



**TOWN OF WINCHESTER  
BOARD OF SELECTMEN MEETING**

**Regular Meeting Agenda**

**August 1, 2022, 7:00PM**

**P. Francis Hicks Room**

**Streamed live on YouTube and Channel 194**

**FILED  
CLERK'S OFFICE**

**JUL 29 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 July 18, 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) Authorize the Town to apply for \$500,000 in STEAP grant dollars for paving of Elm Street (Town Manager Kelly).
  - B) 22-43 Refunds as recommended by Interim Collector of Revenue (Town Manager Kelly)
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. **SELECTMEN'S COMMENTS AND REPORTS**
12. **ADJOURNMENT**

# Town of Winchester

Board of Selectmen  
Regular Meeting  
Monday, July 18, 2022

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 7:04pm

Attending Members	Todd Arcelaschi (Mayor)	Jonathan Morhardt (Selectman)
	Candace Bouchard (Selectman)	Linda Groppo (Selectman)
	Steve Sedlack (Selectman)	
Arrived at 7:22pm	Jack Bourque (Selectman)	
Excused Member	Candy Perez (Selectman)	

Staff Member (s)	Josh Kelly (Town Manager)
	Ann Marie Rheault (Finance Dir.)
	Glenn Albanesi (Town Clerk)

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

Item 3 **Agenda Review** Item "A" under New Business deleted from Agenda

Item 4 **Approval of Minutes**

A) Minutes of Regular Meeting on July 5, 2022  
Motion - Sel. Morhardt / Second - Sel. Sedlack  
Vote to accept minutes - 5 (Yes) - 0 (No)

Item 5 **Citizens Comments**

\* Resident David LaPointe raised concern with being charged \$20.00 for cell phone photo copying of public records as Connecticut State Statute Sec 1-212 allows for.

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

- \* The number of rescued hoarded cats still waiting to be relocated hovers around 10. The Town continues to proactively seek shelter placements. As this situation begins to wind down much gratitude is extended to all who played a role ensuring a positive outcome.
- \* A draft RFP for Batcheller School is expected to be completed by the end of this week.
- \* Expenditures that were part of the Communities Challenge Grant will start to be reimbursed back to April 7th of this year. Project planning work can now begin, with the State coming in next week to answer any legal questions regarding the use of these Grant funds.
- \* Business interest in Winchester continues to be steady. The Town is actively working to assist with location suggestions and guidance with any required permitting and approval protocol.
- \* Several key personnel positions are open and need to be filled. The Town is accepting applications for Town Planner, Building Official and Tax Collector.
- \* Winchester was able to implement several actions towards certification with the Sustainable CT program. An intern provided by the Program has provided help towards the Town's goal of achieving Certification within one year.
- \* The lights at Walker Field have been deemed to be unsafe and are being removed.



- Item 7      **Finance Director's Report**
- \* Finance Director Ann Marie Rheault reviewed current General Fund, Cash Flow and CIP data
  - \* The Finance Department software conversion is almost complete.
  - \* Detailed info regarding FY 21-22 wrap up was discussed.
  - \* Year end Auditors will be on site this week.

- Item 8      **Correspondence**
- \* Town Manager Kelly made note that he had received Department Reports from the Police, Fire Marshal and Economic Development Director.

- Item 9      **Boards and Commissions** - Sel. Sedlack introduced the following action.
- 1) William Hester (R) was submitted for Re-Appointment as a Permanent Member to the Water and Sewer Commission with a term expiration of 06/25  
Motion - Sel. Sedlack / Second - Sel. Morhardt  
Vote to approve - 6 (Yes) - 0 (No)
  - 2) A Letter of Resignation from the IWWC was received from Kurt Timmeney (D)  
Kurt's time and service with the IWWC was acknowledged with gratitude.

- Item 10      **Unfinished Business** - None

- Item 11      **New Business**

- |   |         |
|---|---------|
| A) Consider and possibly act on the Appointment of a Town Historian | ITEM    |
| Motion Statement -  | DELETED |
| Motion - Sel. _____ / Second - Sel. _____                           | FROM    |
| Vote to approve -   | AGENDA  |
- B) Consider and possibly act on the approval of a Resolution to Authorize the Town's application for money to support the Sue Grossman Greenway development to the State's Community Investment Fund.  
Motion Statement - I move that the Board of Selectmen adopt the resolution applying for a \$2.0 million grant from the State in order to undertake the Sue Grossman Greenway Extension Project.  
Motion - Sel. Sedlack / Second - Sel. Bouchard  
Vote to approve - 6 (Yes) - 0 (No)
- C) 22 - 40 Proposed Line-Item Transfer  
Motion Statement - I move that the Board of Selectmen approve the Line Item transfer of \$20,000 from Police Dept. Labor, Skilled & Professional (210-192-0000) to Police Dept. \$20,000 Police Dept Refurbishments (179-210-100-2301)  
Motion - Sel. Morhardt / Second - Sel. Sedlack  
Vote to approve - 6 (Yes) - 0 (No)
- D) 22 - 41 Proposed Line Item Transfer  
Motion Statement - I move that the Board of Selectmen approve the following Line Item appropriation transfers of \$7500 from Public Works, Contracted Services (1-311-831-0000) to Senior Center (179-813-100-2202)  
Motion - Sel. Bouchard / Second - Sel. Morhardt  
Vote to approve - 6 (Yes) - 0 (No)

E) 22 - 42 Proposed Line Item Transfer

Motion Statement - I move that the Board of Selectmen approve the following line item appropriation transfers for multiple departments per the attached document.

