



**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING**

Regular Meeting Agenda

October 03, 2022, 7:00PM

P. Francis Hicks Room

Streamed live on YouTube and Channel 19#LED

CLERK'S OFFICE

SEP 30 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 September 19, 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. **NEW BUSINESS**
 - A) Presentation on the Housing Affordability Plan (Jocelyn Ayer).
 - B) 22-51 Consider and possibly act on a bid waiver for the construction of Whiting Street, Phase 2 (Town Manager Kelly).
 - C) 22-52 Proposed Line-Item Transfer (Town Manger Kelly)
 - D) 22-53 Refunds as recommended by Interim Collector of Revenue (Town Manager Kelly)
 - E) 22-54 Consider and possibly act on proposed allocations of American Rescue Plan Act funding (Town Manager Kelly).
 - F) 22-55 Proposed Line-Item Transfer (Town Manger Kelly)
 - G) 22-56 Proposed Line-Item Transfer (Town Manger Kelly)
 - H) Presentation of prospective policies for adoption (Town Manager Kelly):
 - Blight & Beautification Fund Policy
 - Freedom of Information Act Policy
10. **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.
11. **EXECUTIVE SESSION**
 - A) Kevin Nelligan regarding pending litigation
12. **SELECTMEN'S COMMENTS AND REPORTS**
13. **ADJOURNMENT**

Town of Winchester

Board of Selectmen

Regular Meeting

Monday September 19, 2022

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 6:59pm

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)
	Josh Kelly (Town Manager)

Staff Members	Glenn Albanesius (Town Clerk)
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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 September 6, 2022

Motion - Sel. Perez / Second - Sel. Groppo

Vote to accept minutes - 5 (Yes) 1 (Abstained - Sel. Morhardt)

Item 5 **Citizens Comments** - None

Item 6 **Town Manager's Report** - Mayor Arcelaschi reported to the Board on the following topics. . .

* Town Manager Josh Kelly has reported that Winchester was awarded a \$500,000 STEAP Grant targeting Elm Street road work.

* Reminder that responses to the Batcheller School RFP are due by Thursday September 22nd.

* The Town has hired 2 new employees to fill open positions. We welcome Mr. Bill Pietrefase as our new Assistant Building Official and Mr. Tom Heuschkel as the Budget Analyst and Grants Manager

Item 7 **Finance Directors Report**

* Finance Director Ann Marie Rheault reviewed current General Fund, Cash Flow and CIP data

Item 8 **Correspondence** - None

Item 9 **Boards and Commissions** - Sel. Sedlack had no formal actions to request but offered a reminder that the following groups had position openings.

Board of Assessment Appeals - 1 Alternate Seat

Conservation Commission - 1 Seat

Arch. Review Committee - 1 Seat

Laurel City Commission - 5 Seats

Economic Development Commission - 1 Alternate Seat

Item 10 **Unfinished Business** - None

Item 11 **New Business** -

A) 22-49 Dedication of BOE Non-Lapsing money to Pearson Air Conditioning Repair Project

Motion Statement - "I move that the Board of Selectmen authorize the Board of Education to access up to a total of \$200,000 from the committed BOS assigned General Fund Fund Balance to cover costs associated with HVAC upgrades and replacement at Pearson School."

Motion - Sel. Perez / Second - Sel. Bouchard

Vote to approve - Unanimous (6 - 0)

A) 22-50 Refunds as recommended by the Interim Collector of Revenue

Motion Statement - I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue in the amount of \$152.50

Motion - Sel. Bouchard / Second - Sel. Groppo

Vote to approve - Unanimous (6 - 0)

Item 12 **Citizens Comments** None

Item 13 **Selectmen's Comments and Reports**

* Sel. Bouchard - Made a note that still no response regarding a warrant in the cat hoarding case.

Reminded everyone that the Conservation Commission and Friends of Main Street have partnered to hold a River Cleanup on Saturday September 24th.

Item 14 **Adjournment**

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

To adjourn the meeting at 7:19pm

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: October 3, 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.

- **508 Main Street:** Discussions continue on how to proceed with the revitalization of this property.
- **ARPA:** I have collected more information that the Board of Selectmen has requested, and further requests for ARPA allocations are before you at tonight's meeting.
- **Batcheller School:** The Town has posted an RFP for public viewing and response, which can be found on our website. Responses were due by September 23, 2022. We have received two responses, both of which will be shared in full with the Selectmen before your 2nd meeting in October.
- **Communities Challenge Grant:** One of the two proposed Round 2 grant applications has been completed – the second is in the works. Both are due at the end of this coming week.
- **Economic Development:** A job fair is being held in East End Park on Wednesday, October 5th, from 11am – 2pm. Many businesses have signed up to participate, and it's looking like it will be a wonderful event!
- **Façade & Business Start-Up Programs:** Final allocations have been announced from these programs – a follow-up report will be shared with the Selectmen in November.
- **Fair Rent Committee:** Work on this project is ongoing.
- **Grants:** The Town has been accepted into the National League of Cities Infrastructure, Investment, and Jobs Act (IIJA) "Bootcamp," which will provide free assistance to Town officials to complete one full IIJA grant application by January. The Town is also working towards the completion of a grant from the Federal DOT that would provide funding for a redesign of Main Street.
- **Personnel:** We are currently in the process of reviewing applications for the Assistant Tax Collector and Assistant Assessor positions; we are still accepting applications for the Assessor position. A new schedule dictating the order and timing in which each job description is to be reviewed and amended has been

adopted and shared with Department Directors. 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 either this month or in November at the latest.

- **Policies:** I have been hard at work developing not just the updated HR policies, but also developing a FOIA policy and a Blight Fund policy. Both drafts are available for your viewing and public viewing at this meeting, and I hope that we may be able to make any needed amendments and adopt these policies by the next meeting.
- **Public Works:** A report on the status of the road bond projects will be provided to you at tonight's meeting. The next round of reports from Public Works will include a recap on fall projects.
- **Social Services:** There are now over 20 unsheltered homeless individuals in town. There is already a high demand for energy assistance for the winter months.
- **Strategic Planning:** Conversations around authoring and approving a new Strategic Plan have begun.
- **Sustainable CT:** Work continues with the Conservation Commission to further our objective of achieving the first Sustainable CT certification within the fiscal year.
- **Unions:** The Supervisors Union has voted to ratify a contract – this will be before you for a vote in the near future.

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

- Wednesday, October 5, 2022 (11am – 2pm): Job Fair on the Town Green
- Monday, October 10, 2022: Columbus/Indigenous Peoples' Day (Town Offices Closed)
- Monday, October 17, 2022 (7pm): Regular Board of Selectmen Meeting
- Monday, November 7, 2022 (7pm): Regular Board of Selectmen Meeting

Respectfully submitted,

Joshua Steele Kelly
Town Manager & CEO



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: October 3, 2022

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

September 2022

Finances:

<u>Budget:</u>	\$205,470.00
<u>YTD Actual:</u>	\$63,318.77
<u>Percentage Spent:</u>	30.8%

Celebrations: 105 members celebrated our 56th Anniversary at Crystal Peak

Drumming Circle: 43 members joined in the fun

Fitness Classes: 31 classes were held with 322 members participating

Friday BINGO: 115 people attended our weekly Friday afternoon games

Friendly Hands Food Bags: 124 bags were distributed to the 6 elderly housing sites, the Y shelter and Winsted Senior Center

Hartford HealthCare Neighborhood Health Clinic: 13 patients were seen for various medical services including vaccines.

Healthy Cooking Classes: 42 members participated.

Lunches Served: 461 Grab & Go and Sit-Down lunch were provided.

Membership: 354 older adults age 55+ have paid dues or are lifetime members.

Renters Rebate Program: 232 applications were submitted to the State between April 1 – September 30.

Senior Center Van: 254 rides were provided.

Trips: 47 members traveled to the Thimble Islands on a day trip. 51 members traveled to Maine on a 3-day trip.

Building Update: Senior Enrichment Program Sensory Room – construction began with a whole a hole cut in the concrete in the back of the Center's garage and a sliding glass door was installed to provide light and for an emergency exit. Wall construction, electrical, mechanical and flooring work is schedule for October. Torrington Area Health Dept. inspected the kitchen, and we received a 100% rating.

Respectfully,

Jennifer Kelley

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
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RE-APPOINTMENT

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Next Term Exp	Appointing Authority
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RESIGNATION

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Next Term Exp	Appointing Authority
10/03/2022	Lara Green-Kazlauskas	Architectural Review Committee	D	Member	12/18	BOS

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

Terry Hall

From: Lara Green-Kazlauskas <larakaz69@gmail.com>
Sent: Thursday, September 29, 2022 6:17 PM
To: Terry Hall
Subject: Re: Architectural Review Committee

Caution! This message was sent from outside your organization.

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

I was an alternate. Due to all of my current obligations, I am unable to return.
Thank you,
Lara

On Thu, Sep 29, 2022 at 4:43 PM Terry Hall <thall@townofwinchester.org> wrote:

Good afternoon Committee members,

It has been brought to my attention that most of the Committee members on the Architectural Review Committee need to be reappointed. If you would like to be reappointed, please email so I can add it to the BOS meeting Monday night. Also I need to know if you appointed a new chairman? Doug, I don't have an email for Linda, can you let me know if she would like to be reappointed?

Thank you,

Terry L. Hall

Administrative Assistant

Town Of Winchester

860-738-6078

thall@townofwinchester.org

CONFIDENTIALITY NOTICE:

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Town of Winchester

DRAFT Housing Affordability Plan

2022-2027



Adopted: [insert date]



Table of Contents

Message from the Steering Committee

I. Introduction

- Why does Winchester need a housing affordability plan?
- How do you define housing affordability?
- Why has housing become unaffordable for so many?
- How was this plan developed?
- What is "Fair Housing"?

II. Assessment of Housing Needs and Current Housing Stock

- What do Winchester residents say about housing needs?
- What are the demographic and employment trends that will affect our housing needs?
- What does our current housing stock look like?
- Regional housing needs

III. Land Use and Zoning Assessment

- What residential uses do the zoning regulations allow? Where?
- How much land is preserved and cannot be built on?

IV. Goals and Strategies

- How can Winchester address its identified housing needs over the next 5 years?

V. Appendix/Resource links

- Where can I go for more information?



Message from the Steering Committee

The Town of Winchester already has a more diverse and affordable range of housing options than most of its fellow towns in Litchfield County. It should not be asked to provide more than its fair share of the affordable housing options for the region.

We have created this plan because State law requires us to do so. The State law passed in 2017 (Statute 8-30j) requires every municipality in the State to prepare and adopt an affordable housing plan. It further states that, "Such plan shall specify how the municipality intends to increase the number of affordable housing developments in the municipality." We would like the State to recognize and address the following:

- **State housing programs and policies should focus on and enable homeownership.** Currently, many renter households are paying rents that are equivalent to or higher than a mortgage payment. Assisting these households to become owners should be the priority.
- **The State should invest in job training and advancement.** Building more affordable housing units is not going to solve the core problem. The State needs to address the issue of low wages by investing in job training and advancement.
- **The percentage of affordable housing options in the region's other towns is significantly less than Winchester.** Of Winchester's current housing stock, 9.3% is dedicated to remaining affordable for households below 80% of the area median income. Most of the surrounding towns in Litchfield County, except for the City of Torrington, have less than 3% of their housing stock dedicated to remaining affordable to these households. Yet, according to state and federal Fair Housing law, the units of affordable housing in Winchester must be equally available to all qualified people from any town. In addition to its stock of dedicated affordable housing, Winchester also has more housing units that are affordable by nature (because they are smaller, multi-unit buildings, or older) than surrounding towns. Winchester should not be expected to solve the region's need for more affordable housing options alone.

While we believe the above issues must be addressed, we have also seen the following current housing challenges for our residents:

- **Investors have started buying rental properties** in the town and are raising rents beyond the current residents' ability to pay. We need to find paths to homeownership for many of these households.
 - 286 residents requested housing or shelter assistance over the last 12 months according to 211 of Connecticut.
- We have **senior residents** who have lived here their whole lives that are currently living in their car or in the shelter because they cannot find suitable, affordable, senior housing options. We do not want our seniors to experience this.
 - 134 senior households were on the waiting list for housing at Winchester Housing Authority properties.

The State required Housing Affordability Plan that follows seeks to address these current housing challenges that our residents are experiencing while we await the State's action to address the more long standing core challenges described above.

- Winchester's Housing Plan Steering Committee



Introduction

Why does Winchester need a plan for housing affordability?

A State law passed in 2017 (Statute 8-30j) requires every municipality to prepare and adopt an affordable housing plan at least once every five years. In 2021, the Town of Winchester received a grant from the Connecticut Department of Housing to undertake a proactive planning process and lay out a strategy for meeting the housing needs of existing and future residents and workers.

The town created a Housing Plan Steering Committee which met monthly to provide feedback throughout the planning process and to ensure that the community was invited to participate early and often in the conversation around housing affordability needs and possible strategies for meeting those needs.

Winchester Housing Plan Steering Committee Members:

- **Todd Arcelaschi**, Mayor
- **Josh Kelly**, Town Manager
- **Linda Groppo**, Selectwoman
- **Candy Perez**, Selectwoman
- **Pinky Mangione**, Winchester Housing Authority
- **Nick Teeling**, community member
- **Christine Hunter**, realtor
- **Jayne Martigneni**, Winchester Housing Authority
- **Pam Colombie**, Land Use Department
- **Katie Vaill**, Director of Social Services

Planning facilitation and technical assistance provided by:
Jocelyn Ayer, Director, Litchfield County Center for Housing Opportunity

How do you define housing affordability?

