, 7PM	Board of Selectmen

From: Lance Hansen <lhansen@townofwinchester.org>
Sent: Tuesday, October 25, 2022 12:33 PM
To: Terry Hall <thall@townofwinchester.org>
Subject: FW: Architectural Review Committee (ARC)

Hi again Terry,

We have the start of the new Architectural Review Committee.

Last night the Planning & Zoning Commission approved three appointments for the committee...

NAME:	ADDRESS:	CITY:	APPT'D:	TERM EXP:
Re-appt. Donna Davis term)	PO Box 655	Winsted	10/24/2022	12/31/2025 (assigned 3-yr.
Charlene LaVoie term)	14 John Street	Winsted	10/24/2022	12/31/2023 (assigned 1-yr.
Kate Sherwood term)	94 West Road	Winchester	10/24/2022	12/31/2024 (assigned 2-yr.

TOWN OF WINCHESTER – CITY OF WINSTED

When you have a moment, can you please update the town website for the ARC members and notify the Board of Selectmen (if they need to know?)

<https://www.townofwinchester.org/architectural-review-committee>

Hi Terry,

Please make sure that Lynn is included as a reappointment to the Ethics Commission at the next meeting. He's a registered Republican.

All my best,
-Josh

*Joshua Steele Kelly
Town Manager & CEO
Town of Winchester, CT*

*Connect with the Town online:
[Facebook](#) | [Nextdoor](#) | [YouTube](#)
[Instagram](#) | [Twitter](#) | [LinkedIn](#)*

From: LYNN KESSLER <lynnkessler1941@gmail.com>
Sent: Thursday, October 20, 2022 6:43 PM
To: Josh Kelly <jskelly@townofwinchester.org>
Subject: Re: Ethics Commission

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I'm in.

Lynn Kessler

Terry Hall

From: Anita Garnett <agarnett@gmail.com>
Sent: Thursday, October 20, 2022 3:30 PM
To: Josh Kelly
Cc: Terry Hall
Subject: Re: Ethics Commission

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I would be honored to continue to be a member on the Ethics Commission.

Anita Garnett

Sent from my iPhone

On Oct 20, 2022, at 3:24 PM, Josh Kelly <jskelly@townofwinchester.org> wrote:

Hi Anita,

It has come to our attention that your term on the Ethics Commission has expired. I would appreciate your continued service on the commission – as you will recall, the Commission only meets on an as-needed basis and is usually (hopefully) not called to meet often at all. If you have an interest in continuing your service on the Ethics Commission, please write back to let Terry and I know!

All my best,

-Josh

Joshua Steele Kelly

Town Manager & CEO

Town of Winchester, CT

From: Doug Pfenninger <doug.pfenninger@winchesterschools.org>

Sent: Thursday, October 13, 2022 9:30 AM

To: Lance Hansen <lhansen@townofwinchester.org>

Subject: Re: FW: Architecture Review Board

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Hi Lance,

Congratulations on your position as town planner, a position that is badly needed in Winchester.

I am resigning from my position on the Architectural Review Board. My wife Linda is away today but I will relay your message to her about the upcoming application.

Sincerely,

Doug Pfenninger

From: Thomas Sullivan <sullivan.t@gmail.com>
Sent: Monday, October 24, 2022 9:18 PM
To: Pam Colombie <pcolombie@townofwinchester.org>
Subject: Re: ZBA Packages

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Pam,

Please remove me from the roster regarding the ZBA - I had hoped to be able to get back into it once my schedule changed after the summer. However it does not look like that will allow for much in the way of non-emergency activities. My positions in the emergency services portion of the town are taking my time, as well as a standard busy work season. I don't want to go only a few times, and not be consistent - and would rather see my position as an alternate be taken by someone with more time available.

Thank you,

-Thomas Sullivan

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-58

Date: November 7, 2022

Topic: Freedom of Information Act Ordinance Adoption

From: Joshua Kelly, Town Manager

Background: On October 17, 2022, I presented a new draft ordinance to the Board of Selectmen that outlined training standards and a fee schedule related to Freedom of Information Act Requests. This meeting (Monday, November 7, 2022) marks the second time that this ordinance is being considered.