Motion - Sel. Sedlack / Second - Sel. Morhardt

Vote to approve - 6 (Yes) - 0 (No)

Item 12      **Citizens Comments**

\* Resident David LaPointe continued to voice concern at being charged \$20.00 for cell phone photo copying. He also discussed Auto and Property taxes.

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

\* Selectman Bouchard announced a Ribbon Cutting Ceremony at "Curi de Si" Nutritional Beverages on August 4th.

\* Selectman Bourque reported that Soldiers Monument Commission is holding a History Program at 2pm on August 7th.

\* Mayor Arcelaschi acknowledged the passing of resident and former Winsted Police Officer Joseph Forster.

Item 14      **Executive Session**

A) Discussion of prospective sale of Town Owned Property

Mayor Arcelaschi moved the meeting into Executive Session at 8:21 pm taking the Town Manager with the Board.

Selectman Bouchard announced she would be recusing herself from a segment of the meeting.

The Board returned from Executive Session at 9:10pm with no formal action taken.

Item 13      **Meeting Adjournment**

Motion - Sel. Sedlack / Second - Sel. Bouchard

To adjourn the meeting at 9:11pm

Vote to approve - 6 (Yes) - 0 (No)

ATTEST:

Glenn Albanesius, Town Clerk



Town of Winchester  
June 30, 2022 Line Item Budget Transfers - Departments Over Budget

Transfers FROM:		Transfers TO:	
Town Manager			
	1-000-0910-388-0000-0000	Unnegotiated Settlements	6,769.00 1-000-0111-193-0000-0000 Secretarial/Support Staff
			211.00 1-000-0111-806-0001-0000 Purchase/Maint Office Equip
			376.00 1-000-0111-900-0001-0000 Fringe Benefits - FICA
		(7,356.00)	7,356.00
Treasurer	1-000-0910-388-0000-0000	Unnegotiated Settlements	
	1-000-0910-388-0000-0000	Unnegotiated Settlements	641.00 1-000-0118-190-0000-0000 Administrative Salaries
Laurel City	1-000-0110-841-0001-0000	Winchester 250 Committee	348.00 1-000-0121-800-0000-0000 Operating Expenses
Town Hall	1-000-0910-388-0000-0000	Unnegotiated Settlements	9,066.00 1-000-0127-192-0001-0000 Custodian Position - Part Time
	1-000-0311-831-0000-0000	Contracted Services	13,355.00 1-000-0127-822-0000-0000 Electricity
	1-000-0910-388-0000-0000	Unnegotiated Settlements	1,818.00 1-000-0127-900-0001-0000 Fringe Benefits - FICA
	1-000-0910-388-0000-0000	Unnegotiated Settlements	6,175.00 1-000-0127-900-0002-0000 Fringe Benefits - Medical
		(30,414.00)	30,414.00
Dog Account	1-000-0910-388-0000-0000	Unnegotiated Settlements	1,165.00 1-000-0216-192-0000-0000 Labor, Skilled and Professional
	1-000-0216-820-0000-0000	Vehicle: Gas Oil and Grease	1,896.00 1-000-0216-825-0001-0000 Veterinary Fees
	1-000-0216-846-0000-0000	Tires	
	1-000-0210-830-0000-0000	Contracted Equipment	95.00 1-000-0216-855-0000-0000 Dog Disposal Fees
	1-000-0216-825-0000-0000	Supplies and Materials	168.00 1-000-0216-900-0001-0000 Fringe Benefits - FICA
	1-000-0216-825-0000-0000	Supplies and Materials	3,324.00
		(3,324.00)	3,324.00
Other Town Prop	1-000-0325-831-0000-0000	Contracted Services	1,191.00 1-000-0325-822-0000-0000 Electricity
	1-000-0311-820-0000-0000	Vehicle: Gas Oil and Grease	3,325.00 1-000-0325-824-0000-0000 Water and Sewer Rent
	1-000-0311-820-0000-0000	Vehicle: Gas Oil and Grease	1,068.00 1-000-0325-827-0000-0000 Maintenance of Grounds
		(5,584.00)	5,584.00
Social Services	1-000-0910-388-0000-0000	Unnegotiated Settlements	325.00 1-000-0510-811-0000-0000 Training & Education
			417.00 1-000-0510-900-0002-0000 Fringe Benefits - Medical
		(742.00)	742.00
Retirement and Pension	1-000-0918-203-0009-0000	Annuity - Fire Chief	933.00 1-000-0918-203-0004-0000 Annuity - Police Chief
	1-000-0918-230-0000-0000	Defined Benefit Pension Contr	70,339.00 1-000-0918-230-0004-0000 Deferred Contribution - Town Match
	1-000-0919-381-0000-0000	Workers Comp Insurance	
	1-000-0910-388-0000-0000	Unnegotiated Settlements	16,444.00 1-000-0918-900-0001-0000 Annuities - FICA
		(87,716.00)	87,716.00
	Total	(136,125.00)	136,125.00

## Social Services Board of Selectman Monthly Update July 1 – July 28, 2022

### Clients:

- New: Twenty-Three **new service users**, Seven ongoing clients from the beginning of 2022.
- Highlights/Trends: Three Evictions in July. One call about a squatter. One call from Winsted Recreation regarding 5-year-old female behavioral health concerns. One call from resident at 157 Gilbert Avenue with complaints about illegal activity taking place at the address. Three referrals from the WPD.
- As of this writing, we have at least seven homeless people living unsheltered in town *that I know of*. I have regular contact with two of them to encourage them to seek assistance through 211. Three of the eight are living in cars and/or unsheltered.