Housing is considered affordable if it costs no more than 30% of a household's income. This is important because when households have to spend more than 30% of their income on housing costs, they don't have enough left over to pay for all their other needs including food, gas, clothing, healthcare, childcare, etc. **This has a dragging effect on the local economy** because residents don't have much left in their household budget after these basic needs are met to go out to dinner or spend money at other local businesses. In Winchester:

- **1,410 households** were spending more than 30% of their income on housing costs.
- 640 of those households were spending more than 50% of their income on housing costs; this is considered severely cost burdened.¹

Housing affordability is not just a challenge in Winchester, it is a statewide and nationwide challenge. There are a few key reasons for this: 1) **The cost of housing has risen faster than incomes over the last 30 years** and 2) the **supply of new homes being built cannot keep**

¹ Source: "CHAS" data (Comprehensive Housing Affordability Strategy), HUD released on September 29, 2021, for the 2014-2018 period.

up with demand. The ability to meet demand, especially for “downsizing” options for older adults and multi-family or condominium options is affected by:

- the cost and availability of buildable land,
- high construction costs, and
- long or uncertain permitting processes in some towns.

Finding and keeping housing that is affordable is most challenging for households that earn under 80% of the Litchfield County median income. In 2021 this was \$57,680 for a single person or \$82,320 for a household of 4 people. The State Department of Housing keeps a list of how many housing units in each town are dedicated to remaining affordable to households at or below 80% of the area median income (AMI)- this is also referred to as the “Affordable Housing Appeals List”.

Winchester had 1,955 households that earned less than 80% of the area median income and had 609 housing units dedicated to remaining affordable to them according to the State’s Affordable Housing Appeals List (2021).

We say these 609 housing units are dedicated to remaining affordable because they are owned, managed, and/or provided funding by an entity that assures that the households who live there do not have to pay more than 30% of their income on housing costs and that these households are earning less than 80% of the area median income. These are entities like the Winchester Housing Authority and the CT Housing Finance Authority (CHFA). (See the appendix for Winchester’s inventory of dedicated affordable homes)

Rents and sales prices of homes in Winchester have generally been more affordable than those costs in some of the surrounding towns in Litchfield County. However, because of the short supply of housing in general (especially newer homes) sales prices and rents are rising beyond the reach of many households in all Litchfield County towns. Add in the costs of home heating, cooling, and maintenance of older homes and many households in Winchester are having to spend more than 30% of their incomes on housing costs (1,274 households in 2018) despite the costs being lower than in some surrounding towns.

The Town of Winchester will not be asked to pay for the construction or operation of housing that is affordable. The purpose of this plan is to collect data and information about the housing needs of those who live and work in Winchester and look for ways to address those housing needs. There are many existing state and federal programs that pay for the construction of new affordable homeownership and rental opportunities. It was these types of state and federal programs that organizations such as the Winchester Housing Authority and Winchester Housing Development Corp. received funding through to construct the existing affordable housing in town. The town did not pay for the construction and does not pay for the operations of these affordable units.

The goals and strategies detailed in this plan are intended to help the town take advantage of existing programs and resources to address the housing needs of those who live and work in Winchester.

What does
dedicated
affordable
mean?

Will the town
have to pay for
affordable
housing?

1. Assess housing needs

2. Assess existing housing stock

3. Create plan for meeting unmet housing needs

TRABAJAN EN WINSTED?
**POR FAVOR
TOME NUESTRA ENCUESTA
DE 3 MINUTOS**

El Comité Directivo del Plan de Vivienda de Winchester/Winsted está trabajando en un plan para atender las necesidades de vivienda de los residentes y trabajadores. Tómese 3 minutos para informarnos sobre sus necesidades de vivienda a través de esta encuesta en línea.

JOIN US FOR AN INFORMATIONAL MEETING

**WHY DOES WINCHESTER
NEED A HOUSING PLAN?**

THURSDAY March 3, 2022 | 7 PM

Virtual meeting via Zoom

Meeting ID: 814 3935 0078

Passcode: 300877

Visit the town's website for a direct Zoom link or [click here](#).

Topics will include:

- Why are we developing a town housing plan?
- What do Winchester residents say about their housing needs?
- What's next?
- How can I provide feedback on this Housing Plan?

HOSTED BY: Winchester's Housing Plan Steering Committee

**Town of Winchester Housing Affordability Plan
Community Feedback Forum**

We want your feedback! All residents welcome!

Learn about why rents are rising so fast, how homeownership can be more affordable, how older adults can be helped to downsize, and how you can help.

**Tuesday, May 31
noon via Zoom**

Please go to the town website for the Zoom link or [click here](#).

POSTPONED:

The in-person version of this meeting that was going to be held at 7pm at Town Hall has been postponed. The Zoom forum at noon is still being held.

Come hear about the proposed goals and strategies for a new Winchester housing affordability plan.

Then give us your feedback.

Hosted by: Winchester Housing Plan Steering Committee

Housing Affordability Plan Process + Timeline

October/November 2021

- Housing Plan Steering Committee established
- Set monthly meeting schedule
- Review analysis of housing and demographic data

December/January 2022

- Review inventory of existing affordable housing
- Develop and launch resident housing needs survey
- Develop worker housing needs survey

January/February 2022

- Launched worker housing needs survey; outreach in Spanish and English
- Assessed housing needs based on data analysis and survey results

March/April 2022

- Held informational meeting about housing plan (March 3)
- Began developing goals and strategies to meet identified housing needs

May/June 2022

- Held community feedback forum on goals and strategies (May 31st)
- Developed DRAFT Housing Affordability Plan

July/August 2022

- Meeting with Planning & Zoning Commission to determine consistency with Plan of Conservation and Development
- Revisions based on feedback

September/October 2022 (TBD)

- Final draft of Plan prepared and posted in the town clerk's office and on the town website for the required 35-day review period.
- Board of Selectmen holds public hearing and adopts plan
- Final adopted plan is posted on the town's website and with the town clerk.

What is Fair Housing?

The following information is from the Connecticut Fair Housing Center:

Fair Housing rules apply to all homes in Winchester whether they are affordable or not.

Fair Housing is the sale/rental of housing free of discriminatory practices or policies.

Housing discrimination is illegal in Connecticut. Specifically, it is against the law to deny anyone housing because of their:

- Race
- Color
- National origin
- Sex (gender)
- Religion
- Children or family status
- Disability (mental or physical)
- Ancestry
- Marital status
- Age (except minors)
- Sexual orientation
- Gender identity or expression
- Legal source of income (refusing to accept Section 8, for example)
- Veteran status

A group of people who share characteristics that are protected from discrimination are known as a **“protected class.”**

What does housing discrimination look like?

Refusals to rent or sell. A landlord, owner or real estate professional refuses to rent or sell to you because you are a member of one of the protected classes listed above.

Misrepresenting the availability of housing. A landlord, owner, or real estate agent tells you that an apartment, house, or condominium is not available, when in fact it has *not* been rented or sold, because you are a member of one of the protected classes listed above.

Discrimination in terms and conditions. You are treated differently by a landlord, owner, or real estate agent and given different conditions, terms, rules or requirements than others because you are a member of one of the protected classes listed above.

Use of threats, intimidation or coercion. A landlord, owner or real estate professional attempts to prevent you from renting or buying a home by suggesting that you will not be safe or that neighbors may not want you to move in, because you are a member of one of the protected classes listed above.

Discriminatory advertising. A landlord, owner or real estate professional puts an ad in a newspaper, creates a brochure, or makes a spoken statement that shows preferences or limitations for certain people because they are members of one of the protected classes listed above.

Affirmatively Furthering Fair Housing

All municipalities in Connecticut are required to take actions to identify and remove impediments to fair housing. Many people in the protected classes are disproportionately lower-income making a lack of affordable housing options a core impediment to fair housing choice.



Assessment of Housing Needs & Current Housing Stock

What do residents say about housing needs?

Resident Survey

In December and January 2022, the Housing Plan Steering Committee conducted a survey to collect feedback from residents. The notice inviting residents to take the survey was posted on the town's website, at town hall, in the town's e-newsletter, and on social media. 292 responses to the survey were received. A link to the full survey results are included in the appendix to this plan. Here is a summary of results from the Resident Housing Needs Survey:

- **60%** think the cost of housing in town affects the town's ability to **attract/retain younger people or young families**.
- **54%** think the cost of housing in town affects the ability of **people who work in town** to live here.
- **49%** think the town needs programs that help with the costs of **rehabilitation of older homes**.
- **46%** think the town needs **home renter options** that young families and young adults can afford.
- **46%** think town needs **first time homebuyer options** that allow renters to purchase their first home
- **38%** **had experienced barriers** to finding the type of housing they would like to have in Winchester.



"We are a small family who would love to buy a home in Winsted."

"It took me a year of looking almost to find a 3 bedroom where rent wasn't jacked up to where I couldn't pay it."

"Winsted needs additional affordable senior living on one floor, similar to the property on Gay Street."

"Keeping folks - of all ages - IN their OWN homes should be considered important."

NCCC Student Survey

The town also conducted a survey of the housing needs of **Northwest CT Community College students**. 53 students responded to the survey; 82% of which did not currently live in Winchester. 42% said they would like to live in Winchester now and another 31% they would like to live in Winchester in the future.



"Affordable student rental options would help a lot of students looking to benefit from NCCC."

"I believe the problem is quality housing for an affordable price. It's almost impossible to work full time and go to school so affordability is key and safety shouldn't be compromised."

NCC students were asked what types of housing they would like to find in Winsted/Winchester. Here are the results:

ANSWER CHOICES	RESPONSES	
▼ 2-bedroom rental housing in a multi-family building	37.25%	19
▼ Studio or 1 bedroom rental housing in a multi-family building	33.33%	17
▼ Rent a single-family home	31.37%	16
▼ Housing in walking distance to the college	27.45%	14
▼ Unit in a redeveloped mill building in downtown Winsted	27.45%	14
▼ 3-bdroom rental housing in a multi-family building	23.53%	12

Worker Survey

The town also distributed a survey to employers in Winchester and asked them to pass it along to their workers. 58 people who work in Winchester responded to this survey. Almost 60% of respondents were in the "education" sector and 25% worked in "town government". 41% of respondents already lived in Winchester. Of the respondents that did not already live here 32% (18) said that they would like to live here now or in the future. When asked what types of housing they would like to find in Winchester here are the results:

ANSWER CHOICES	RESPONSES	
▼ Purchase a single-family home	42.86%	18
▼ Other (please specify)	Responses 21.43%	9
▼ Senior housing	16.67%	7
▼ Studio or 1 bedroom rental housing in a multi-family building	4.76%	2
▼ 2-bedroom rental housing in a multi-family building	4.76%	2
▼ Purchase a townhome or condominium	4.76%	2

Note: The Housing Plan Steering Committee understands that the NCCC student survey and the worker survey results do not represent a statistically significant sample size despite our best efforts to get people to respond to these surveys. Nevertheless we wanted to report the findings from those who did take the time to respond.

What are Winchester's demographic trends?

Demographic changes

Winchester has approximately 10,200 residents living in 4,550 households. Over the last 10 years (between the 2010 Census and the 2020 Census) the town's total number of residents declined by 9% (1,018 residents). The number of children in town declined by 27% during this period. This demographic data does not take into account the many changes that occurred during the second half of 2020 and in 2021 related to the pandemic real estate boom.

TABLE 3: POPULATION AND POPULATION CHANGE BY AGE GROUP, 2010-2020

Area	Age	Population, 2010	Population, 2020	Change	Percent change
Connecticut	All ages	3,574,097	3,605,944	+31,847	+0.9%
	Children	817,015	736,717	-80,298	-9.8%
	Adults	2,757,082	2,869,227	+112,145	+4.1%
Litchfield County	All ages	189,927	185,186	-4,741	-2.5%
	Children	40,952	33,307	-7,645	-18.7%
	Adults	148,975	151,879	+2,904	+1.9%
Winchester	All ages	11,242	10,224	-1,018	-9.1%
	Children	2,298	1,671	-627	-27.3%
	Adults	8,944	8,553	-391	-4.4%

Winchester's population has also become slightly more diverse in terms of race and ethnicity over the last ten years. Non-white residents made up 14% of Winchester's population in 2020 while in 2010 it was 9% according to DataHaven's equity profile². This is a fairly similar % of non-white residents as in Litchfield County as a whole but a much lower percentage than the statewide percentage (37% non-white).