TOWN CHARTER SECTION 303. ENACTMENT OF ORDINANCES

Before the enactment, amendment, or repeal of any bylaw or ordinance, the Board of Selectmen shall cause to be published on the Town's website a notice setting forth the subject matter of the proposed ordinance. Said notice shall be published for at least 14 days before the enactment, amendment, or repeal of the ordinance. The notice shall be simultaneously filed with the Town Clerk who shall make the notice available for public inspection. After the Board has enacted, amended, or repealed any ordinance, said ordinance shall become operative fifteen (15) days after the entire text of the same shall have been published on the Town's website. The notice shall be simultaneously filed with the Town Clerk who shall make the notice available for public inspection. Any ordinance made by the Board of Selectmen may be amended, or repealed by them in the manner in which bylaws or ordinances are enacted. The form of all bylaws and ordinances shall be as follows: "Be It ordained by the Board of Selectmen by the Town of Winchester, Connecticut."

Under this section of the Charter, a notice was placed on the Town's website and was filed in the Town Clerk's Office in October. The Board of Selectmen takes three meetings to review, consider, and act upon proposed charter additions, changes, or repeals. This marks the second of such meetings where this item is under consideration. Therefore, the matter may be finally decided at the November 21, 2022 meeting.

At the meeting on October 17, 2022, the Board of Selectmen asked me to share this document with the Town Attorney, Kevin Nelligan. That was done the day following that meeting, and it is the intention of the Attorney to deliver proposed edits to the draft ordinance as soon as possible.

Requested Action: I ask that the Board of Selectmen continue to discuss and consider this proposed ordinance.

Fiscal Implications: Please see the attached draft ordinance for the draft fee schedule.

Attachments: Draft Ordinance.

Chapter XX

FREEDOM OF INFORMATION ACT

§ XX-1. Adherence to State Law.

The Town of Winchester hereby affirms its commitment to upholding Chapter 14 of the Connecticut General Statutes, the Connecticut Freedom of Information Act. The Town shall conform to all provisions found therein.

§ XX-2. Training and Compliance.

The Town Manager shall be responsible for providing guidance to Town staff on the Freedom of Information Act, establishing standard operating procedures for town departments, boards, and commissions on the Freedom of Information Act, and for overseeing the attainment of Freedom of Information Act compliance for all town departments, boards, and commissions.

§ XX-3. Fees.

The Town shall levy fees for all requests made under the Freedom of Information Act in accordance with the following schedule:

Viewing Easily-Accessible Documents (no copies made)	Free of Charge
Viewing Archived Documents (no copies made)	Price to be calculated based on the number of staff members that must work to retrieve the requested document, the number of hours it will take each involved staff member to complete the retrieval, and the rate of pay associated with the involved staff members, as defined by CGS Sec. 1-212(b)(4).
Photographing or Self-Copying Documents (on a cell phone, etc.)	A flat rate of \$20.00 for as many pictures as the requestor wishes to take per FOIA request, as outlined in CGS Sec. 1-212(g).
Printed 8.5x11" Copies Provided by Town	\$0.25 per page
Oversized Printed Copies Provided by Town	\$6.00 per copy
Electronic Copies Provided by Town	\$0.15 per page
Production of New Documents	Price to be calculated based on the number of staff members that must work to create the requested document, the number of hours it will take each involved staff member to complete the work, and the rate of pay and cost of benefits associated with the involved staff members, as defined by CGS Sec. 1-212(b)(4).

Fees shall be collected by the Town Manager's Office; fees equal to or greater than \$10.00 must be paid in advance of the documents being released or made viewable by the Town. Fees may be waived by the Town Manager in accordance with CGS Sec. 1-212(d). New requests may not be made by members of the public until all fees associated with prior requests are paid in full.

§ XX-4. When effective.

This chapter shall be effective fifteen (15) calendar days following the Board of Selectmen's adoption of the ordinance.

A Resolution of the Town of Winchester Water Sewer Commission

WHEREAS, the Town of Winchester Water Sewer Commission (the "Commission") has been approved for Connecticut Department of Public Health Drinking Water State Revolving Fund (DWSRF) funding for the infrastructure improvement projects (the "Projects") consisting of:

- Replacement of existing water mains on Case Center, Thibault Greenwoods and Holabird Ave.;
- Construction of a new water storage tank and plant control system upgrades at the Crystal Lake Water Treatment plant; and
- Construction of a new Water Storage Tank on Wallens Hill to replace the existing out of Service Tank.

WHEREAS, the Town authorized an appropriation of up to \$6.2M at a referendum on May 25, 2021 to complete the Projects;

WHEREAS, the recent inflation of materials costs has caused the amount appropriated to be insufficient to complete the Projects as evidenced by the recent bidding results, so, an additional appropriation is needed; and

WHEREAS, such borrowing must be duly authorized by the Board of Selectmen in accordance with Town Charter and Connecticut State Statutes.