### Committees/Meetings:

- Member of the Inter Agency Service Team (LIST): Winchester Youth Services Bureau: **Resigned from this committee**
- Member of the Housing Affordability Steering Committee **July 21, 2022**  
Regularly attend:
- Town Leadership Team **July 7 & 21, 2022**
- Northwest Cares Meeting **July meeting cancelled due to vacation schedules**
- Northwest Coordinated Access Network Leadership **July 14, 2022**
- **Northwest CAN Housing Solutions: July 20, 2022**
- Litchfield County Cold Weather Shelter Planning **July meeting cancelled due to vacation schedules**
- Litchfield Hill Opioid Task Force **7/21/22**
- New Beginnings/CoC/CAN **meeting cancelled**
- Northwest Caring Connection Collaborative **July 14, 2022**
- Northwest CT Food Hub (Pam Carrigan is our representative at this group) **No summer meetings**
- Regional Mobility Management (Jen Kelley is our representative at this group) **unable to attend.**

### Initiatives:

- Children and Adolescent Behavioral Health in Northwest CT: A comprehensive study on the outcomes of the pandemic on children in NW CT. Final report is available in my office.
- Charlotte Hungerford Hospital/Hartford Hospital Community Health Improvement Assessment and Plan (CHIP) 2021. CHIP is available in my office



- Charlotte Hungerford Hospital/Hartford Hospital Community Health Improvement **Assessment 2022** (in process) **6/10/22 Review of draft report**
- RCORP Grant Feasibility Study with Greenwoods Counseling, Community Health and Wellness and the YMCA. (RCORP=Rural Communities Opioid Response Program).
- Low Income Housing Water Assistance Program (LIHWAP): Got the Winsted Water Works company set up in the system as vendor.
- Drug Take Back Day and NARCAN distribution. April 30, 2022. Twenty-two people turned in expired/unused drugs. Fifteen people requested NARCAN and received training. how to use it. All fifteen reported to friends/family of people with substance use disorder.
- MyHomeCT: Current initiative in progress. CHFA program can recover non-escrowed property taxes for those impacted by COVID among other things. 101 letters were sent on 5/22/22 to delinquent or late taxpayers to inform them of this program. **Completed an application with a community member 7/7/22.**
- Invited Melissa Garthwait, Resource Coordinator for Hartford Healthcare Center for Health Aging to present to our local Social Service team (Jen, Pam, myself, and Leo Ghio).
- Chief Fitzgerald and I are engaged in pilot program along with six other CT Towns, with Operation 2 Save Lives which is a pre-arrest diversion/deflection program. Winchester was invited to join this pilot program by the Litchfield County Opioid Task Force
- Applied for a grant through the Northwest Community Bank Foundation for the Resident Assistance Fund: Granted
- Weekly outreach on Tuesdays and Fridays and as needed.
- Development of policy and procedure manual for the Social Services Department: ongoing
- **Met with a new resource Women's REACH (dmhas and McCall's) 7/20/22**
- Quarterly COG Social Service meeting **6/21/22**
- Met with Northwest Community Bank and Bank of America regarding review of the use of The William C. Barclay Fund **6/8/22**
- Met with new resource Elara Caring **6/16/22**
- Submitted T-Mobile Grant Application for roof replacement at 44 Elm Street **6/23/22**
- **Sustainable CT Meetings: 7/26/22 & 7/28/22**
- **Winchester Social Services Team meeting: (The Salvation Army, Greenwoods, The Winsted Senior Center, New Opportunities Inc.) 7/28/22**
- **Requested access to HMIS: Requires Development of Procedures: Pending**

#### Training:

- CCEH Listening Session with People with Lived Experience: **7/11/22**
- CCEH Listening Session with People on the Front Line: **7/12/22**
- Elder Protective Services Training: **7/12/22**

- Elder Law Training: **7/12/22**
- CCM Housing Solutions for Aging Citizens **7/14/22**