Aging population and fewer households with children

As shown in the table above, the number of children in the town decreased by 27% between 2010 and 2020. The last available data showed that 19% of Winchester's households had children. However, 60% of the town's housing stock is designed for families with children having 3 or more bedrooms. According to Connecticut Data Center projections, the demographic segment that is projected to grow the most in the next 20 years are residents over 65 years old. These trends (a declining number of households with children and an increase in the portion of Winchester's population of residents over 65 years old) indicates a need for smaller homes and apartments with accessibility features for households without children.

of Winchester households with children

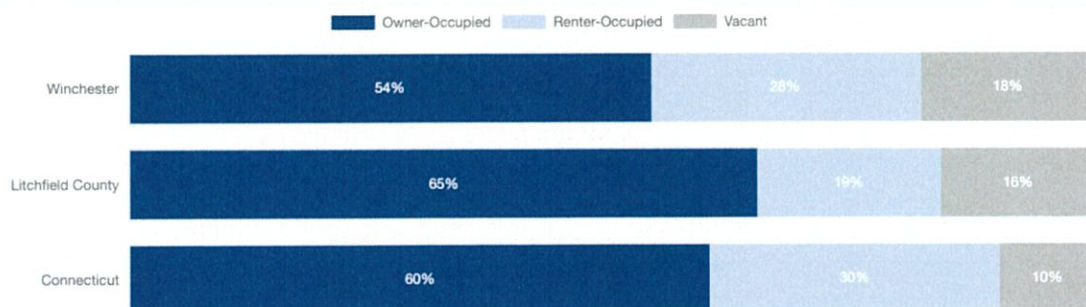
-27%

² Seaberry, C., Davila, K., Abraham, M. (2021). Winchester Equity Profile. New Haven, CT: DataHaven. Published September 2021. More information at ctdatahaven.org (Table 3 is also from this source)

Household characteristics and housing cost burden

Home-owners and Home-renters

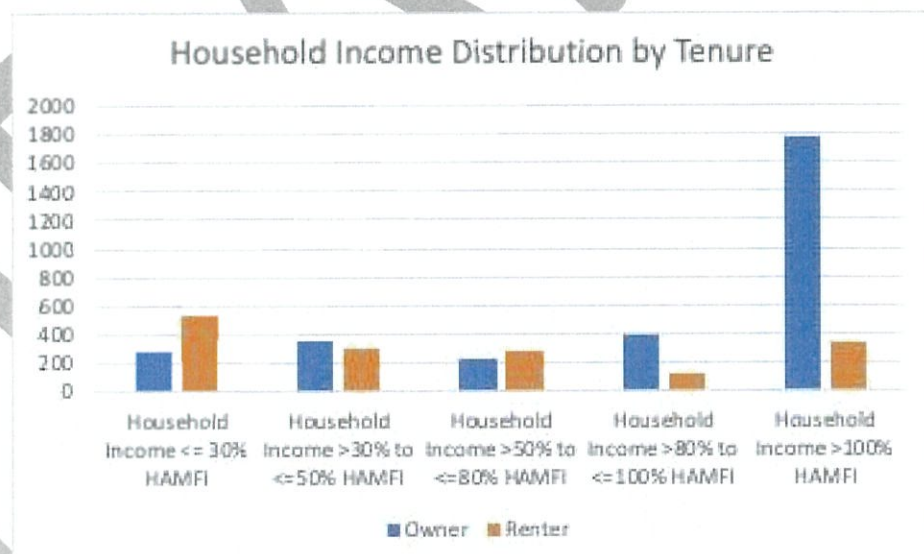
Approximately 28% of the town's housing stock is occupied by home-renters. This is similar to the statewide rate of 30%. 54% of homes are occupied by home-owners.



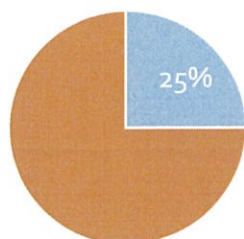
Source: Partnership for Strong Communities 2020 Housing Data Profiles

Household incomes by tenure

The most recent HUD Comprehensive Housing Affordability Strategy (CHAS) data available shows that 1,090 renter households and 865 owner households earn under 80% of the household area median income (AMI). This is important to know, again, because housing affordability initiatives are typically intended to make housing more affordable for households at or below 80%AMI. The chart below shows how these household incomes breakdown by tenure.



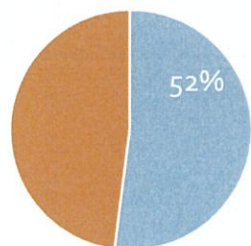
Cost Burdened Home-owners



Housing cost burdened households

Households are considered "housing cost burdened" if they spend more than 30% of their income on housing. It is estimated that **1,410 Winchester households were housing cost burdened** (610 owner households and 800 renter households). 640 of those households were paying more than 50% of their income on housing costs; this is considered severely cost burdened. About a quarter of homeowners are cost burdened and 52% of renters are cost burdened. This is similar to the rates in the state and the county as a whole.

Cost Burdened Home-renters



Winchester homes are more affordable than most neighboring towns.

The 2020 American Community Survey 5-year estimates show Winchester's median home value at \$192,000 compared to \$334,900 in Norfolk, \$262,200 in Colebrook and \$262,900 in Barkhamsted. The median home value in Torrington is \$153,800.

Home sales prices and rents have been rising. Between 2016 and 2021, the median home sales price in Winchester rose by \$85,000 or 58%. Home prices in 2020 and 2021 were affected by the Pandemic and historically low mortgage interest rates. They are not expected to continue to rise in this way but they are not expected to fall much from their current values. These current prices are out of reach for many households, especially renter households who would like to purchase their first home.

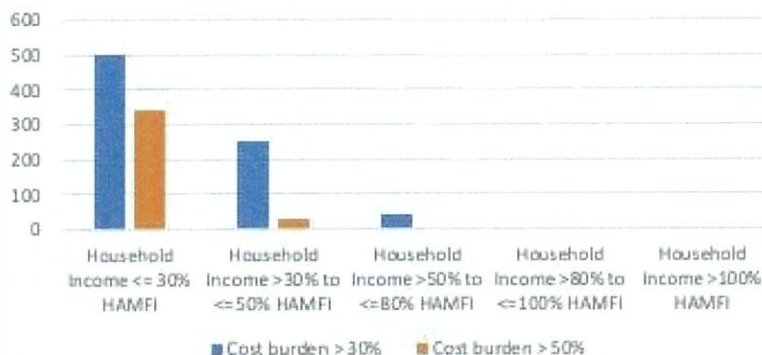
There was a gap in 2021 of \$114,500, between what a renter household in Litchfield County could afford and the median priced home in Winchester. (In 2020 the gap was \$62,500.)

According to a Litchfield County rental report from SmartMLS, rents countywide increased 37% between 2020 and 2021. Also, the inventory of available rentals declined substantially.

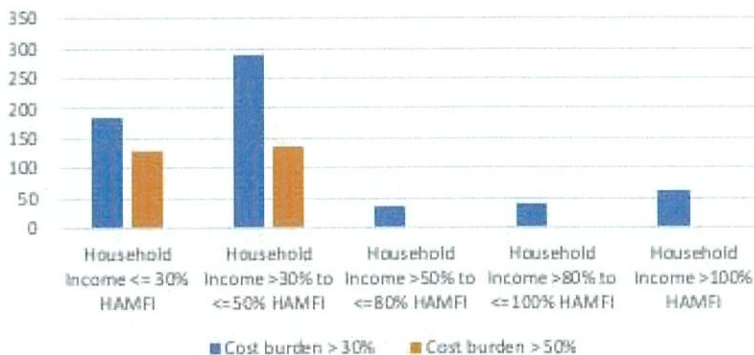
Winchester residents experiencing housing insecurity

Between May 2019 and May 2022, 362 home-renters in the Town of Winchester faced eviction according to CTData Collaborative's Connecticut Eviction Map (www.ctdata.org/evictions). According to 211 of Connecticut (a free information and referral service provided by the United Way of Connecticut) 286 Winchester residents requested housing or shelter assistance between June 2021 and June 2022 including 96 shelter requests, 60 requests for rent assistance, 53 requests for low-cost housing, and 30 with landlord tenant issues. (County-wide during this time period there were 1,350 shelter requests and 565 requests for rent assistance.)

Number of Cost Burdened Renter Households by Income



Number of Cost Burdened Owner Households by Income



Jobs and Housing

Housing for people who work in Winchester

Winchester has 3,255 jobs. The largest number of these jobs are in the manufacturing sector. Followed by healthcare and retail. Many employers have expressed a need for housing opportunities that are attractive and affordable for the workforce they are trying to recruit.

The average annual pay for all of these jobs except those in manufacturing is less than 80% of the area median income (AMI) for a single person household. If it was a single head of household supporting one or two children, it would put them well below 80% AMI. The data presented here shows how limited the number of homes dedicated to remaining affordable for households at and below this income is.

TABLE 6: JOBS AND WAGES IN WINCHESTER'S 5 LARGEST SECTORS, 2019

Sector	Connecticut		Winchester	
	Total jobs	Avg annual pay	Total jobs	Avg annual pay
All Sectors	1,670,354	\$69,806	3,255	\$48,412
Manufacturing	161,893	\$85,031	784	\$61,390
Health Care and Social Assistance	271,014	\$54,858	316	\$42,078
Retail Trade	175,532	\$35,833	294	\$32,040
Accommodation and Food Services	129,012	\$23,183	206	\$14,563
Educational Services	59,333	\$69,528	157	\$51,469

3

Existing Housing Stock

Number of Occupied and Vacant Housing Units

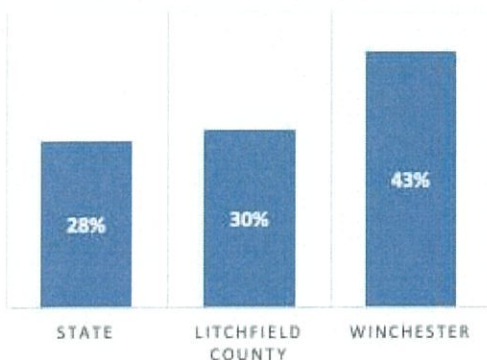
American Community Survey data (2020 5-year estimates) shows Winchester having approximately 5,744 housing units, about 16% of which (926) are considered "vacant". This source estimates that 378 of these "vacant" units are used seasonally or occasionally (summer homes or weekend homes). This plan includes strategies intended to help get truly vacant units (not including seasonal or weekend homes) back online.

Diversity of Housing Types

Compared to its less populated neighboring towns in Litchfield County, Winchester has a more diverse range of housing options available for its residents. Single family detached homes are the most expensive type of housing option to build, own, and maintain and makes up the majority of our housing stock county-wide. In Winchester 59% of the housing stock is single family detached while the county is at 73% and the state at 59%. Winchester also has a greater percentage of 2-family homes (16%) than the County or the State.

³ Seaberry, C., Davila, K., Abraham, M. (2021). Winchester Equity Profile. New Haven, CT: DataHaven. Published September 2021. More information at ctdatahaven.org

% OF HOUSING STOCK BUILT BEFORE 1950



Aging of Winchester's Housing Stock

Older homes can require costly renovation, be expensive to maintain, heat and cool. They can also have lead paint or mold issues. Winchester's housing stock is older than the county average with 42% of the housing stock built before 1950 and another 21% built between 1950 and 1970. 45% of renter occupied housing units (691 units) and 40% of owner occupied housing units (1,204) were built before 1950. This plan includes strategies to help property owners make needed repairs and upgrades to their properties.

Stock of Dedicated Affordable Housing

In 2021 Winchester had 609 units of housing dedicated to remaining affordable to the 1,955 households in town that earn under 80% of the area median income according to the State's Affordable Housing Appeals listing. These include affordable homeownership, rental assistance in market-rate housing, housing for

seniors, disabled, and supportive housing. **A more detailed inventory can be found in the appendix.** Here is a summary:

- 216 are rental homes for seniors in 5 developments
- 167 are households that receive rental assistance to afford fair market rent;
- 92 are single family homes with CHFA/USDA subsidized mortgages;
- 48 are 1- and 2-bedroom rentals at The Glen
- 3 are supportive housing/group homes

Regional Housing Needs

Our housing market and economy are regional. Many residents in Litchfield County live in one town and work in another. A regional housing needs assessment conducted by David Kinsey, PhD for Open Communities Alliance in November 2020 estimated a need in the region's 21 municipalities for at least 3,498 affordable housing units over the next 10 years. This study then allocated these units to each town in the region based on a "fair share methodology". This study allocated 130 housing units to the Town of Winchester and the remaining affordable housing units to the region's other 20 towns. Since this is a 5-year plan, Winchester would be meeting its "fair share" of this need if 65 homes that were dedicated to remaining affordable were created over the life of this plan (2022-2027). The strategies detailed in this plan could lead to the creation of up to 65 housing opportunities over the next 5 years. This would include both home-owner and home-renter opportunities targeted to meet the specific housing needs identified through this planning process. **The region's other 20 towns need to do their part as well to help meet regional housing needs.**

Housing Needs Summary

While Winchester has a greater percentage of its housing stock dedicated to remaining affordable to households at or below 80% AMI than its less populated neighbors, housing affordability challenges clearly remain for Winchester residents as shown in the preceding analysis and summarized here:

- **640 households were severely housing cost burdened⁴** (paying more than 50% of their income on housing costs)- this includes 375 renter households and 265 owner households.
- **134 senior households were on the waiting list** for housing at Winchester Housing Authority properties
- **286 residents requested housing or shelter assistance** over the last 12 months.

⁴ 2014-2018 American Community Survey data presented in the HUD Comprehensive Housing Affordability Strategy (CHAS) released on September 29, 2021



Land Use and Zoning Assessment

What residential uses do our zoning regulations allow?

The Town of Winchester has six zones that allow residential uses. The Rural Residential (RR) zone covers most of the land area in town. The Highland Lake zone covers the areas immediately adjacent to the lake and the remaining zones are in and around the downtown area and along Route 8.

The only residential use allowed without a special permit is a single family detached home. A special permit requires a public hearing and notice to neighboring property owners. Two-family dwellings and multi-family (3+ dwelling units) are not currently allowed in the rural residential district which makes up most of the land area in town.

This chart shows the residential uses allowed in each zone:

P= Permitted

SP = Special Permit Required

Blank box = not permitted

	Rural Residential	Highland Lake	Town Single Family	Town Center Residential	Town Center	Town Gateway
Single-Family Dwelling	P	SP	P	P		P
Accessory Apartment	SP	SP	SP		SP	SP
Two-Family Dwelling			SP	SP		SP
Multi-Family Dwelling				SP	SP	SP
Affordable Housing	SP	SP	SP	SP	SP	SP
Nursing Home		SP		SP	SP	SP
Mixed-Use (Housing + Commercial)				SP	SP	SP

* the Highland Lake Business District (HLB) is not included here but does allow Multifamily Dwellings and Mixed-Use (Housing and Commercial) by Special Permit.