NOW THEREFORE, BE IT RESOLVED:

Section 1. That the Board of Selectman is hereby requested to approve a resolution that provides for an additional appropriation and authorization of bonds and notes in the amount of \$1,300,000 (preliminary – to be updated once bids close on 11/15) for the increased costs and to complete the Project, calling for a Town Meeting and setting a date for a referendum.

Section 2. That the Commission requests that the date for the proposed referendum be set to the earliest date possible.

Section 3. That the Commission requests that the Board of Selectmen authorize the Town Manager to engage Bond Counsel, Financial Advisors, Town Attorney, other individuals and/or organizations deemed appropriate to prepare required documentation and conduct the referendum in accordance with the Town of Winchester Charter and Connecticut State Statutes.

Duly approved this _____th day of November 2022.

**TOWN OF WINCHESTER
2022 AUTHORIZATION CALENDAR
Special Town Meeting and Referendum**

Proposed Date*	Town Calendar	Action	Requirements	Ref.
Monday 11/21/2022	Regularly Scheduled Meetings: 11/07, 11/21, 12/05, 12/19	Board of Selectmen: approves Bond Resolution; refers the project to the Planning and Zoning Commission; and, sets the Special Town Meeting and Referendum. <i>C.G.S. § 9-369b advocacy limitations commence.</i>	When expenditures exceed 0.09% of "Total Expenditures" from latest approved budget, must go to referendum.	CGS § 7-7 Charter § 305.C
Not required as the scope of project has not changed – Proposed agenda item just for P&Z information	Regularly Scheduled Meetings: 11/14, 11/28, 12/12, 12/26	Planning and Zoning Commission: acts on Conn. Gen. Stat. § 8-24 referral for review as to conformance with municipal plan of conservation and development. Note: this takes place before the Special Town Meeting, but it can be after.	<i>Only required if scope of project is changed.</i> Action must be taken prior to the Town's expending any of the appropriation.	CGS § 8-24
Wednesday 12/7/2022		Notice of Special Town Meeting: published and posted.	At least five days prior to Special Town Meeting and 30 days prior to the Referendum. Do not include day of meeting in counting days of notice given.	CGS §§ 7-3, 7-4, 7-9c Charter §§ 305.C, 313
Tuesday 1/3/2023	<i>To be held in conjunction with regularly scheduled BoS meeting</i>	Special Town Meeting: (1) Resolution is introduced and discussed, (2) meeting is adjourned to the referendum. No vote is taken on the Bond Resolution itself.	---	CGS §§ 7-348 Charter § 313
Saturday 1/7/2023		Referendum: approval requires majority of those voting; polls open a minimum of noon until eight o'clock p.m., but may be open as early as six o'clock a.m. Note: prior Saturday referendum held 8:00 a.m. to 8:00 p.m.	Referendum held within one week of the Special Town Meeting.	CGS §§ 7-7, 7-9b, 7-9c Charter §§ 305.C, 313

* - Proposed dates are based on keeping to regularly scheduled meeting dates.

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-59

Date: November 07, 2022

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

From: Josh Kelly, Town Manager

Background: The Town Collector of Revenue has recommended that the refunds described in the attached correspondence be authorized in accordance with Connecticut General Statutes Section 12-129.

Requested Action: The Board of Selectmen should authorize the Town Manager to approve the described refunds.

Fiscal Implications: The described refunds total \$3,525.96

Manager's Recommendation: I recommend that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue.

Recommended Motion: *I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue in the amount of \$3,525.96*

Attachment:

Grand List 2018 Refunds

Grand List 2021 Refunds



The attached list represents taxes that have been corrected by authority of the provision of Section 12-129 of the General Statutes, and by the Assessor or Public Works Director of the Town of Winchester. The taxes/water and/or sewer amounts shown below have been paid and requests received for refunds of the same.