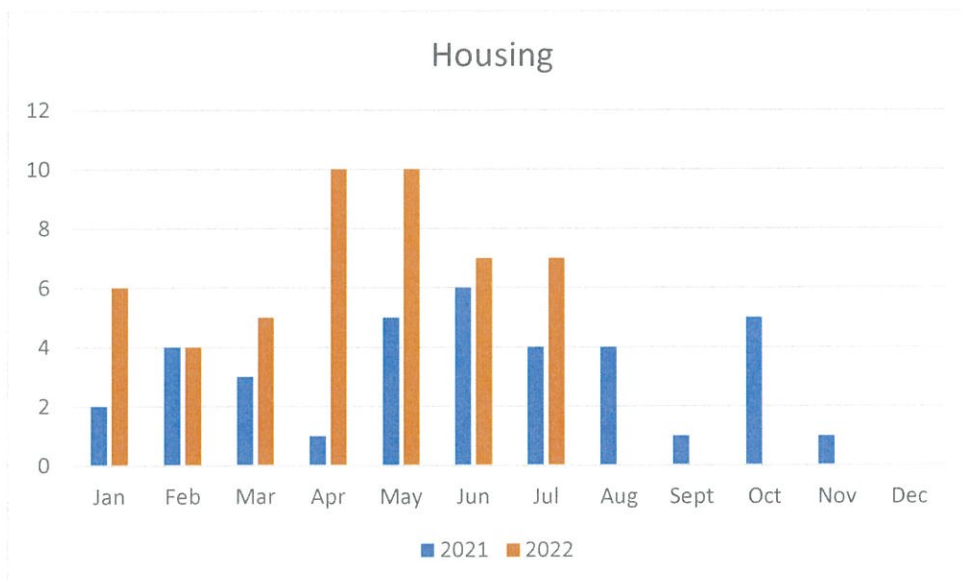
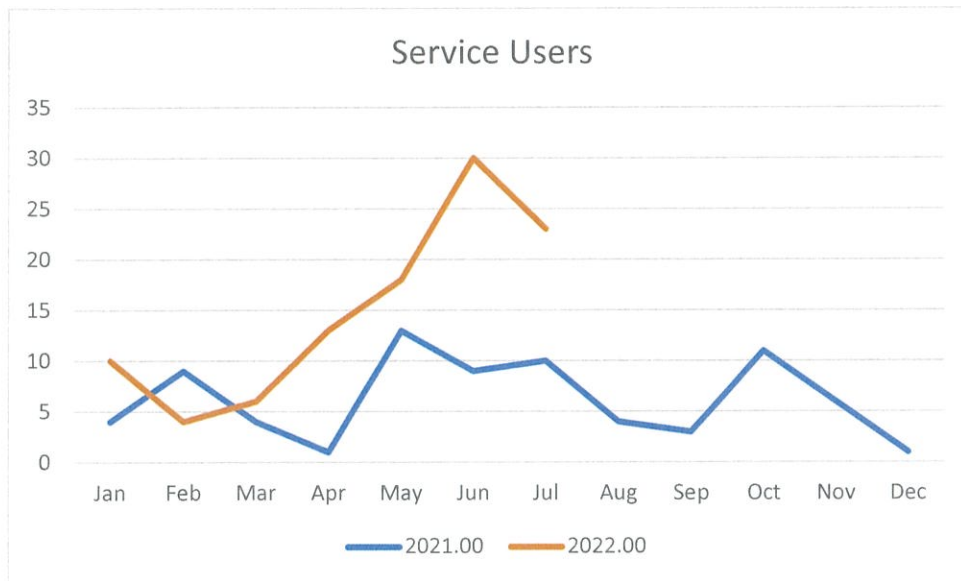
RAF requests:

- 7/28/22: Request for funding for property tax (vehicle): Pending

Barclay requests:

- None

Internal data: Please note there was an error in June's SU chart which has been corrected.







Charm of a village  
Resources of a city

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## Board & Commission Vacancies

Updated as of 03/31/2022

The Town of Winchester is putting out a call to the community for volunteers to serve on our boards and commissions. Residents who may find themselves with some available time and interest are encouraged to contact the Town Manager's office or Selectman Steve Sedlack to learn about the opportunities to serve a vital role in our town government. ***Come and be an ACTIVE part of your community!*** Your knowledge and experience really do make a difference.

Please see the following list for frequency of meetings and current vacancies:

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	1	3rd Thursday of each month, 5PM	Planning and Zoning Commission
Recreation Board	Regular	1	1st Wednesday of each month	Board of Selectmen
Laurel City Commission	Regular	5	TBD but monthly	Board of Selectmen
Inland Wetlands & Watercourses	Regular	1	3rd Wednesday of each month	Board of Selectment

**You can apply to fill a board or commission vacancy by filling out this form and dropping it off or emailing it to Terry Hall in the Town Manager's Office at [thall@townofwinchester.org](mailto:thall@townofwinchester.org).**

A full list of Boards and Commissions (with vacancies and no vacancies) can be found [here](#). Please do not hesitate to reach out if you have an interest in serving on a board or commission you don't see listed, as we

**Municipal Certification of Resolution - STEAP 2022**

I, \_\_\_\_\_, Town Clerk of the Town of \_\_\_\_\_, a municipality organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of the resolution adopted at the Representative Town Meeting of said municipality at the Regular Monthly Meeting held on August 1, 2022 :

“RESOLVED, that Mayor, Todd Arcelaschi, or, Town Manager, Joshua Steele Kelly, be, and hereby are, authorized to accept on behalf of the Town of Winchester, a 2022 Connecticut STEAP Grant in the amount of \$ 500,000 for Elm Street Reconstruction Center Street to Gay St; and

FURTHER RESOLVED, that Mayor, Todd Arcelaschi, or, Town Manager, Joshua Steele Kelly, are hereby authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2022 STEAP Grant with the State of Connecticut.”

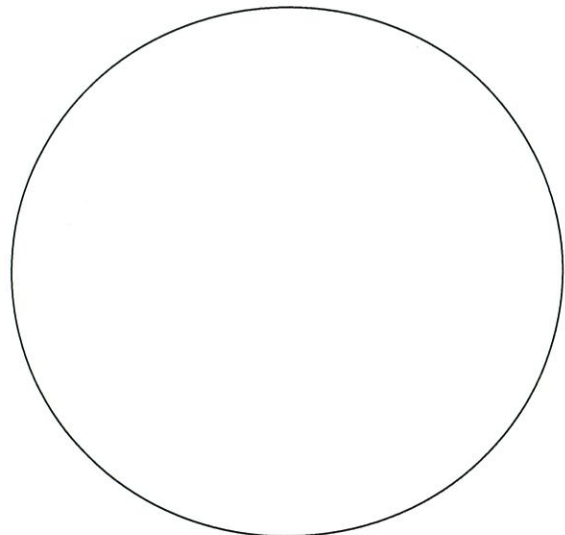
AND I DO FURTHER CERTIFY that the above resolution has in no way been altered, amended or revoked, and is in full force and effect.

AND I DO FURTHER CERTIFY that Todd Arcelaschi is the Mayor of the town of Winchester, and has been since \_\_\_\_\_ (date of instatement).

AND I DO FURTHER CERTIFY that Joshua Steele Kelly is the Town Manager of the Town of Winchester, and has been since \_\_\_\_\_ (date of instatement).