Single family homes

As described above, 59% of Winchester's homes are single family detached homes. In the Rural Residential zone, a minimum of 85,000 square feet (just under 2 acres) are required to build a new home. The Town Center zones allow smaller lot sizes to promote a walkable development pattern around downtown.

The zoning regulations allow one accessory apartment per lot by special permit in all residential zones except Town Center Residential. The apartment may be within the single family residential structure or in a barn, garage, or other accessory building. The owner of the property must live in either the primary dwelling or the accessory apartment and no more than 3 people may occupy the apartment.

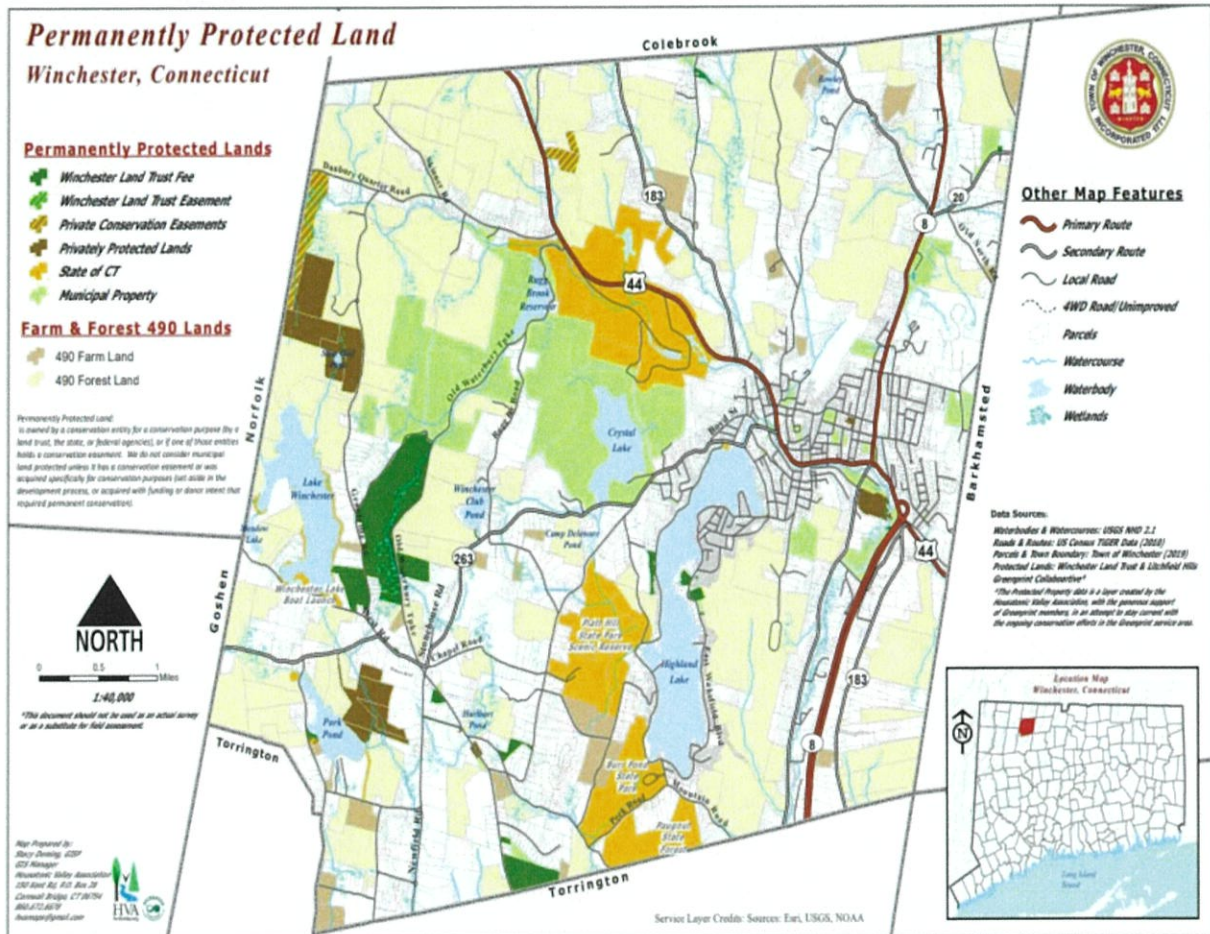
The zoning regulations allow a multi-family dwelling (3+ dwelling units) by special permit in the Town Center Residential, Town Center, and Town Gateway zones. In the Town Gateway zone, for every four dwelling units, the site must have 40,000 square feet of usable land (this does not apply in the other 2 zones in which this is allowed). No apartment building may have more than 30 dwelling units. Recreation facilities, open spaces, and facilities for active and passive recreation must be provided.



In 1989 the State legislature passed a law called the "Affordable Housing Appeals Act". Connecticut municipalities with less than 10% of their housing stock designated as affordable are subject to the Affordable Housing Land Use Appeals Procedure, widely known as "Section 8-30g". Winchester was at 10.8% as of the 2021 Appeals listing. In towns that have not met that 10% threshold, a town's decision to deny a zoning permit to a development that includes affordable housing may be appealed. The town would then need to show proof that the denial was based on a substantial public health and safety concern that "clearly outweighs" the town's need for more affordable housing. There is no State requirement for towns to reach the 10% threshold and reaching it does not mean that the town has satisfied its resident's housing needs.

Dedicated and Managed Open Space

According to the 2021 Town Plan of Conservation and Development, the town has 3,178 acres (16% of town) of dedicated open space that housing cannot be built on. It also has 8,192 acres of managed open space (41.9%) which is unlikely to accommodate housing development.





Goals and Strategies

How can Winchester address its identified housing needs over the next 5 years?

Described below are **6 goals** that the town will work to make progress on over the next 5 years and strategies intended to help meet those goals. Each strategy has been assigned to a lead entity. This entity will spearhead the implementation of that strategy and collaborate with other relevant town boards, commissions, and residents as needed to carry out that strategy.

Legend

BOS	Board of Selectmen
P&Z	Planning & Zoning Commission
WHA	Winchester Housing Authority
IT	(proposed) Housing Plan Implementation team
ED	Economic Development Director
FM	Fire Marshall/Housing Inspector
SS	Social Services Coordinator
TM	Town Manager

Goal 1: Support the redevelopment of existing buildings to create housing options

Winsted has a number of underutilized buildings in the town center area that could create additional housing options. Creating additional housing in this area, in walking distance to the college, could provide housing for students and help support main street businesses. The town actively works with owners of these buildings to hear what owners would like to do and supports efforts consistent with the town's Plan of Conservation and Development.

Strategies:

Lead:

1. Continue to work with the owners of mill buildings and other properties with vacant spaces that could be converted to housing to look for ways the town can support and encourage this renovation.	ED
2. Continue to support the remediation of sites once used for industrial, manufacturing, or commercial purposes and are now underutilized due to suspected or known contamination from past uses by applying for CT Office of Brownfield Remediation & Development funding as needed/available.	ED
3. Support the re-development of vacant space at the former Winsted Hospital to create needed housing options by participating in regular meetings with the Winsted Health Center Foundation.	IT

4. Encourage the creation/renovation of apartments for NCCC students and other residents in this area by collaborating with local housing non-profit organizations and private sector partners and helping connect them with the State and federal funding programs that could assist with this.	IT
5. Review list of town owned properties (vacant buildings or parcels) to determine which could be appropriate for use/re-use to create needed housing options.	IT
6. Develop Request for Proposals (RFP) for town-owned properties to identify developers with the experience to build, sell/own, and maintain high-quality housing options.	BOS
7. Consider selling or leasing properties to non-profit housing organizations who respond to the RFP and demonstrate that they can create the types of housing needed in town.	BOS

Goal 2: Support affordable homebuyer options.

There are currently 84 income eligible households in Winchester that have mortgages through CT Housing Finance Authority (CHFA) or USDA programs intended to create affordable homebuyer options. The strategies listed below are intended to both increase awareness of these existing programs and increase the number of homes that could be available to first time homebuyers.

Strategies:

Lead:

1. Increase awareness of CHFA (CT Housing Finance Authority) and HDF (Housing Development Fund) down-payment assistance for income eligible first-time homebuyers and free first-time homebuyer education classes available in the area and online through an annual article in newsletters/ social media and other outreach efforts; Ask board of realtors for help with outreach.	IT
2. Increase awareness about CHFA and USDA programs that help with mortgages for income eligible homebuyers.	IT
3. Consider partnering with NWCT Habitat for Humanity (which has built homes in Salisbury, Canaan, North Canaan, Sharon, and Torrington) or another non-profit to build affordable homebuyer options on appropriate town owned land through the RFP process described above.	BOS
4. Consider how properties that become the property of the town due to unpaid taxes could be utilized to create first time homebuyer options.	TM

Related Links:

<https://www.chfa.org/homebuyers/all-homebuyer-mortgage-programs/>

<https://www.usdaloans.com/>

<https://hdfconnects.org/services/fthb/>

What is Habitat for Humanity?

Habitat for Humanity is a global nonprofit housing organization working in local communities across all 50 states in the U.S. The Habitat chapter that serves our area is Northwest Connecticut Habitat for Humanity. As noted above, they have helped build affordable homeownership homes in Salisbury, Canaan, North Canaan, Sharon, and Torrington. Habitat homeowners help build their own homes alongside volunteers and pay an affordable mortgage. Habitat typically serves households at 60% area median income and mortgage payments are between \$800 and \$1,100/month with 0% interest. For more information go to: <https://www.habitatnwct.org/>



Goal 3: Preserve and support the long-term sustainability of Winchester's existing stock of affordable housing for seniors and other residents.

As of 2021, Winchester had 216 rental homes for seniors or disabled residents in five developments. Two of these developments are managed by the Winchester Housing Authority (WHA), two are managed by the Winchester Housing Development Corporation (WHDC), and one is managed by the Northwest Senior Housing Corporation.

Strategies:

Lead:

1. Support the preservation and planning for long term sustainability for the 216 units of affordable senior housing in town.	IT
2. Work with the owners of these properties to make sure they have the volunteer resources they need on their boards to continue their work.	IT
3. Study whether a formalized partnership between the WHA and WHDC (Winchester Housing Development Corp.) could help both remain more financially viable and able to address capital needs as they arise. (Reach out to Northwest Senior Housing Corporation to see if they would like to participate too.)	IT
4. Work with the owners of properties that were once dedicated to remaining affordable to households under 80%AMI but are no longer dedicated to see if, with some assistance from state and/or federal funding they could renovate these units and dedicate them again so they could be included on the State's Affordable Housing Appeals listing.	IT



What is the Winchester Housing Authority?

According to its website, "The **Winchester Housing Authority** has served the community of Winchester (Winsted) since 1956. It has a rich history brought about by its dedicated Board of Commissioners who have served throughout the years. First came 42 duplex family homes called Ramsay Heights in 1957. Then, in 1970, came 80 grand apartments called Chestnut Grove. This was followed in 1971 by Greenwoods Gardens' 40 apartments next to downtown." For more information visit: <http://www.winchesterhousing.org/>

What is the Winchester Housing Development Corp.?

The Winchester Housing Development Corporation is a 501c3 non-profit organization that was incorporated in 2001. They currently own and manage two elderly rental developments in town- Carriage Maker Place (32 units) and Laurel Commons (44 units). They have a volunteer board of directors with local residents which oversees a professional property manager.

Goal 4: Keep seniors living affordably in their homes

1. Promote energy efficiency programs offered by Eversource and others once per year through newsletters or other means. Increase awareness of programs that assist with electricity and/or heating costs.	IT
2. Continue efforts to increase awareness of existing services that allow seniors to stay in their homes; including dial-a-ride, senior center meals and CT Home Care Program for Elders.	SS

Are there any tax breaks for senior citizens?

Yes. If you or your spouse are age 65 or older, permanently reside in Winchester/Winsted (legal residence), either own your own home or rent, and meet certain income restrictions, you may be eligible for one or more forms of city and/or state financed property tax credits and/ or tax deferral. For information about these programs, please contact the Tax Assessor's Office at 860-379-5461. You may also inquire in person at the Assessor's Office at Town Hall.

Who qualifies for energy efficiency programs?