LIST #/GL YR	TAX TYPE	TAXPAYER	AMOUNT OF REFUND/REASON
50032	2021 MV		\$711.69
	ACAR LEASING	PO BOX 1990 FORT WORTH, TX 76101	C OF C
12646	2020 MV		\$529.43
	ALLY FINANCIAL	PO BOX 9001951 LOUISVILLE, KY 40290-1951	C OF C
50956	2021 MV		\$182.91
	BOUNDS	RICHARD 153 DANBURY QUARTER RD WINSTED, CT 06098	C OF C
54067	2021 MV		\$614.46
	HONDA LEASE	11675 GREAT OAKS WAY STE. 200 ALPHARETTA, GA 30022	C OF C
55445	2021 MV		\$71.06
	LINCAVICKS	ROY 126 DANBURY QUARTER ROAD WINSTED, CT 06098	C OF C
55446	2021 MV		\$40.32
	LINCAVICKS	ROY 126 DANBURY QUARTER RD WINSTED, CT 06098	C OF C
55546	2021 MV		\$63.75
	LONGHI	THERESA PO BOX 552 TORRINGTON, CT 06098	C OF C
20172	2018 MV		\$323.10
	MARINELLI	JODI 488 GRANVILLE RD EAST HARTLAND, CT 06027	C OF C
58183	2021 MV		\$143.15
	ROY	LOUIS 155 WALNUT ST WINSTED, CT 06098	C OF C
58184	2021 MV		\$109.71
	ROY	LOUIS 155 WALNUT ST WINSTED, CT 06098	C OF C
58186	2021 MV		\$86.34
	ROY	LOUIS 155 WALNUT ST WINSTED, CT 06098	C OF C

It is recommended that refunds in the amount as stated above be made to the taxpayers listed, in accordance with the provisions of said General Statutes, Section 12-129.

11/3/2022

Date of Report


Ashley Kelsey, Collector of Revenue

APPROVED FOR PAYMENT:

DATED: _____

Town Manager

I have received from Town Accountant the above checks to cover the refunds as stated above.

Date: _____

Collector of Revenue



The attached list represents taxes that have been corrected by authority of the provision of Section 12-129 of the General Statutes, and by the Assessor or Public Works Director of the Town of Winchester. The taxes/water and/or sewer amounts shown below have been paid and requests received for refunds of the same.

LIST #/GL YR	TAX TYPE	TAXPAYER	AMOUNT OF REFUND/REASON
59465	2021 MV		\$556.20
	TOYOTA LEASE	20 COMMERCE WAY, SUITE 800 WOBURN, MA 01801-1057	C OF C
59468	2021 MV		\$93.84
	TOYOTA LEASE	20 COMMERCE WAY, SUITE 800 WOBURN, MA 01801-1057	C OF C
MV	TOTAL REFUNDS BY TYPE		\$3,525.96
NUMBER OF REFUNDS	13	TOTAL REFUNDS	\$3,525.96

It is recommended that refunds in the amount as stated above be made to the taxpayers listed, in accordance with the provisions of said General Statutes, Section 12-129.

11/3/2022

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Collector of Revenue



Happy, Healthy & Safe Adults Age 55+

80 Holabird Avenue, Winsted, CT 06098, 860-379-4252

To: Board of Selectmen
From: Jennifer Kelley, Winsted Senior Center Director & Municipal Agent
Subject: **Manager's Report**
Meeting Date: November 7, 2022

Listed below you will find a list of program and services that were provided by the Winsted Senior Center during October 2022. If you have any questions, please email me at jkelly@townofwinchester.org.

October 2022

Finances:

<u>Budget:</u>	\$205,470
<u>YTD Actual:</u>	\$78,230
<u>Percentage Spent:</u>	38.1%

Celebrations: 60 members celebrated at our Halloween Lunch on October 31

Drumming Circle: 36 members joined in the fun

Fitness Classes: 23 classes were held with 186 members participating

Friday BINGO: 97 people attended our weekly Friday afternoon games

Friendly Hands Food Bags: 129 bags were distributed to the 6 elderly housing sites, the Y shelter and Winsted Senior Center

Hartford HealthCare Neighborhood Health Clinic: 35 members and community residents were seen for various medical services including vaccines

Visiting Nurse and Hospice of Litchfield County: 42 members and community residents received flu vaccines

Healthy Cooking Classes: 10 members participated. (Grant funding ended, class now meets 1x/month)

Lunches Served: 568 Grab & Go and Sit-Down lunches were served

Membership: 385 older adults age 55+ have paid dues or are lifetime members

Senior Center Van: 196 rides were provided

Trips: 40 members traveled to Atlantic City on a 3-day trip.

Staff Update: Welcome to Leron Williams, our new van driver

Program Updates: New Opportunities Senior Companion Program - We are now referring members who need help or would like to volunteer to assist older adults in the community and receive a stipend to the program. Hosted Attorney Ellen Marino for an informative conversation about elder law matters including wills, probate, trusts, power of attorney and health care directives.

Respectfully,

A handwritten signature in cursive script that reads "Jennifer Kelley".