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Signature/Town Clerk



Seal

For August 1<sup>st</sup> Selectman's Meeting

"RESOLVED, that Mayor, Todd Arcelaschi, or, Town Manager, Joshua Steele Kelly, be, and hereby are, authorized to accept on behalf of the Town of Winchester, a 2022 Connecticut STEAP Grant in the amount of \$ 500,000 for Elm Street Reconstruction Center Street to Gay St; and

FURTHER RESOLVED, that Mayor, Todd Arcelaschi, or, Town Manager, Joshua Steele Kelly, are hereby authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2022 STEAP Grant with the State of Connecticut."

Roll Call Vote:



State of Connecticut  
Office of Policy and Management [www.portal.ct.gov/opm](http://www.portal.ct.gov/opm)  
**2022 STEAP Project Application**  
*Pursuant to Connecticut General Statutes Section 4-66g*

**APPLICATION FOR FY 2022 STEAP GRANT FUNDING**

**No individual municipality may receive more than five hundred thousand dollars in any one fiscal year under said program. No group of municipalities may receive an amount exceeding in the aggregate five hundred thousand dollars per municipality in such group in any one fiscal year under said program.**

**You must save your completed application then attach your completed application along with all other required attachments to an email and send to:**

**[opm.steapapplications@ct.gov](mailto:opm.steapapplications@ct.gov)**

**--- IMPORTANT ---**

**DO NOT ENTER "SEE ATTACHED" IN SECTIONS THAT ASK FOR DETAILS.  
PLEASE PROVIDE THE REQUESTED INFORMATION ON THE ACTUAL APPLICATION UNLESS A  
SECTION SUGGESTS USING A SEPARATE PAGE OR ATTACHMENT.**

Applicant Town: Winchester    Tax ID (FEIN) No.: 066002134

Authorized Signatory Full Legal Name:    Joshua Steele Kelly

Authorized Signatory Title: **Town Manager**

Authorized Signatory Email: [jskelly@townofwinchester.org](mailto:jskelly@townofwinchester.org)

Authorized Signatory Phone Number: (860)738-6557    Extension:

Town Office Street Address / PO Box: Town Hall, 338 Main St    Town Office Zip Code: Winsted,  
CT 06098

Project Name/Title: Elm St Reconstruction

Proposed Project Street Address: **27 to 88 Elm St**    Zip Code: **06098**

If no project address is available, please provide street intersection detail. The Project starts at approximately Center St and Runs to just past Gay St

Provide a list of all parcel numbers impacted by the project: All work is in the Town Right of Way

Does the town own the property on which the STEAP-funded work will be undertaken?

YES or NO      Yes

If NO, does the town hold a long-term lease on the property?

If YES, include copy of lease and enter lease end date here      There is no lease or Title to the Property. The Town has Maintained the Right of way for over 100 years

The 2022 round of STEAP grants will be funded from an aggregate amount of \$30,000,000, with a maximum cap of \$500,000 awarded to any one municipality. Individual grant award amounts will depend on the number of qualified applications selected to receive an award, and the requested grant amounts of those qualified applications selected to receive an award.

**Requested amount of STEAP Funding (cannot exceed \$500,000.00):**\$500,000

Name, phone and email address of person preparing this application:

Bart Clark, (860)379-4070, bclark@townofwinchester.org

Identify town officials and professionals that may be contacted with questions regarding this application:

Names, phone numbers and email addresses:

Joshua Steele Kelly, (860)738-6557, jskelly@townofwinchester.org; Jim Rollins, (860) 379-4070, jrollins@townofwinchester.org; Bart Clark, (860)379-4070.

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1.) Provide a description of the proposed project which includes the purpose of the project. **Please be as comprehensive as possible in the description of this project (\*Note: only capital projects will be considered:** new construction, expansion, renovation, or replacement project for an existing facility or facilities. Project costs can include the cost of land, construction and contract services needed to complete the project. For a description of expenditures that **cannot** be funded with STEAP funds, see Guideline document).

Gay Street from Center to Gay Street has deteriorated to the extent that the road pavement surface has failed and the sidewalk are only marginally useable and no longer meets ADA requirements. One of the primary causes of the deterioration seen has been due to storm drainage that is no longer functioning and is undersized. The purpose of this project is to improve the condition of the stormwater conveyance system, the sidewalks and the road surface.



2.) How will this project impact and benefit the community? Please include any projected economic impact and job creation or retention estimates.

Elm Street is one of the busier streets in the Downtown area. It is a primary access to many commercial properties on Elm and Center. It serves as an access road to the Pearson School and Hinsdale Schools. Several major residential properties are served on Gay St including Carriage Makers Apartments, Winchester Housing Authority Apartments and Laurel Brook Apartments among others. Elm St is also the primary access of the Elm St Fire house to the rest of the Downtown Areas. Improving this roadway will improve the safety, function and appearance of the Downtown area and is just one segment of the improvements planned to streets in this Area. Improving the appearance will help make the area more attractive to additional development and hopefully fill some of the vacant or under used properties in this area.

3.) What, if any, planning or design work has begun or been completed on this project?

This phase of Elm Street improvements has been fully designed. The plans and specifications are ready; however, some update of the specification and bid documents will be required to meet STEAP requirements.

4.) Is the proposed project consistent with the [State Plan of Conservation and Development](#)?

YES or NO      Yes

5.) Is the proposed project consistent with your Municipal Plan of Conservation & Development (POCD) Plan? YES or NO

Yes

6.) Last date Municipal Plan of Conservation and Development (POCD) Adopted: 8/21/2021 (mm/dd/yyyy)

7.) Will the project require the conversion of lands currently in agricultural use to non-agricultural use?