The EnergizeCT "Home Energy Solutions" program can help all homeowners reduce energy costs. Homeowners with household incomes of 60% of the area median income or less qualify for a free home energy assessment and free upgrades. For more information visit: <https://www.energizect.com/your-home-solutions-list/home-energy-solutions-core-services>

Goal 5: Protect against displacement and poor housing conditions

1. After study is conducted, consider creating a Fair Rent Commission . This would be a forum for tenants dealing with poor housing conditions to file a complaint; if violations are found a fine system could be put into place. A Fair Rent Commission would address rents being raised beyond what is reasonable. When reviewing rent increase complaints, the housing condition will be assessed.	BOS
2. Increase awareness of blight remediation efforts currently underway and how to submit a blight complaint form.	IT

3. Increase awareness of the requirement for 3+ unit residential buildings to be inspected every two years or more frequently when there is a change in tenants. (Contact building department to see inspection reports or schedule an inspection.)	FM
4. Consider applying for additional funding for the Housing Rehabilitation loan program through the Small Cities/CDBG program- this would help income eligible homeowners make needed repairs to their homes.	BOS
5. The town's Social Service Coordinator is the designated municipal employee to serve as the point of contact for those in town in danger of becoming homeless. This designated employee is in communication with the region's Coordinated Access Network to get updates and information on resources for people at risk of homelessness or experiencing homelessness.	SS

Resource links:

- Connecticut Children's **Healthy Homes Program** (Healthy Homes) - Provides support to improve living conditions for families: Working with a team of licensed and certified experts, the program assesses homes and develops a scope of work to address housing-related health hazards, such as lead-based paint, mold, asbestos, and injury risks. With that scope of work, the program works with property owners and contractors to complete the work to strict specifications in accordance with federal, state, and local environmental and building regulations: <https://www.connecticutchildrens.org/community-child-health/community-child-health-programs/healthy-homes-program/>
- Landlords and **Lead Paints information** from CT Department of Public Health: <https://portal.ct.gov/DPH/Environmental-Health/Lead-Poisoning-Prevention-and-Control/For-Landlords>

Implementation Strategies

1. Form a Housing Plan implementation team coordinated by the town manager which includes planning commission representatives, board of selectmen representatives and appropriate staff to meet at least twice per year and discuss next steps on meeting the goals of this plan.	BOS
2. Town manager will provide an annual summary report for the Board of Selectmen on implementation of the Plan.	TM



Appendix Resource links

Attached are the following appendices:

- Inventory of affordable housing

The following are links to additional resources:

- Resident Housing Needs Survey Results
- Winchester Housing Data profile
<https://housingprofiles.pschohousing.org/profile/#Winchester>
- Regional Housing Needs Assessment
<https://northwesthillscog.org/wp-content/uploads/2021/05/Housing-NWCT-report-April2021.pdf>
- NWCT Regional Housing Council website
<https://www.nwcthousing.org/>
- Affordable Housing Inventory and Contact List (2022)
<https://cthousingopportunity.org/resources-1/northwest-ct-regional-housing-council-2022-affordable-housing-inventory>
- CTHousingSearch.org, a housing locator service funded by the Connecticut Department of Economic and Community Development.
- 2-1-1 Housing Resources - This section of the 2-1-1 web site contains links to:
<https://www.211ct.org/>
 - Emergency Housing
 - Home Purchase Counseling
 - Housing Choice Voucher waiting lists throughout Connecticut
 - Rent/Mortgage Payment Assistance
 - e-Library Papers on a wide range of housing topics, such as Eviction, Foreclosure and Public Housing

Inventory of Dedicated Affordable Rental Homes (2021)

Project	Owner	# of Units	# HC Accessible	Year Completed	Seniors or Disabled Only?	Income Restrictions
Chestnut Grove <i>80 Chestnut Street</i>	Winchester Housing Authority	80	5	1970	Yes	Less than 50% of AMI
Greenwoods Garden <i>37 Gay Street</i>	Winchester Housing Authority	40	4	1971	Yes	Less than 50% of AMI
Laurel Commons <i>75 Gay Street</i>	Winchester Housing Development Corp.	44	12	2005	Yes	less than 60%AMI
Carriage Maker Place <i>19 Gay Street</i>	Winchester Housing Development Corp	32	4	2014	Yes	less than 100%AMI
Susan Perry <i>115 Spencer Street</i>	Northwest Senior Housing Corp	20		2008	Yes	Less than 50% of AMI
The Glen <i>130 Willow Street</i>	Marisol – Millenium-Realty.com	48			No	Tax credit

Susan Perry



The Glen



Frequently Asked Questions

Winchester Housing Affordability Plan

Answers from Jocelyn Ayer, Planning consultant to the Winchester Housing Plan Steering Committee

Q: Why are we creating an affordable housing plan?

A: The Town's Housing Plan Steering Committee developed this plan because State law requires it. The State law passed in 2017 (Statute 8-30j) requires every municipality in the State to prepare and adopt an affordable housing plan by 2022. It further states that, "Such plan shall specify how the municipality intends to increase the number of affordable housing developments in the municipality."

Q: Do we really need more affordable housing?

A: 640 Winchester households were paying 50% or more of their household income on housing costs. Many of these households are earning under 80% of the area median income and are just one major medical emergency, car or home repair away from having to decide whether to pay rent/mortgage, fill their prescriptions, or buy groceries. More housing options that are affordable to these residents would help ease this burden. We also know that:

- 286 Winchester residents requested housing or shelter assistance over the last 12 months according to data from 211 of Connecticut.
- 129 senior or disabled households were on the waiting list for affordable housing at Winchester Housing Authority properties; and
- Investors have started buying rental properties in the town and are raising rents beyond the current residents' ability to pay.

Q: Hasn't the Town of Winchester already met its state requirement for affordable housing?

A: There is no state requirement for a specific number or percentage of affordable housing. However, Connecticut municipalities with less than 10% of their housing stock designated as affordable are subject to the Affordable Housing Land Use Appeals Procedure, widely known as "Section 8-30g". Winchester is currently at 9.3%. In towns that have not met that 10% threshold, a town's decision to deny a zoning permit to a development that includes affordable housing may be appealed. The town would then need to show proof that the denial was based on a substantial public health and safety concern that "clearly outweighs" the town's need for more affordable housing. There is no State requirement for towns to reach the 10% threshold and reaching it does not mean that the town has satisfied its resident's housing needs.

Q: If more affordable housing is built in Winchester can it be restricted to Winchester residents only?

A: According to state and federal Fair Housing law, the units of affordable housing in Winchester must be equally available to all qualified people from any town. Affordable housing built in other towns must also be open to Winchester residents. Fair housing rules apply to all housing, not just affordable housing.

Q: Don't neighboring towns need to do more?

A: According to state law every town in CT must have an affordable housing plan adopted by 2022 and update it every 5 years. Every town needs to do what it can to address housing affordability challenges and create more options for households earning below 80% of the area median income over the next five years.

Q Is this Plan going to solve the problem of housing affordability?

A: No. But the strategies in the DRAFT Housing Affordability Plan, if implemented, could help create affordable homebuyer options, raise awareness about existing programs and resources that could help residents who are currently housing cost burdened, preserve the existing affordable housing units in town and keep them running sustainably, and support the creation of more options for NCCC students, especially in the downtown area.

Q: Don't we need better paying jobs rather than more affordable housing?

A: We need both. The "Message from the Steering Committee" at the beginning of the draft Housing Affordability Plan makes suggestions for how the State can help with addressing the need for better paying jobs.

Q: If we add more affordable housing options won't it increase our school costs?

A: According to the U.S. Census between 2010 and 2020, the number of Winchester households with children declined by 27%. School enrollment has been declining and it is projected to continue to decline. A majority of the households that live in any new affordable housing that is created (and any new housing in general) will not have school aged children according to demographic data. School costs are rising for many reasons (healthcare and energy costs being two) that are not directly related to an increase in the number of children.

Q: Why are you saying that only 9% of Winchester's housing stock is affordable? Isn't it higher than that?

A: 9.3% of the town's housing stock is **dedicated to remaining affordable** for households below 80% of the area median income. We say these housing units are **dedicated to remaining affordable** because they are owned, managed, and/or provided funding by an entity that assures that the households who live there do not have to pay more than 30% of their income on housing costs and that these households are earning less than 80% of the area median income. These are entities like the Winchester Housing Authority and the CT Housing Finance Authority (CHFA).

Winchester has many homes that are currently assessed at or below \$245,000. Many of these are likely affordable for the households living there now. However, the State doesn't count these in its list of "dedicated" affordable homes because there is **no way to assure if or for how long the home will continue to be affordable** when the home is sold or rented to a new household. According to the Zillow home value index- the median home value in Winchester in 2020 was \$222,000; in August 2022 it was \$329,000.

Q: What makes up this 9% of Winchester's dedicated affordable homes?

- The **Winchester Housing Authority has 120 units** for **seniors/disabled** at Chestnut Grove and Greenwoods Garden
- The **WHA Development Corporation has 76 units** for **residents aged 55+** at Laurel Commons and Carriage Maker Place.
- **Northwest Senior Housing has 20 units for seniors** at Susan B. Perry.
- The Glen is **48 one and two bedroom** apartments.
- CHFA or USDA have provided affordable mortgages for **84 single family homes**
- **170 residents were receiving rental assistance** to pay the difference between fair market rent and what they can afford (30% of their household income).

Q: Will the town have to pay for affordable housing?

A: The Town of Winchester will not be asked to pay for the construction or operation of affordable housing. There are many existing state and federal programs that pay for the construction of new affordable homeownership and rental opportunities. It was these types of state and federal programs that organizations such as the Winchester Housing Authority and WHA Development Corp. received funding through to construct the existing affordable housing in town. The town did not pay for the construction of those units and does not pay for the operations of these affordable units (rents support ongoing operating costs).

Q: If we support increasing affordable homebuyer options including increasing awareness of CHFA and USDA programs, will the homebuyers be able to afford taxes, home repairs, and energy costs?

A: According to a local realtor, lenders who offer CHFA or USDA loans generally look for the ideal front-end ratio (mortgage to income ratio) to be no more than 28 percent of household income, and the back-end ratio, including all monthly debts, to be no higher than 36 percent of household income. If this is the case, these households should be able to afford taxes, home repairs, and energy costs. When homeowners at 80% of the area median income do not have access to affordable options, they can end up paying 50% or more of their income on housing costs and then they cannot afford these other costs associated with home ownership.

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-51

Date: October 3, 2022

Topic: New Business (B) – Whiting Street Phase 2 Bid Waiver Request

From: Joshua Kelly, Town Manager

Background: In 2015, the Town was awarded a connectivity grant by the State of Connecticut to make connectivity improvements on Whiting Street – this entailed not just road improvements, but the installation of brand-new sidewalks as well. The grant awarded was not scaled appropriately to cover all components of this project. In order to complete the project and make use of the state funds by the state deadline this month, Phase 1 work is being completed now. In speaking with our Project Administrator and other professionals, all are in agreement that the Town will likely be able to save costs and will also have a more sound final product if Phase 2 work is completed – or at least started – at the same time. To explore that idea, the Town has sought a quote for a Change Order from the company that is currently completing Phase 1 work (Dayton Construction) to complete the Phase 2 work. The quote we received from Dayton is \$484,000, which is \$64,000 more than the amount approved for this project in the bond.

Given the way inflation has been going, we expect this price to go up if we wait until the spring to go to bid for the project. We also know that Dayton Construction has an intimate knowledge of the work being done on Whiting Street and can deliver a quality product efficiently, given that intimate knowledge of the road. We further expect that the quality of the road will be lesser if half of it is done now, and half is done later – road quality is superior when a full road is done at once rather than being broken up into separate segments.

Therefore, I recommend that the Board of Selectmen consider authorizing a bid waiver for Whiting Street Phase 2 work to allow for Phase 2 work to be completed this fall in an effort to keep costs down and improve the quality of the completed product.

Requested Action: I ask that the Board of Selectmen vote to authorize a bid waiver for Whiting Street Phase 2 work.

Fiscal Implications: Given the way inflation has been going, we expect this price to go up if we wait until the spring to go to bid for the project. We also know that Dayton Construction has an intimate knowledge of the work being done on Whiting Street and can deliver a quality product efficiently, given that intimate knowledge of the road. Therefore, we estimate a lesser fiscal impact on the Town if this bid waiver is approved than if the work must wait until the spring.

Recommended Motion: *“I move that the Board of Selectmen authorize a waiver of the requirement to bid out the project known as Whiting Street Phase 2, and that the Town Manager be empowered to sign a contract with a private contractor to complete the work in a manner consistent with this Bid Waiver.”*

Attachments: *Bid Waiver Request Form*
 Price Proposal from Dayton Construction – Phase 2

DAYTON
CONSTRUCTION
COMPANY,
INCORPORATED



General Contractor

Telephone (860) 274-2998

Facsimile (860) 274-6274

12 September 2022

Mr. Bart Clark, PE
Project Administrator
Town of Winchester Public Works
338 Main Street
Winsted, Connecticut 06098

Project: Whiting Street Preliminary Planning and Design Improvements

Subject: Proposed Price – Phase 2 Work

Dear Mr. Clark:

Dayton Construction Company, Inc. (D.C.C.I.) herein provides the below lump sum price to the Town of Winchester (Town) to perform the Stage 2 work shown in the contract drawings dated February 2022 for the subject project:

<u>Item #</u>	<u>Item Description</u>	<u>Qty.</u>	<u>Est. Unit Price</u>	<u>Est. Total</u>
New	Whiting Street - Phase 2	1.0 L.S.	\$ 484,000.00	\$ 484,000.00

The following items would be tracked and paid on a Cost-Plus Basis due to the unknown scope of work. Please note that any unforeseen conditions that arise during construction will be brought to the attention of the Town immediately.

- Replacement of the three (3) catch basins located at approximate Stations 14+40, 15+25 and 16+15. The work to be tracked and paid as Cost-Plus is anticipated to consist of the removal of the required portions of concrete sidewalk, excavation, removal of existing structure, repairs to the existing pipe as directed by the Town, procurement and installation of new drainage structures, backfill and form and place concrete sidewalk.
- Replacement of the failed drainage structure in the middle of Whiting Street. The work to be tracked and paid as Cost-Plus consists of excavation and removal of the existing structure and removal or repair of pipe sections as directed by the Town, procurement and installation of new drainage structures and replacement pipe, backfill and temporary pavement.

D.C.C.I.'s proposed price is complete including all direct and indirect costs including, but not limited to, the costs of superintendence, use of all small tools, labor, safety and other equipment, consumables, field office/home overhead, insurance, bonding and profit.

If you have any questions regarding this matter, you may contact me at (860) 274 - 2998.

146 Bunker Hill Road, Watertown, Connecticut 06795

Affirmative Action/Equal Opportunity Employer

Mr. Bart Clark
12 September 2022
Page 2 of 2


Very truly yours,

A handwritten signature in black ink that reads "Edward M. Sakl III, VP". The signature is written in a cursive style with a large, stylized "E" and "M".