Jennifer Kelley

Social Services Board of Selectman Update September 1 – October 31, 2022



Clients:

- New: Thirty-Eight new service users (22 in September/16 in October).
- As of this writing, there are several homeless people living unsheltered in town I have secured the services of a Homeless Outreach Worker from The Center for Human Development who now comes to Winsted on Wednesdays to assist those who are living unsheltered.
- Accompanied one client DMV on 10/6/2022
- Thirteen client meetings in office and fifteen client meetings in the community.
- September and October calls were for financial assistance, evictions, housing, and heat assistance.

Committees/Meetings:

- Member of the Housing Affordability Steering Committee: Plan adopted by the BOS on 10/17/22.
- Department Directors Meeting: 10/6/22
- Northwest Cares Meeting: 9/7/2022 & 10/17/2022
- Northwest Hills Prevention Coalition: 9/19/2022 & 10/13/2022
- Northwest Coordinated Access Network Leadership: 9/14/2022 & 10/12/2022
- Northwest CAN Housing Solutions: 9/28/2022, 10/12/2022, 10/26/2022
- Litchfield County Cold Weather Shelter Planning: Weekly
- Litchfield Hill Opioid Task Force: 9/15/2022 & 10/20/2022
- Northwest Caring Connection Collaborative: 9/8/2022 & 10/13/2022
- Northwest CT Food Hub (Pam Carrigan is our representative at this group) 9/28/2022 & 10/26/2022
- New Beginnings Board of Directors Meeting: 9/10/2022 & 10/11/2022
- New Beginnings Operations Meeting: 9/23/2022 & 10/21/2022
- New Beginnings Strategic Meeting: 9/9/2022 & 10/7/2022
- CCM Public Safety/Public health and Human Service Policy Committee: 9/7/2022

Initiatives:

- CLEAR Project: Community & Law Enforcement for Addiction Recovery: Kickoff meeting for the six selected towns in the pilot (Torrington, Winsted, Watertown, Stamford, Bridgeport, and Greenwich) took place on 8/18/2022 and the first day of training was held on 8/19/2022. Winchester team is Officer Justin Duvall, Katie Vaill and Chief William Fitzgerald. Greenwoods Outreach staff are waiting to for training on the platform and then the Winchester CLEAR team will be up and running. Please see attached for more information on this project. 10/13/2022
- Charlotte Hungerford Hospital/Hartford Hospital Community Health Improvement Plan 2023-2025: 10/6/2022
- Applied for a grant through the Northwest Community Bank Foundation for the Resident Assistance Fund: Granted
- **Weekly outreach on Tuesdays, Fridays and as needed.**
- Development of policy and procedure manual for the Social Services Department: ongoing
- Quarterly COG Social Service meeting 6/21/22
- Met with Northwest Community Bank and Bank of America regarding review of the use of The William C. Barclay Fund 6/8/22
- Met with new resource Elara Caring 6/16/22
- Submitted T-Mobile Grant Application for roof replacement at 44 Elm Street 6/23/22: Not Granted.
- Sustainable CT Meetings: 8/1/2022
- Winchester Social Services Team meeting: (The Salvation Army, Greenwoods, The Winsted Senior Center, New Opportunities Inc.) Attended the Community Health and Wellness Fair on 8/9/2022 from 10-2pm.
- Booker Memorial Child Care and New Opportunity Inc Interns hosted a regional meeting of municipal Social Services employees on 8/16/2022.
- Due to the increase in our senior citizens becoming homeless, New Beginnings BOD Vice Chairperson, and Executive Director of the Torrington Housing Authority, Claudia Sweeney put forth a plan for the prioritization of senior citizens who are homeless or at imminent risk of homelessness for placement at the Torrington Housing Authority properties. Executive Director of the Winsted Housing Authority, Curt Leng will also pursue this prioritization need with his BOD over the next two months. (See attachment)
- Major initiative for September and October was assisting a thirty-five young man who has been homeless since his mom passed away when he was 16 years old. He has been in Winsted for the last ten years. He needed his vital documents (birth certificate, SS card, ID) which we obtained in September (complicated process). His outreach worker from the Northwest Coordinated Access Network placed him on a list for housing. He was matched to the Center for Human Development's PILOT

Supportive Housing program and is currently working with his new Case Manager on finding an apartment. This program is a no/low barrier program based on the Housing First Model. Once housed, his mental health needs will be assessed and treated. This will be his first home. I estimate this process has taken 30 to 40 hours of my time over the last two months. The system is complex and not easily navigated.