YES or NO      No

8.) Does the project area contain prime or important agricultural soils that are greater than 25 acres in area?

YES or NO      No



9.) Does this project impact state-owned property (i.e.: state facilities, state roads and/or bridges, state parks, forests or other state-owned land.) If yes, please provide the location and a brief explanation.

No

10.) Will any project related activities be conducted within a floodplain\*?

YES or NO No

(\*If you answer “yes” to question 10, please be advised that the provisions of the [Dept. of Energy and Environmental Protection’s Flood Management Certification are applicable.](#))

11.) Describe the environmental and social impacts of the proposed project. For example, impacts related to traffic, floodplains, natural resources/wetlands, endangered species, archeological resources, historical structures, neighborhoods, utilities, parks, cemeteries etc. *(If necessary, attach response in a separate document with the following heading: “Environmental & Social Impacts”).*

**There will be no environmental impacts (i.e. - impacts to flood plains, natural resources, wetlands endangered species, etc) due to the proposed work. The work is just reconstruction of existing infrastructure.**

**There are no listed Historical Structures, parks or cemeteries along the route of the reconstruction project.**

**The stormwater utility structures will be improved. Water, Sewer, Natural Gas, Communications and over head electrical wires will not be impacted by the proposed work. Recent improvement projects have been performed to allow the road improvements to remain undisturbed for a significant period of time.**

12.) Does this project require State Historic and Preservation Office ([SHPO](#)) review and determination? If you answer “yes” to question 12, please advise if the determination has been received and include a copy with the application.

YES or NO No Unsure

If yes, determination date:

13.) Is this project a phase of a larger plan? YES or NO No, however, there is a concentration of improvements in the downtown area; but, no official Phasing plan has been developed. The work includes Case Avenue Bridge, Case Avenue Reconstruction, Center St Willow Street Improvements, and a number of sidewalk projects.

If YES, please complete a through e below.

If NO, skip to #14.

a.) What phase are you applying for?

b.) How many phases are there in total?

c.) What state agency/agencies administers/administered the previous phase(s)?

Agency Name:                      or n/a

d.) Who is/was the state agency contact person for this project?

Agency Contact Name:                      or n/a

e.) Attach additional information regarding the overarching, long-term plan if applicable. Attachment heading should read "Long Term Plan".

Attached: YES or NO

14.) What is the total project cost?    Amount \$ 1,500,000

15.) What is the amount of municipality matching funds for this project (while a municipal match is not required, preference for awards will be given to those that provide at least a 20% municipal match of the total project cost)?

Amount \$ 300,000 / 20 %

16.) Please summarize amounts and types of funds, if any that have been expended to date for this project.

The Design Fees have been paid for by the Town. The Total Design Fees to date are \$63,298.50

17.) If this is not part of a multi-phase project, has any work already begun? If yes, please summarize.

Only the Design work has been completed to prepare the project to go out to bid.

18.) If this is a multi-phase project, please provide a brief summary of the work completed to date.

19.) Should this project be awarded a STEAP grant, how soon after our contract is fully executed, would STEAP funded project work begin? (CHECK ONE BOX BELOW)

30 days

60 days

90 days

90+ days The time to start would

depend on the date of the award and when construction season begins and coordination with other projects in the area. The project requires at least 90 days from award to allow for contract review, bid advertisement, bid review, and the contract signing process with the contractor selected.

20.) Will this project move forward if the requested STEAP funds are not awarded?

Yes of No Yes

21.) Was this project not selected in a previous round of STEAP grants?

Yes of No No If yes, provide year

22.) Will this project require a referendum/legislative body vote? If "no", check this box No and skip to question 23. If already approved by vote, enter vote date here 3/2022 and skip to question 23. If to be voted on in future, enter projected date of vote here . If your application is selected for an award, the project must be approved by vote within 30 days of being notified of the award. A copy of the municipality's approval of the project, whether in resolution format or memorialized in meeting minutes, must be submitted to the administering agency.

23.) Has this project been rejected at a previous referendum/legislative body vote? YES or NO No. If yes, what has changed that leads you to believe that it will pass at the next referendum/legislative body vote?

24.) Has there been, or do you anticipate a measurable level local opposition to the project which may interfere with the expedient use of grant funds should this project be selected for an award?

No

25.) Is there any other relevant information you feel may be helpful, please include it below:



**Include the following material with your completed and signed application:**

- ☐ Site location indicated on a flood map
- ☐ Property boundary map
- ☐ Copy of lease, if STEAP-funded work to be undertaken on leased property which is not owned by the municipality.
- ☐ Two separate real estate appraisals, if land acquisition is proposed. ***\*Note: STEAP funds cannot exceed the appraised value established in the appraisals***
- ☐ Project plans / concept plans
- ☐ Proposed project schedule prepared by a qualified professional based on scope of project, including the duration of the total project (or project phase) to be funded by these STEAP funds should they be awarded.
- ☐ Project cost estimates supporting the request for funding developed and signed off by a qualified professional.
- ☐ List of necessary local, state, and federal permits and approvals required for the project; list the status of each if applicable
- ☐ Environmental site assessments (if applicable)
- ☐ Any state approvals including but not limited to:
  - Connecticut Environmental Policy Act ([CEPA](#)) Evaluation
  - Environmental Impact Evaluation ([EIE](#))
  - Flood Management Certification ([FMC](#))
  - State Historic and Preservation Office ([SHPO](#)) review and determination
- ☐ Any town resolution(s) in support of application for this grant and/or resolutions in support of the project for which you are seeking this grant. (An authorizing resolution to apply for this grant is not required, however other resolutions will be required as part of your contracting process should you be selected to receive an award.) A sample resolution is provided on page 10 of this document.
- ☐ [Municipal Certification of Eligibility for OPM Discretionary State Funding \(rev. 03/26/18\)](#) (page 11)
- ☐ Budget Worksheet (page 14)
- ☐ Statement of Work (page 12)
- ☐ Acceptance & Certification (pages 8 and 9 of this document)