Edward M. Sakl III, Vice President
Dayton Construction Company, Inc.

Whiting St Winchester – Phase 2 Proposed Price

Memo

To: Board of Selectmen
From: Mark Douglass, Purchasing Director 
Date: 9/30/2022
Re: Bid waiver Whiting Street Phase II

I concur with the letter Town Manager Josh Kelly has written to the Board of Selectmen on a Bid Waiver for Dayton Construction to be awarded work for Whiting Street Phase II. They are currently working on Whiting Street Phase I and have great knowledge of this project. It would be beneficial for the Town to award a waiver as going out to bid in the springtime would most likely be more costly as inflation rises.

I respectfully asked that we waive the bid process and award this work to Dayton Construction for their quote provided to the Town.

Therefore, I believe a bid waiver would be in the best interest for the Town of Winchester.

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-52

Date: October 03, 2022

Topic: New Business (C)- Proposed Line-Item Transfers (with attachments)

From: Joshua Kelly, Town Manager

Background: The Town of Winchester Charter (as amended) provides for the intra-departmental transfer of funds:

Section 915.

INTER-DEPARTMENTAL TRANSFER OF APPROPRIATIONS Upon the request of the Manager, but only within the last three (3) months of the fiscal year, the Board of Selectmen may, by resolution, transfer any unencumbered appropriation, balance, or portion thereof, from one department, commission, board, or office to another. No transfer shall be made from any appropriation for debt service and other statutory charges. Notwithstanding the above, no transfer shall be made from any appropriation for an uncompleted capital improvement or from a department sinking fund without approval of the Town acting by referendum.

Requested Action: The Board of Selectmen should consider the proposed line- item transfers.

In accordance with Section 915, Finance Director Ann Marie Rheault has requested a transfer of funds to cover FY22 year-end deficits.

Fiscal Implications:

FROM:	Multi Departments		
<u>Line</u>	<u>Description</u>		<u>Amount</u>
See attached			
		Total	\$60,000.00
TO:	Multi Departments		
<u>Line</u>	<u>Description</u>		<u>Amount</u>
See Attached			\$60,000.00
transfer schedule			

Recommended Motion: I move that the Board of Selectmen approve the line-item transfers of \$60,000.00 to multiple departments outlined on the attached document

In accordance with Section 915, Finance Director Ann Marie Rheault has requested a transfer of funds to cover charges for Purchasing, Police Overtime, Pension Contributions, Labor, Skilled & Professional Salary, and General Labor.

Fiscal Implications: none

FUND TRANSFERS - TOWN OF WINCHESTER

Date prepared: 9/30/2022

1. DEPARTMENT REQUESTING TRANSFER

Director of Finance

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$60,000

FY 2022

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

see attached detailed list of requested inter-departmental year end transfers					\$60,000
				Total	\$60,000

SUB-

ACCOUNT(S) TRANSFERRED TO:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

see attached detailed list of requested inter-departmental year end transfers					\$60,000
				Total	\$60,000

3. **REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:**
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Fiscal year end 2022 inter-departmental budgetary transfers for departments that have an overall budget deficit for the year.
Transfers in to come from those department line items that have surplus funds for the year.

4. **REQUESTING DEPARTMENT HEAD SIGNATURE:**

 9/30/2022

5. **DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY TO FUND THIS REQUEST:**

 9/30/2022.

6. **TOWN MANAGER'S APPROVAL AND RECOMMENDATION:**
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

7. **DATE SUBMITTED TO BOARD OF SELECTMEN**

8. **DATE APPROVED BY BOARD OF SELECTMEN**

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

Town of Winchester

June 30, 2022 Line Item Budget Transfers - Departments Over Budget - updated 9/30/2022

Transfers FROM:		Transfers TO:	
Buildings - Town Hall 1-000-0127-831-0000-0000	Contracted Labor	(10,000.00)	Purchasing 1-000-0145-809-0000-0000 Maintenance of Equipment
Buildings - Town Hall 1-000-0127-831-0000-0000	Contracted Labor	(1,000.00)	Purchasing 1-000-0145-812-0000-0000 Data Processing
Town Clerk 1-000-0120-900-0002-0000	Fringe Benefits - Medical	(1,500.00)	Purchasing 1-000-0145-812-0000-0000 Data Processing
		(12,500.00)	
Assessor 1-000-0115-190-0000-0000	Administrative Salaries	(10,000.00)	Police 1-000-0210-197-0000-0000 Overtime
Miscellaneous 1-000-0910-388-0000-0000	Unnegotiated Settlements	(21,000.00)	Police 1-000-0210-197-0000-0000 Overtime
Municipal Insurance 1-000-0919-381-0001-0000	Workers Compensation	(12,000.00)	Police 1-000-0210-900-0005-0000 Pension Contribution MERFB
		(43,000.00)	
Town Clerk 1-000-0120-191-0000-0000	Assistant Town Clerk Salary	(2,000.00)	Dog 1-000-0216-192-0000-0000 Labor, Skilled and Prof Salary
		(2,000.00)	
Highways 1-000-0311-194-0000-0000	General Labor	(2,500.00)	Cemeteries 1-000-0313-194-0000-0000 General Labor
		(2,500.00)	
Total		(60,000.00)	60,000.00

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-53

Date: October 03, 2022

Topic: New Business (D)- 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 \$7,117.78

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 \$7,117.78*

Attachment:

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
59670	2021 MV	ALLY FINANCIAL	\$369.46
		PO BOX 9001951	C OF C
		LOUISVILLE, KY 40290-1951	
50326	2021 MV	ROBERT	\$190.86
	ASSELIN	228 SMITH HILL RD	C OF C
		WINSTED, CT 06098	
50327	2021 MV	ROBERT	\$44.47
	ASSELIN	228 SMITH HILL RD	C OF C
		WINSTED, CT 06098	
50597	2021 MV	CARMELO	\$186.32
	BAZZANO	209 TORRINGFORD ST	C OF C
		WINSTED, CT 06098	
50784	2021 MV	JAMES	\$70.44
	BIALY	144 SMITH HILL RD	C OF C
		WINSTED, CT 06098	
53068	2021 MV	BARBARA	\$99.33
	FREIGANT	145 E. WAKEFIELD BLVD	C OF C
		WINSTED, CT 06098	
53129	2021 MV	JOCELYN	\$179.50
	GAGNON	202 WALLENS ST	C OF C
		WINSTED, CT 06098	
53130	2021 MV	JOCELYN	\$95.43
	GAGNON	202 WALLENS ST	C OF C
		WINSTED, CT 06098	
53132	2021 MV	LISA	\$82.93
	GAGNON	202 WALLENS ST	C OF C
		WINSTED, CT 06098	
53133	2021 MV	LISA	\$143.79
	GAGNON	202 WALLENS ST	C OF C
		WINSTED, CT 06098	
53199	2021 MV	DONALD	\$8.11
	GARNEAU	1016 S. MARLIN CIRCLE	C OF C
		MURRELLS INLET, SC 29576	

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.

9/30/2022

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
53200 2021	MV GARNEAU	DONALD 1016 S. MARLIN CIRCLE MURRELLS INLET, SC 29576	\$10.58 C OF C
53275 2021	MV GERMOND	MATTHEW 316 TAYLOR BROOK RD WINSTED, CT 06098	\$331.74 C OF C
53969 2021	MV HIGGINS	KEVIN 20 CRESCENT ST WINSTED, CT 06098	\$269.42 C OF C
53970 2021	MV HIGGINS	KEVIN 20 CRESCENT ST WINSTED, CT 06098	\$134.06 C OF C
53971 2021	MV HIGGINS	KYM 20 CRESCENT ST WINSTED, CT 06098	\$186.32 C OF C
53972 2021	MV HIGGINS	KYM 20 CRESCENT ST WINSTED, CT 06098	\$178.53 C OF C
54802 2021	MV KINSELLA	MICHAEL 59 MALONEY COURT WINSTED, CT 06098	\$119.45 C OF C
55187 2021	MV LAPOINTE	DAVID 11 HILLSIDE AVE WINSTED, CT 06098	\$59.08 C OF C
55188 2021	MV LAPOINTE	DAVID 11 HILLSIDE AVE WINSTED, CT 06098	\$386.27 C OF C
55189 2021	MV LAPOINTE	DAVID 11 HILLSIDE AVE WINSTED, CT 06098	\$69.46 C OF C
55190 2021	MV LAPOINTE	DAVID 11 HILLSIDE AVE WINSTED, CT 06098	\$86.99 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.

9/30/2022

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
55211 2021	MV LAPOINTE	JACQUELINE 11 HILLSIDE AVE WINSTED, CT 06098	\$31.16 C OF C
55632 2021	MV LUNNEN	DAVID 26 CURTICE ST WINSTED, CT 06098	\$81.15 C OF C
55869 2021	MV MARCHI	GLORIA 115 WILLOW ST WINSTED, CT 06098	\$156.78 C OF C
56526 2021	MV MORGAN	CAROL PO BOX 222 WINSTED, CT 06098	\$64.92 C OF C
57174 2021	MV PARRIS	JOHN 2 COOK ST WINSTED, CT 06098	\$71.73 C OF C
57422 2021	MV PIERCE	MICHAEL 106 LEDGE DRIVE WINSTED, CT 06098	\$261.31 C OF C
58150 2021	MV ROSGEN	DAVID 121 LAUREL WAY WINSTED, CT 06098	\$267.15 C OF C
58438 2021	MV SCHIBI	JEAN 322 NORCROSS RD WINSTED, CT 06098	\$23.57 C OF C
59228 2021	MV SWAY	EVE 141 LAUREL WAY WINSTED, CT 06098	\$458.34 C OF C
59277 2021	MV TAMMINEN	CRAIG 69 CRESCENT ST WINSTED, CT 06098	\$319.41 C OF C
59278 2021	MV TAMMINEN	CRAIG 69 CRESCENT ST WINSTED, CT 06098	\$605.71 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.

9/30/2022

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
59957 2021	MV	ROBERT	\$1,474.01
	WELCOME	148 SMITH HILL RD	C OF C
		WINSTED, CT 06098	
MV TOTAL REFUNDS BY TYPE			\$7,117.78
NUMBER OF REFUNDS	34	TOTAL REFUNDS	\$7,117.78

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.

9/30/2022

Date of Report

Ashley Kelsey
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

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-54

Date: October 3, 2022

Topic: New Business (E) - American Rescue Plan Act (ARPA) Allocations, Round 3

From: Joshua Kelly, Town Manager

Background: In early 2021, Congress passed legislation, known as the “American Rescue Plan Act,” which aims to help stimulate the economy and provide needed services to citizens. In total, the Town expects to receive approximately \$3.1 million from this act, and the US Department of Treasury released its guidelines for the way in which this money may be spent on May 10, 2021. That guidance has since been adjusted, and the Town of Winchester has the opportunity to be more flexible with the way in which the money is allocated. The first half of this money was released to the Town on July 1, 2021, and the second half will be released on July 1, 2022. This proposal is coming to you prior to July 1 so that the Town will have a plan in place to put that money to work as soon as it is delivered.

In December 2021, the Board of Selectmen considered and acted on approving “Round 1” allocations. This proposed work was based on an in-depth review of proposed projects by a committee of employees, officials, and residents. Round 1’s approved projects included the following:

Online Permitting Software	\$39,200
Remote Laptops	\$3,000
Town Marketing & Economic Development Activities	\$40,000
Director of Economic Development - Part 1	\$50,000
Business Start-Up Fund	\$100,000
Water Quality Improvement Program	\$10,000
800-band Radios	\$200,000
Ambulance Components	\$67,366
Firehouse Air Conditioning with Filtration Station	\$35,000
Firehouse Washing Machine & Dryer	\$40,000
GIS Map Updating	\$48,960
Mailed Communications	\$11,000
Recreation Safety Improvements	\$8,500
Sewer Plant Raw Water Pumps	\$350,000
Sewer Pump Station Rehabilitations	\$350,000
Senior Center "No Senior Left Behind" Technology Program	\$20,210
Social Services Coordinator - Part 1	\$60,000

Subtotal: \$1,422,236

On May 16, 2022, the Town approved a reallocation of \$200,000 from the “800-band Radios” project and put that money, plus another \$120,000, towards the Sue Grossman

Greenway project (totaling \$320,000). In the meantime, grant funding is being sought for 800-band radios.

On June 6, 2022, the Town approved the following Phase 2 allocations:

Project Name	Estimated Cost	Phase
Sewer Plant Step Screen	\$450,000	2
Sewer Plant Septage Receiving Station & Other Water/Sewer Capital Projects	\$250,000	2
Winsted FD Pumper	\$207,000	2
Facade Grant Supplemental Funding	\$100,000	2
Winchester FD Pumper/Tanker	\$100,000	2
Soldiers Monument Educational/Tourism Panels (CCG Match)	\$25,000	2
Public Art (CCG Match)	\$6,250	2
TOTAL	\$1,297,036	

The second half of the total funding was delivered to the Town on July 1, 2022. In preparation for that, and given some budgetary conundrums that we have run into, I have reviewed projects for funding and have developed recommendations for your consideration. They are as follows:

Project Name	Estimated Cost	Phase
Social Services Coordinator - Part 2	\$23,481	3
Director of Economic Development - Part 2	\$24,548	3
TOTAL	\$446,774	

The approval of the above-listed projects would bring our remaining ARPA funding to \$398,745, until such a time as leftover amounts are known from each of the 24 approved projects.