- We received a call from Melissa Powell, Clinical Manager at the Emergency Department at HHC here in Winsted regarding donating a Thanksgiving basket to a needy family. Melissa Thurmond from Winsted Public Schools (McKinny-Vento Coordinator) identified a family to whom the basket will go. The Winchester Youth Service Bureau also has a family in need so Melissa and her team will be collecting donations for two families.
- We handed out one hundred vouchers for the Feed the Children event that took place on 9/18/2022. The Salvation Army also gave out fifty vouchers. We could have used more.

Training:

- CCEH Housing First Series: 9/12/2022
- NCLER (National Center on Law & Elder Rights): Preserving Home Ownership for Seniors. 9/28/2022.
- HMIS (Homeless Management Information System) Platform Training: 10/6/2022
- United Way 211 Changes to the Housing Crisis Line: 10/25/22 see attached

RAF requests:

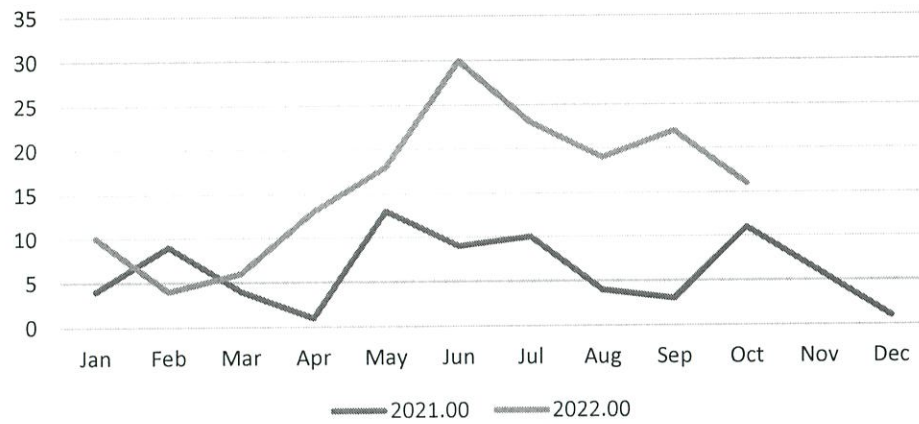
- 9/15/2022: Request for rent assistance \$600.00 granted_Impetus Realty.
- 9/15/2022: Request for assistance to purchase new tires to get to work. \$677.74 D&M Auto.
- 9/29/22: Request for assistance to purchase a vehicle insurance policy for an inherited car so client and work. \$523.00 Moore and Alvord.
- The Resident Assistance Fund will be receiving a \$5000,00 donation from The Northwest Community Foundation's Gaylord Tiffaney Fund to be used for woman/children. This is an annual donation.

Barclay requests:

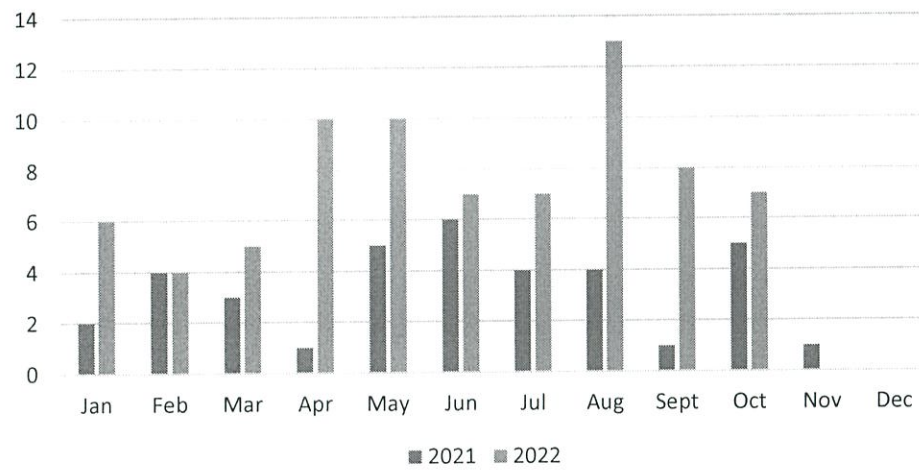
- 10/7/2022 Request for assistance to pay motor vehicle taxes \$639.42 Town of Winchester.
- 10/28/2022: Request to pay motor vehicle taxes \$1 147.69 City of Torrington.