## ACCEPTANCE & CERTIFICATION

(Page 1 of 2)

**This Acceptance and Certification must be read and signed by the Authorized Signatory of the municipality in order for the municipality/project to be considered for STEAP funding.**

My signature below, as Authorized Signatory of the Town of Winchester, indicates acceptance of the following and further certifies that:

1. I understand that should this grant application be approved I will be required to sign an assistance agreement/contract with the assigned administering agency delineating the terms and conditions of this grant;
2. I will comply with any grant terms and conditions required by the administering agency;
3. I understand that various permits and permit-related documentation may be required by the administering agency as required by either the Connecticut General Statutes or Connecticut regulations, including but not limited to the Connecticut Environmental Policy Act Evaluation, Environmental Impact Evaluation, Flood Management Certification; State Historic and Preservation Office and/or Municipal Plan of Conservation and Development;
4. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Office of Policy and Management or the State of Connecticut;
5. I understand that if this project warrants a Connecticut Environmental Policy Act (CEPA) review pursuant to Sections 22a-1 through 22a-1h of the Connecticut General Statutes that I will comply with such an environmental assessment. Further, if a CEPA is required, I understand that there are costs associated with such a review and that the municipality is in a position to continue with the proposed project despite this cost;
6. I understand that this application will be examined by the Intergovernmental Policy and Planning Division of the Office of Policy and Management for consistency with the State Plan of Conservation and Development and that I may be contacted if additional information is required for that review;
7. I understand that projects which convert twenty-five or more acres of prime farmland to a nonagricultural use will be reviewed by the Commissioner of Agriculture, in accordance with Section 22-6 of the Connecticut General Statutes;
8. I understand that I am responsible for meeting the requirements to remain eligible for discretionary state funding as outlined at [this link](#).

## ACCEPTANCE & CERTIFICATION

(Page 2 of 2)

9. I will supply the Office of Policy and Management with all documentation supporting my authority to enter into an assistance agreement, including but not limited to applicable certified minutes and by-laws from the town denoting my authority to apply for the grant and the authority to enter into such an agreement should a grant be awarded;
10. I understand that if this application leads to the award of a STEAP grant for this project, that no payment will be made for project expenses incurred prior to the start date or after the end date as set forth in the fully executed contract; and
11. I have read, in full, all pages of this application package and the 2022 Small Town Economic Assistance Program (STEAP) Guidelines.

Joshua Steele Kelly  
Authorized Signatory's Name (Please Print)

Town Manager  
Title

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Signature

Date

**You must save this completed application.**  
**Send your completed application and all other required attachments to**  
**[opm.steapapplications@ct.gov](mailto:opm.steapapplications@ct.gov)**

**IMPORTANT NOTE**

**Maximum file size: Files must be in a ZIP file not to exceed 10MB. If your ZIP file exceeds 10MB you will need to separate your submission into smaller ZIP files and send them in separate emails clearly identified, for example, 1 of 3, 2 of 3, 3 of 3.**



### MUNICIPAL CERTIFICATION OF RESOLUTION

Below is the suggested format for the municipal certification of the town's resolution which authorizes the Chief Executive Officer of the municipality to accept a 2022 STEAP grant and enter into any required contracts/agreements necessary to facilitate such grant. The title of the Chief Executive Officer can be changed to reflect the appropriate title with respect to your municipality's form of government (i.e., Mayor, Town Manager, First Selectman, etc.).

A copy of the relevant resolution shall accompany the below certification. The below certification must be printed on the municipality's letterhead and must bear the official seal of the town/town clerk. For embossed seals with no ink, please darken the impression with graphite so it will be visible on the scanned document.

Required language to be included in the town's resolution appears in the indented portion of the certification below.

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#### **Municipal Certification of Resolution - STEAP 2022**

I, \_\_\_\_\_, Town Clerk of the Town of \_\_\_\_\_, a municipality organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of the resolution adopted at the Representative Town Meeting of said municipality at the Regular Monthly Meeting held on \_\_\_\_\_ (month, day, year):

“RESOLVED, that First Selectman \_\_\_\_\_ (name) be, and hereby is, authorized to accept on behalf of the Town of \_\_\_\_\_, a 2022 Connecticut STEAP Grant in the amount of \$ \_\_\_\_\_ for \_\_\_\_\_ (project description); and

FURTHER RESOLVED, that First Selectman \_\_\_\_\_ (name) is hereby authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2022 STEAP Grant with the State of Connecticut.”

AND I DO FURTHER CERTIFY that the above resolution has in no way been altered, amended or revoked, and is in full force and effect.

AND I DO FURTHER CERTIFY that \_\_\_\_\_ (name) is the first selectman of the town of \_\_\_\_\_, and has been since \_\_\_\_\_ (date of instatement).

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2022.



\_\_\_\_\_  
Signature/Town Clerk

Town of \_\_\_\_\_  
**Municipal Certification of  
Eligibility for Discretionary State Funding**  
*(This form to be completed by municipality)*

Name of Discretionary Grant Funding Program: Small Town Economic Assistance Program (STEAP)

Name of Municipality & Town Code: 162 Winchester (hereinafter referred to as "Town/City")

In accordance with C.G.S. § 8-23, as amended by [Public Act 15-95](#), any municipality that has not adopted a plan of conservation and development (POCD) within the past ten years is ineligible for **discretionary state funding** unless they submit a "Notice of Expired POCD" to the OPM Secretary and to the Commissioners of Transportation, Energy and Environmental Protection, and Community and Economic Development, **and** they request and receive a waiver from the prohibition on a grant-by-grant basis from the OPM Secretary

☒ In accordance with C.G.S. § 8-23(a)(1), the Town/City has adopted a POCD within the last ten years; the adopted plan expires 8/1/2032.