Regarding the Social Services and Economic Development personnel: calculations have been conducted. If these additional allocations are not made, the last day we will have funding to cover Social Services personnel will be April 13, 2023, and the last day we will have funding to cover Economic Development personnel will be February 1, 2023. These small allocations are precisely calculated to cover costs related to these positions through June 30, 2023. Any additional funding for the positions would need to come from future annual operating budgets.

Requested Action: I ask that the Board of Selectmen vote to approve the above-listed “Phase 3” project allocations.

Fiscal Implications: Being from the federal government, these allocations will not have any direct taxpayer impacts.

Recommended Motion: *"I move that the Board of Selectmen allocate American Rescue Plan Act dollars in accordance with the Town Manager's proposal as presented."*

Attachments: None.

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-55

Date: October 03, 2022

Topic: New Business (F)- Proposed Line-Item Transfers (with attachments)

From: Joshua Kelly, Town Manager

Background: The Town of Winchester Charter (as amended) provides for the intra-departmental transfer of funds:

Section 915.

INTER-DEPARTMENTAL TRANSFER OF APPROPRIATIONS Upon the request of the Manager, but only within the last three (3) months of the fiscal year, the Board of Selectmen may, by resolution, transfer any unencumbered appropriation, balance, or portion thereof, from one department, commission, board, or office to another. No transfer shall be made from any appropriation for debt service and other statutory charges. Notwithstanding the above, no transfer shall be made from any appropriation for an uncompleted capital improvement or from a department sinking fund without approval of the Town acting by referendum.

Requested Action: The Board of Selectmen should consider the proposed line- item transfers.

In accordance with Section 915, Finance Director Ann Marie Rheault has requested a transfer of funds to cover FY22 year-end deficits.

Fiscal Implications:

FROM: BOE Non-Lapsing Fund		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
1-999-790-0003- 0000	BOE Non-Lapsing Fund	34,780.11
Total		\$34,780.11
TO: BOE Sinking Fund Expenditures		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
1-1000-100-1100- 0000	BOE Sinking Fund Expenditures	\$34,780.11

Recommended Motion: I move that the Board of Selectmen approve the BOE Non-Lapsing Fund line-item transfers of \$34,780.11 to the BOE Sinking Fund Expenditures (1-1000-100-1100-0000) in the amount of \$34,780.11.

In accordance with Section 915, Finance Director Ann Marie Rheault has requested a transfer of funds to cover expenditures spent FY22.

Fiscal Implications: none

FUND TRANSFERS - TOWN OF WINCHESTER

Date prepared: 9/30/2022

1. DEPARTMENT REQUESTING TRANSFER

Director of Finance

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

34,780.11

FY 2022

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

BOE Non-Lapsing Fund	1	999	790	0003-0000	\$34,780.11
				Total	\$34,780.11

SUB-

ACCOUNT(S) TRANSFERRED TO:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

BOE Sinking Fund Expenditures	1	1000	100	1100-0000	\$34,780.11
				Total	\$34,780.11

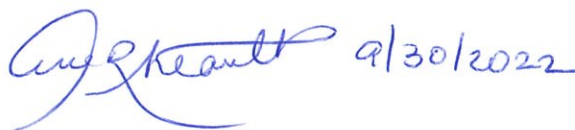
3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

To transfer additional funds from the BOE Non-Lapsing account for monies spent in FY 2022 above the amount included in the Town FY 2022 budget.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:



5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY
TO FUND THIS REQUEST:



6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

7. DATE SUBMITTED TO BOARD OF SELECTMEN

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

NONLAPSING:			
Bal 6/30/18			117,526.23
FY18 restriction release			37,500.00
FY19 NL increase			77,907.11
NL: Bal 6/30/19			232,933.34
FY20 Utilized		(99,999.97)	
FY20 NL Increase		362,911.64	
FY21 NL increase:			
Unspent Budget	307,026.68		
Committed to Town GF	(200,000.00)	107,026.68	
Committed	(85,000.00)		
Utilized FY22		(119,780.11)	
			483,091.58
	Per BOE		
			483,091.58

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-56

Date: October 03, 2022

Topic: New Business (G)- Proposed Line-Item Transfers (with attachments)

From: Joshua Kelly, Town Manager

Background: The Town of Winchester Charter (as amended) provides for the intra-departmental transfer of funds:

Section 914.

INTRA-DEPARTMENTAL TRANSFER OF APPROPRIATIONS Upon the request of the Manager, but only within the last three (3) months of the fiscal year, the Board of Selectmen may, by resolution, transfer any unencumbered appropriation, balance, or portion thereof, from one department, commission, board, or office to another. No transfer shall be made from any appropriation for debt service and other statutory charges. Notwithstanding the above, no transfer shall be made from any appropriation for an uncompleted capital improvement or from a department sinking fund without approval of the Town acting by referendum.

Requested Action: The Board of Selectmen should consider the proposed line- item transfers.

In accordance with Section 914, Finance Director Ann Marie Rheault has requested a transfer of funds to cover FY22 year-end deficits.

Fiscal Implications:None

FROM: Recreation Department		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
179-0812-100-2302-0000		\$4943.20
15-812-0068-0000		\$1329.80
	Total	\$6,273.00
TO: Recreation Department		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
179-0812-100-2301-0000		\$199.00
179-0812-100-2303		\$1350.00
179-0812-100-2201-0000		\$3394.20
179-0812-100-2201-0000		\$1329.80
	Total	\$6273.00

Recommended Motion: I move that the Board of Selectmen approve the line-item transfers of \$6,273.00 in the Recreation department as outlined on the attached documents



In accordance with Section 914, Finance Director Ann Marie Rheault has requested a transfer of funds to cover charges

Fiscal Implications: none

FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

Recreation

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

ACCOUNT(S) TRANSFERRED FROM:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

179-0812-100-2302-0000				\$4943.20
15-00082-068-0000				\$1329.80

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-
OBJECT#

AMOUNTS

179-0812-100-2301-0000				\$199.00
179-0812-100-2303-0000				\$1350.00
179-0812-100-2201-0000				\$3344.20
179-0812-100-2201-0000				\$1329.80

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Didn't use full amount for scoreboard. Found local guy to do it for better price

4. REQUESTING DEPARTMENT HEAD SIGNATURE:

[Signature]

(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY
TO FUND THIS REQUEST:

Above transfers requested to move unexpended recreation capital funds for walker field scoreboard to other recreation capitals. Remaining funds needed for dugout cost increases from Fund 15.

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:

(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

[Signature] 9/30/2022

7. DATE SUBMITTED TO BOARD OF SELECTMEN

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer

9/29/2022
10:56:03

General Ledger Account
Activity Screen

S65617AF
GL3011R

Account Balance for Period Ending - 9/29/2022

Account Number 179 - - 0812 - 100 - 2201 - 0000
Account Description- WALKER FIELD DUGOUT

Current Budget ----- 25,000.00

Unliquidated
Encumbrances Total - 18,024.00 ①

Total
Expended ----- .00

Unencumbered
Balance ----- 6,976.00

F1=Detail Screen

F12=Return

① outstanding PO's.

Dugout structure.	9800-
Fencing	7974.
Disposal- Concrete	<u>250-</u>
	18024-

Additional Costs
Additional Budget Needed.

Bid - Excavate/Install Sonotubes	
Excavate/Install Floor +	> 11,700-
Drainage	<u> </u>
	29,727-

Current budget < 25000 >

Budget needed. 4727- < 3394.20 cap transfer
1329.80 Fund 15

9/29/2022
10:57:31

General Ledger Account
Activity Screen

S65617AF
GL3011R

Account Balance for Period Ending - 9/29/2022

Account Number 179 - - 0812 - 100 - 2302 - 0000
Account Description- WALKER FIELD-SCOREBOARD ELEC REP

Current Budget ----- 8,000.00

Unliquidated
Encumbrances Total - 3,056.80

Total
Expended ----- .00

Unencumbered
Balance ----- 4,943.20

F1=Detail Screen

F12=Return

9/29/2022
10:57:56

General Ledger Account
Activity Screen

S65617AF
GL3011R

Account Balance for Period Ending - 9/29/2022

Account Number 179 - - 0812 - 100 - 2303 - 0000
Account Description- PARK/REC-TRACTOR W/LOADER ATTACH

Current Budget ----- 27,750.00

Unliquidated
Encumbrances Total - 29,100.00

Total
Expended ----- .00

Unencumbered
Balance ----- 1,350.00-

F1=Detail Screen

F12=Return

9/29/2022
10:57:23

General Ledger Account
Activity Screen

S65617AF
GL3011R

Account Balance for Period Ending - 9/29/2022

Account Number 179 - - 0812 - 100 - 2301 - 0000

Account Description- PARK/REC - NEW MOWER

Current Budget ----- 9,850.00

Unliquidated
Encumbrances Total - .00

Total
Expended ----- 10,049.00

Unencumbered
Balance ----- 199.00-

F1=Detail Screen

F12=Return

DUGOUTS USA



6565 W. NORVELL BRYANT HWY. STE. B
CRYSTAL RIVER, FLORIDA 34429

PHONE: (352) 527-7500
www.dugoutsusa.com

To: Winsted Recreation Dept
Attn: Tanya Risucci
In Regard: Winsted Dugout Project

Estimators,

Our company would like to offer the following dugout for the Winsted Dugout Project, as manufactured by Dugouts USA.

One(1) ST830N Dugout structure comes with a unique One-Bolt design, Primed & Powder Coated All Steel frames, 26ga Multi-Rib Metal Roofing with a 40yr finish warranty, Roof Edge Trim, and All Hardware for assembly. Unloading and Installation by **OTHERS**. Please visit www.dugoutsusa.com for a fully display of our product and specifications.

One(1) ST830N Dugouts:
Freight:

\$8,000.00
\$1,800.00

***PLEASE NOTE ALL MATERIALS INCLUDED ARE LISTED IN PROPOSAL ALL ADDITIONAL MATERIALS ARE THE RESPONSIBILITY OF THE CONTRACTOR**

***PLEASE NOTE DUE TO INCREASING STEEL PRICES ALL QUOTES ARE VALID FOR 30 DAYS**

***PLEASE NOTE ARE TYPICAL MASTER DRAWINGS ARE INCLUDED BUT ARE NOT SITE SPECIFIC**

Regards,

Bill Ragan



Bill to:

TOWN OF WINCHESTER
338 Main Street
Winchester, CT 06098

PURCHASE ORDER NO.

85633

This Number Must Appear on All
Invoices, Packages and Shipping
Papers.

Tax Exempt per CT State Statute Sec. 12-412

Date: 7/25/2022

PURCHASE ORDER

To:

04050
DUGOUTS USA
STEVEN TAYLOR
6565 W NORVELL
BRYANT HWY SUITE B
CRYSTAL RIVER, FL 34428

Ship To:

WINSTED RECREATION DEPT
338 MAIN STREET
WINSTED, CT
06098

Quantity	Description	Unit Price	Amount (Est.)
1	3RD BASE DUGOUT	9,800.00	9,800.00
		Total:	9,800.00

Account Number	Amount
179-000-0812-100-2201-0000	9,800.00

1. THIS ORDER IS NOT VALID UNLESS APPROVED BY THE FINANCE DIRECTOR FOR AVAILABILITY OF FUNDS.
2. DELIVERY MUST BE PREPAID TO DESTINATION SHOWN ABOVE. THE TOWN WILL NOT PAY FREIGHT OR EXPRESS CHARGES.
3. NO CHANGES MAY BE MADE IN THIS ORDER WITHOUT WRITTEN CONSENT OF THE TOWN.

ISSUED BY:

MARK A. DOUGLASS
PURCHASING DIRECTOR

APPROVED FOR AVAILABILITY OF FUNDS BY:

ANN MARIE RHEAULT
FINANCE DIRECTOR



Bill to:

TOWN OF WINCHESTER
338 Main Street
Winchester, CT 06098

PURCHASE ORDER NO.

85709

This Number Must Appear on All
Invoices, Packages and Shipping
Papers.

Tax Exempt per CT State Statute Sec. 12-412

Date: 8/3/2022

PURCHASE ORDER

To:

Ship To:

02450
PLEASANT VALLEY FENCE CO.
PO BOX 153
PLEASANT VALLEY, CT.
06063

WINSTED RECREATION DEPT
338 MAIN STREET
WINSTED, CT
06098

Quantity	Description	Unit Price	Amount (Est.)
1	80' CHAIN LINK 4X4X12 BLACK POST 4" SQ CLAMPS	7,974.00	7,974.00
		Total:	7,974.00

Account Number	Amount
179-000-0812-100-2201-0000	7,974.00

1. THIS ORDER IS NOT VALID UNLESS APPROVED BY THE FINANCE DIRECTOR FOR AVAILABILITY OF FUNDS.
2. DELIVERY MUST BE PREPAID TO DESTINATION SHOWN ABOVE. THE TOWN WILL NOT PAY FREIGHT OR EXPRESS CHARGES.
3. NO CHANGES MAY BE MADE IN THIS ORDER WITHOUT WRITTEN CONSENT OF THE TOWN.

ISSUED BY:

APPROVED FOR AVAILABILITY OF FUNDS BY:

MARK A. DOUGLASS
PURCHASING DIRECTOR

ANN MARIE RHEAULT
FINANCE DIRECTOR



Bill to:

TOWN OF WINCHESTER
338 Main Street
Winchester, CT 06098

PURCHASE ORDER NO.

85822

This Number Must Appear on All
Invoices, Packages and Shipping
Papers.