Internal Data:

New Service Users



Housing



HOUSING AUTHORITY OF THE CITY OF TORRINGTON

110 Prospect Street • Torrington, CT 06790

EXECUTIVE OFFICES

(860) 482-3581 • (860) 482-5841 Fax

TDD

1-800-545-1833 Ext. 443

RENTAL ASSISTANCE PROGRAMS

(860) 482-1136

October 12, 2022

New Beginnings of NW Hills Litchfield County, Inc.
21 Prospect Street – Unit A
Torrington, CT 06710

Dear New Beginnings:

Torrington Housing Authority has recently revised its Annual Plan to add a preference in Public Housing to applicants who are 65 and older, homeless or in imminent danger of becoming homeless and are referred to the Housing Authority by New Beginnings. Applications must include a letter from New Beginnings stating that the applicant is either homeless or in imminent danger of becoming homeless.

Candidates from other agencies must send the prospective applicant to New Beginnings for homeless registration and referral to the Housing Authority.

At this time open and available units are only located at Torrington Towers. There are no other options. First month rent is free and there is no required security deposit. Rent would be approximately 30% of gross income. Gross income must be documented – i.e. if applicant receives social security, SSI or SSDI – they must have a TPQY from Social Security. We do not get this documentation for the client – they must have it to complete the application before it is submitted. If they work – they must provide 5 most recent paystubs. Food stamps or other benefits must be documented (although they do not count towards income we are required to report them). Social Security cards and birth certificates are also required. Please help your clients be document ready to submit the application.

Incomplete applications are returned to the applicant. Criminal background checks will be done as they are for all applicants.

Attached to this email is an application you can print and use for your clients.

Thank you,



Claudia Sweeney
Executive Director



CLAUDIA A. SWEENEY
Executive Director & Secretary

DAVID MURELLI
Chairman

MARIO J. D'ANGELO
Vice-Chairman

ROBERT F. MILANO
Treasurer

SAMUEL MARINO
Resident Commissioner

DIANNE CERRUTO
Commissioner

Housing Crisis Line FAQs

Effective November 1, 2022

New 211 Housing Crisis Line Service Hours: 8 am to 4 pm Daily

1. Why are changes to the housing crisis line occurring?

The steep recent increase in housing crisis calls to 211 CT exceeds the funded capacity of the 211 housing crisis line. This means that callers have been experiencing extensive wait times. To better serve callers facing a housing crisis, we are changing our service to concentrate our staffing capacity during the times the majority of these callers seek assistance.

The 211 housing crisis line will discontinue 24/7 service as of November 1 and implement new service hours (8am to 4pm, every day, seven days a week) in order to align available call center capacity with the periods of highest call volume.



2. How many people facing a housing crisis are calling 211?

The number of calls to 211 from callers facing a housing crisis has increased rapidly in recent years: anticipated 2022 call volume is 176% of housing crisis call volume in 2017. By the end of 2022, the 211 CT housing team projects that the line will receive more than 157,000 calls related to housing instability and shelter, with approximately 75,000 of those calls expected from residents who describe themselves as homeless or at immediate risk of homelessness.

3. Do the changes to the homeless crisis line apply to other 211 services?

No. All other 211 services will remain available 24/7/365, including our 211 basic needs information and referral service and our suicide prevention and mental health crisis intervention service. We are pleased to report that for 988 (the National Suicide Prevention Lifeline), service provided through United Way of Connecticut places our state among the top three in the nation for answer responsiveness; our crisis team picks up the vast majority of these calls in less than 10 seconds.

4. Will emergency assistance through 211 be available 24/7 for people who are unsheltered during severe cold weather periods?

Yes. 211 will continue to provide specialized services 24/7 during cold weather protocol periods declared by the Governor. During these periods, we assist individual callers to access transportation and immediate shelter.



5. What service is available for callers when the weather is cold, but the Governor does not activate a severe cold weather protocol?

When the weather is cold, but the Governor has not declared a severe weather protocol, the housing crisis line will be available 8am to 4pm daily (seven days a week). The 211 information & referral line will continue to operate 24/7/365, providing callers up-to-date information about warming centers (which, as a rule, begin operating December 1st). The quickest way for CT residents to access information on the closest, local warming centers will be at 211ct.org.

6. Will the new housing crisis hours affect wait times?

We are concentrating our available staffing of trained housing contact specialists during the times when most people call: between the hours of 8 am and 4 pm. Our goal is to focus our available staff capacity during these times in the hope that it will allow us to more quickly respond to each caller in need.