Tax Exempt per CT State Statute Sec. 12-412

Date: 8/22/2022

PURCHASE ORDER

To:

02174
MOUNTAIN TOP TRUCKING
54 LINCOLN AVE
TORRINGTON, CT
06790

Ship To:

WINSTED RECREATION DEPT
338 MAIN STREET
WINSTED, CT
06098

Quantity	Description	Unit Price	Amount (Est.)
5	DISPOSAL OF CONCRETE/STEEL DUGOUT	50.00	250.00
		Total:	250.00

Account Number	Amount
179-000-0812-100-2201-0000	250.00

1. THIS ORDER IS NOT VALID UNLESS APPROVED BY THE FINANCE DIRECTOR FOR AVAILABILITY OF FUNDS.
2. DELIVERY MUST BE PREPAID TO DESTINATION SHOWN ABOVE. THE TOWN WILL NOT PAY FREIGHT OR EXPRESS CHARGES.
3. NO CHANGES MAY BE MADE IN THIS ORDER WITHOUT WRITTEN CONSENT OF THE TOWN.

ISSUED BY:

MARK A. DOUGLASS
PURCHASING DIRECTOR

APPROVED FOR AVAILABILITY OF FUNDS BY:

ANN MARIE RHEAULT
FINANCE DIRECTOR

Proposal Form

Local Bidder Preference

See Appendix I for Town Ordinance

Total Price \$ 11,700

Company name and mailing address:

Diamondback Property Management LLC
107 Indian Meadow Drive
Winsted, CT 06098

Phone # 860 806 9397 Fax # _____

Signature of authorized representative:

[Signature]

Signature typed out: BRANDON RYAN

Dated: 9/20/22

Contractor must sign bid proposal.




Diamond Back Property Management, LLC
107 Indian Meadow Drive
Winsted, CT 06098

Estimate

Date	Estimate #
9/20/2022	092022

Name / Address
Town of Winchester 338 Main Street Winsted, CT 06098

			Project
Description	Qty	Rate	Total
Excavate and install 8 24"x48" sonotubes. Sonotubes will be left 8" above grade. We will then install 3,000 p.s.i. air entrained, mixed in transit concrete which will be poured to a depth of 4'. Excavate base and install 32x10 concrete floor per the plans provided. Install 16x16 precast concrete catch basin with top to connect with existing underground drain pipe using 4" solid SDR35. Customer will be responsible for regrading area when the work is complete. 	1	11,700.00	11,700.00
		Subtotal	\$11,700.00
		Sales Tax (6.35%)	\$0.00
		Total	\$11,700.00



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

FUND POLICY

POLICY: Blight & Beautification Fund
EFFECTIVE DATE: _____, 2022
APPROVED BY: Winchester Board of Selectmen
DATE APPROVED: _____, 202_

Action

The Town of Winchester, CT hereby establishes the Blight & Beautification Fund to be used at under the purview of this fund policy.

Purpose & Scope

The Blight & Beautification Fund is intended to be expended in a way that substantially contributes to the reuse and re-beautification of blighted properties, brownfields, and other properties around town in a general state of disrepair.

Definitions

Blight/Blighted: Any property, public or private, that would be considered “blight” or “blighted” under the Town’s Blight Ordinance.

Brownfield: Any property, public or private, that is unused or underused due to real or perceived contamination located at the site.

State of Disrepair: Any property, public or private, that includes a building that is dilapidated, unsightly, or otherwise damaged to a point where it is no longer usable by conventional standards.

Funding

All fees collected by the Town as part of a proceeding under the Blight Ordinance shall be deposited in the Blight & Beautification Fund. Beyond that, the Board of Selectmen shall be permitted to allocate money into the Blight & Beautification Fund as a part of the annual operating budget if they should so choose and members of the public are permitted to make private donations to the fund.

Expenditure Eligibility

CATEGORY 1 – ADDRESSING MATTERS OF BLIGHT

Funds may be used by the Town Manager to cover costs associated with executing the Anti-Blight Ordinance and remediating issues of blight in town, including:

- the Town Attorney's time spent working on Blight-related matters, both in and out of court;
- the demolition of dilapidated Town-owned buildings in a state of disrepair that were obtained through the blight process;
- correcting egregious blight conditions on properties where they occur with proper liens being filed on those properties thereafter, in accordance with the Anti-Blight Ordinance;
- hiring workers and contractors to assist with activities permitted by the Anti-Blight Ordinance;
- improve blighted properties with an allocation totaling no more than 15% of the balance of the fund; and
- any other work that the Town must conduct to wholly execute the Anti-Blight Ordinance, as adopted by the Board of Selectmen.

CATEGORY 2 – OTHER USES

Funds may also be used, following the recommendation of the Town Manager and an authorizing vote of the Board of Selectmen, to:

- conduct town beautification projects;
- improve blighted properties with an allocation from the fund totaling more than 15% of the balance of the fund;
- create trails and other recreational opportunities on Town land;
- complete improvements in Town-owned buildings;
- designate a portion as a match for any grant that would assist with town beautification, infrastructure enhancement, and/or building enhancement; and
- conduct any other activity related to the beautification of the Town of Winchester and the remediation of blighted properties or brownfield properties, or properties in a state of disrepair.

All expenditure authorizations are conditional on enough money being available in the fund to cover the cost of the approved action or project.

If the total amount of money in the Blight & Beautification Fund exceed 0.6% of the Town's total currently-adopted operating budget, up to an amount totaling the difference between 0.6% of the Town's total currently-adopted operating budget and the amount in the Blight & Beautification Fund may be transferred to a different account by a majority vote of the Board of Selectmen.

Procedure

Department Directors, the Blight Enforcement Officer, the Selectmen, or the Town Attorney may make recommendations to the Town Manager of actions and projects that should be undertaken with funding from the Blight & Beautification Fund. The Town Manager may also develop and further ideas of his or her own. If the Town Manager is in agreement with the use of the funds in the manner recommended and the action or project falls under the eligibility requirements to be considered a part of "Category 1" (outlined above), the Town Manager may give his written consent for the action or project to be undertaken with said monies.

If the Town Manager is in agreement with the use of the funds in the manner recommended and the action or project falls under the eligibility requirements to be considered a part of “Category 2” (outlined above), the Town Manager shall present the proposal to the Board of Selectmen and shall not proceed with said action or project until such a time as the Board of Selectmen elects to authorize the action or project with an affirmative majority vote.

All authorizations for use of the Fund shall be kept on file in the Town Manager’s office for a period of time in accordance with State Statute.

Unless otherwise stated in the written authorization given by the Town Manager or the Board of Selectmen, any use of the Blight & Beautification Fund to correct blight conditions on a private property shall result in that property being lienied by the Town in the amount it cost to correct said condition(s).

Adoption & Revisions

This policy must be adopted and can only be revised by an affirmative majority vote of the Board of Selectmen.

This policy was originally adopted on _____, 202_ and has not been revised.



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

OFFICE OF THE TOWN MANAGER

Letter of Acknowledgement for Contribution to the Blight & Beautification Fund

Date:

Donor Name:

Donor Address:

Donor Email Address:

Donor Phone Number:

Amount Donated:

Dear _____,

Thank you for your contribution of \$_____ to the Town of Winchester's Blight & Beautification Fund. Your donation was received on _____.

No goods or services were provided in exchange for your contribution.

We sincerely appreciate your thoughtful donation to this fund.

With thanks,

Josh Kelly
Town Manager



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

STANDARD OPERATING PROCEDURE

SUBJECT: Freedom of Information Act Requests for Documents
EFFECTIVE DATE: _____, 2022
APPROVED BY: Winchester Board of Selectmen
DATE APPROVED: _____, 202_

Action

The Town of Winchester, CT hereby establishes standard operating procedures regarding and related to requests for documents made by the public under the Connecticut Freedom of Information Act.

Purpose & Scope

This Standard Operating Procedure is established to guide Town management and staff through the process of responding to requests for documents made by the public under the Connecticut Freedom of Information Act.

Definitions

Archived: Any document that is not considered to be Easily Accessible.

Easily Accessible: A document should be considered easily accessible if it is routinely kept on record, in printed form, in a Town office and would not require more than approximately two minutes for a staff member in that office to locate it, retrieve it, and present it to a requestor.

Oversized: Any document that is meant to be printed on a piece of paper larger than 8.5x11” is considered to be “oversized.”

Funding

All fees collected by the Town through the procedures outlined herein shall be returned to the General Fund and shall be used to cover costs related to staff time spent responding to Freedom of Information Act requests and to cover costs related to printing copies of documents requested through these processes.

Procedure

Any member of the public may make a request to the Town of Winchester for documents, as permitted by and outlined in the Connecticut Freedom of Information Act. Nothing in this Standard Operating Procedure shall be construed as to suggest that new documents must be created to fulfill the requests of the public; the purpose of the Connecticut Freedom of

Information Act is to provide the public with access to previously-existing documents. While Town staff shall generally work in a manner that provides the public with as much information as possible, requests for the creation of any new document may be refused by the Town Manager at their discretion.

Exemptions and Exceptions: No documents exempted or excepted from the Connecticut Freedom of Information Act shall be permitted to be released to the public through a Freedom of Information Act request for documents unless explicit written permission is given by the Town Manager.

Making a Request: With the exception of Easily Accessible Documents and Personally-Applicable Documents, all requests for documents under the Freedom of Information Act must be submitted to the Town Manager's Office. It shall be the responsibility of all staff to know when to refer a Freedom of Information Act request for documents to the Town Manager's Office. At their discretion, the Town Manager may require that the request be made in writing. The request must be specific in its parameters and must articulate whether the requester wishes to (1) view the documents in-person, (2) receive a printed copy of the documents, or (3) receive an electronic copy of the documents. A request for documents may be made via email (remotely), through the mail, or in-person. Any payments of fees associated with this process must be made by cash or check, with checks made out to "Town of Winchester" with "Freedom of Information Act Request" in the memo line, and the payment must be delivered to the Town Manager's Office.

Timeline for Process: Once a request is received, the Town shall acknowledge receipt of the request within four business days. Within a week thereafter, the Town shall inform the requester an estimated cost to produce the documents in the manner they requested. Once the requester has accepted the costs associated with the production of the documents, the Town shall complete the request within a reasonable amount of time. Printed and electronic documents shall not be remitted to the requester until the costs associated with producing the documents are paid in full.

Easily Accessible Documents: In the event that a requested document is already printed and is easily accessible in an office in a Town facility, the Department Director overseeing that office or the Department Director's designee shall make that document available to the requester for viewing at no cost, at the time that it is requested in-person.

Archived Documents: In the event that a requested document is not already printed and is not easily accessible in an office in a Town facility, the Department Director overseeing that office or the Department Director's designee shall make that document available to the requester for viewing within a reasonable amount of time. Prior to the documents being provided to the requester for viewing, the requester shall pay the Town a fee equal to the costs associated with the wages and benefits afforded to the employee(s) during the time it took them to retrieve the archived documents.

Personally-Applicable Documents: Any 8.5x11" documents that pertain explicitly to the requestor or the requestor's property shall be produced, in hard copy, for the requestor free of charge. Documents that fall into this category shall include, but is not strictly limited to their own personal personnel records and to land use permits for property that the requestor can prove that they own. The printing of documents differing in size, such as surveys or engineered site plans on file with the Town, shall result in a fee for any requestor.

Photographing or Otherwise Self-Copying Documents: Any member of the public may take photos of documents available for public viewing in Town offices for a fee as dictated by this Standard Operating Procedure.

Receiving Printed Copies: A requestor may ask to receive printed copies of any legally-requestable document for a fee as dictated by this Standard Operating Procedure.

Receiving Electronic Copies: A requestor may ask to receive electronic copies of any legally-requestable document for a fee as dictated by this Standard Operating Procedure. In the event that the Town does not keep copies of such documents electronically, the Town Manager may provide the requestor with printed copies of the documents in lieu of electronic copies.

Production of New Documents: Nothing in this Standard Operating Procedure shall be construed as requiring the Town to create new documents at the request of a member of the public. The Town Manager may elect to acquiesce to such a request at their discretion. In such cases, the requestor shall be required to compensate the Town for all costs associated with dedicating staff time to fulfill the given request.

Appeals & Issues: In the event that the requestor feels that they were not treated right or fairly by the Town of Winchester in this process, the requestor is hereby directed to submit a complaint to the Connecticut Freedom of Information Commission.

Public Reporting: The Town Manager shall, no less than quarterly, make a report available to the Board of Selectmen and to the public that outlines how many requests have been received by their office, how many requests have been fulfilled, how much money has been collected through fees associated with the process, who has made each request, and, if applicable, how much staff time was spent fulfilling each request. The Town Manager may add additional information as it is deemed applicable and appropriate to such a report.

Obstructive Requests: The Town is responsible for administering millions of dollars of public funding to better the quality of life for over 10,000 Winchester residents. As such, the time of Town staff is very valuable, and requests that are deliberately redundant or obstructive shall not be tolerated. In the event that the Town Manager determines that an individual is deliberately working to obstruct the work of the Town government by making redundant or needlessly complex requests, that individual shall be referred to the Connecticut Freedom of Information Commission and a request shall be made to that group that the individual in question be barred from making further requests for documents to the Town of Winchester.

Fees to be Collected

The Town shall levy fees for all requests made 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 and cost of benefits associated with the involved staff members.
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.
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.

Adoption & Revisions

While the Board of Selectmen and the Town Manager mutually recognize that it is the Town Manager's place to establish Standard Operating Procedures for Town staff, the Board of Selectmen and Town Manager also mutually recognize that open access to information is a cornerstone of good government and is a matter of public policy. Thus, any amendments to this Standard Operating Procedure must be adopted and can only be revised by an affirmative majority vote of the Board of Selectmen.

This policy was originally adopted on ____, 202__ and has not been revised.