7. Who does the housing crisis line serve?

The housing crisis line serves Connecticut residents who identify as homeless or at imminent risk of homelessness, to help callers problem-solve and identify solutions to remain safely housed. When necessary, callers will be connected to one of the seven Coordinated Access Networks (CANs) of local homelessness and housing resources.



8. What assistance is available for callers with questions regarding basic housing supports?

In order to focus our call center capacity on the most vulnerable residents facing homelessness, we will discontinue live assistance to callers seeking information on basic housing supports. We will instead provide recorded information regarding how to access rental assistance, Section 8, and other programs and refer callers to 211ct.org for comprehensive information.

9. What services will be available from the regional Coordinated Access Networks to help people facing homelessness?

The majority of households will continue to access assistance through 211. The state's seven CANs (Coordinated Access Networks of homelessness and housing resources) are creating options for those experiencing literal homelessness to receive assistance through local hubs. Through these hubs, CANs will be able to work with their community partners to address the needs of people living in unsheltered situations and unable to navigate the existing homeless response system.

WINSTED/WINCHESTER TOWN REPORT 2021-2022

VISITING NURSE & HOSPICE OF LITCHFIELD COUNTY, INC.

Visiting Nurse & Hospice of Litchfield County was created in 2020 by the mergers of Salisbury Visiting Nurse Association (est. 1904), VNA Northwest (Bantam, est. 1928) and Foothills Visiting Nurse & Home Care (Winsted, est. 1922). The combined agencies will be caring for the residents of all towns in Litchfield County plus Burlington, Canton, and Hartland.

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

VNHLC is very proud to be named to the HomeCare Elite for 9 consecutive years and identified as one of the best Home Care Agencies in the United States.

VNHLC employs 115 people, 95% of whom reside locally in Northwest Connecticut.

VNHLC cared for 2,442 patients and provided 56,861 patient visits in 2021-2022.

VNHLC is proud of its long-standing history with the Town of Winsted. 240 persons from Winsted received home health services from VNHLC during the past year.

Eighty-three (83%) percent of all our patients were age 65 or older.

VNHLC also offers, with funding assistance from the town, the following services free of charge to residents of Winsted/Winchester:

- Flu Clinics
- Matter of Balance Classes – classes focus on how to maintain balance, continue moving and exercise at any age.
- Blood Pressure Clinics
- Health Promotion Visits - VNHLC receives an annual allocation from the town to help defray the costs of providing free Health Promotion visits and Public Health Programs. Health Promotion is a program in which certain elderly at-risk patients, who normally live alone and no longer qualify for insurance benefits, are routinely monitored free of charge by one of our staff nurses, therapists, social workers, or dieticians.

Structured Bereavement Groups are held twice a year. The groups are free and open to anyone in the community who has lost a family member or friend. The bereavement coordinator is also always available to meet privately with people. Just before the holiday season, an event, The Tree of Lights, is held to honor and remember VNHLC patients who have passed within the past 18 months to which family members and caregivers are invited.

This past year VNHLC was able to conduct public and many private flu clinics and administered more than 1,500 flu vaccines to mostly high-risk individuals. All ages, 18 and older, were welcome to attend.

Since VNHLC is a non-profit health agency, the Board of Directors serve on a voluntary basis and represent all the towns in which full services are provided. The representatives from Winsted for 2021-2022 were Alan Colavecchio, President, Louise Van Alstyne, Secretary and Jan Jakubiak.

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

Michael Caselas, Executive Director

2021	Year Total:	140	60	\$4,207.17	\$30.05	\$1,536.04	\$10.97	27%
2022	Jan-22	10	4	\$371.12	\$37.11	\$199.20	\$19.92	35%
2022	Feb-22	9	5	\$119.85	\$13.32	\$11.17	\$1.24	9%
2022	Mar-22	8	4	\$154.86	\$19.36	\$85.52	\$10.69	36%
2022	Apr-22	6	3	\$134.93	\$22.49	\$84.42	\$14.07	38%
2022	May-22	6	2	\$122.77	\$20.46	\$98.38	\$16.40	44%
2022	Jun-22	7	2	\$146.03	\$20.86	\$151.21	\$21.60	51%
2022	Jul-22	6	2	\$164.13	\$27.36	\$178.32	\$29.72	52%
2022	Aug-22	6	2	\$105.43	\$17.57	\$104.71	\$17.45	50%
2022	Year Total:	58	24	\$1,319.12	\$22.74	\$912.93	\$15.74	41%
Total		2,999	1,686	\$130,294.40	\$43.45	\$117,694.15	\$39.24	47%