☐ The Town/City has **not** adopted a POCD within the last ten years as required by C.G.S. § 8-23(a)(1) and:

☐ In accordance with C.G.S. § 8-23(a)(2), the Town/City has submitted a "[Notice of Expired POCD](#)" to the OPM Secretary and the Commissioners of Transportation, Energy and Environmental Protection, and Economic and Community Development that explains why such plan was not adopted within the required ten year period (copy attached).

**AND**

☐ In accordance with C.G.S. § 8-23(b), the Town/City has submitted a "[Waiver Request Letter](#)" to the OPM Secretary requesting a waiver of the discretionary state funding prohibition for this grant application (copy attached).

I attest that the aforementioned information is accurate and complete and that I am the representative of the Town/City who is authorized to execute this certification.

Joshua Steele Kelly, Town Manager

Signature: \_\_\_\_\_  
162 Winchester

[Select Date](#)

## STATEMENT OF WORK AND GRANT AWARD BUDGET

**NAME OF APPLICANT TOWN:** Winchester

**GRANT PROGRAM NAME:** Small Town Economic Assistance Program (STEAP) 2022

**CONCISE GRANT PROGRAM SUMMARY (PROGRAM PURPOSE/INTENT/MISSION):** The Small Town Economic Assistance Program (C.G.S. Section 4-66g) funds economic development, community conservation and quality of life projects for localities that are ineligible to receive Urban Action bonds (CGS Section 4-66c). STEAP funds are issued by the State Bond Commission and can only be used for capital projects. A project is considered to be a capital project if it is new construction, expansion, renovation or replacement for an existing facility or facilities. Project costs can include the cost of land, design, engineering, architectural planning, and contract services needed to complete the project.

**PROJECT TITLE/NAME (as appears on application):**Reconstruction of Elm St, Center St to Gay St

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### I. INTRODUCTION

**CONCISE PROJECT DESCRIPTION (Limited to 300 characters):**The project consist of reconstruction of the stormwater drainage system, sidewalks on both sides and a full depth reconstruction of the road surface.



## II. STATEMENT OF WORK

The grantee proposes to complete the work and/or proposes to purchase goods and/or services as delineated in the following table and in accordance with the below proposed budget. Note that the items listed in the "Tasks" column are simply examples. You may delete any and all that are not applicable.

Category (Optional): Overarching type of work (for example: planning/design/construction/reports)	Tasks: The individual tasks to be performed in order to accomplish the objective of the grant award.	Target Completion Date for Each Task (specific date or # months from contract execution date)
Design	Revising Bid documents to conform with the STEAP contract requirements.	11/2022
Construction	Advertise for Bids	12/2022
Construction	Open Bids	2/2023
Construction	Bid Review and Award	3/2023
Construction	Contractor Performs Construction	4/2023 to 9/2023
Construction	Contract Close-out	10/2023

## III. PROPOSED STEAP GRANT AWARD BUDGET :

List proposed grant award budget items below.

Description	Amount of anticipated STEAP Funding	Amount Federal Funding	Amount Grantee Match Funding	Amount Other Funding	If "Other" , list source name and type (private, state, etc.)	TOTALS:
Engineering Construction Services	\$120,000	0	\$30,000	0		\$150,000
Construction of Improvements	\$1,080,000	0	\$270,000	0		\$1,350,000
Engineering Design and Surveying	0	0	\$63,298.50			\$63,298.50
<b>TOTALS:</b>	\$1,200,00	0	\$363,298.50			1,563,298.5

## PAYMENT TERMS

- Grantee provides the above proposed budget understanding that should a grant be awarded no reimbursements will be made for expenditures incurred prior to the grant start date or after the grant end date.

## BOARD OF SELECTMEN ACTION REQUEST

**No.:** 22-43

**Date:** August 01, 2022

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

**From:** Josh Kelly, Town Manager

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**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 \$537.65

**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 \$537.65.*

**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
55325 2021	MV LEE	JAMES 80 CHESTNUT ST APT 3L WINSTED, CT 06098	\$20.77 C OF C
55897 2021	MV MARGELOT	BRUCE 415 N MAIN ST WINSTED, CT 06098	\$8.99 C OF C
16558 2021	MV ROY	MIKE 185 CARDINAL CIRCLE TORRINGTON, CT 06790	\$305.38 C OF C
58386 2021	MV SAVANELL A	RONALD 124 STANDARD AVE WINSTED, CT 06098	\$21.58 C OF C
58437 2021	MV SCHIBI	JEAN 111 RIVERTON RD UNIT 60 WINSTED, CT 06098	\$87.87 C OF C
59223 2021	MV SUJDAM	NANCY 335 COLEBROOK RD WINSTED, CT 06098	\$20.78 C OF C
<b>MV TOTAL REFUNDS BY TYPE</b>			<b>\$465.37</b>
491777 2021	PP BARBER	FRANCES 70 MALONEY COURT WINSTED, CT 06098	\$72.28 C OF C
<b>PP TOTAL REFUNDS BY TYPE</b>			<b>\$72.28</b>
<b>NUMBER OF REFUNDS</b>		<b>7</b>	<b>TOTAL REFUNDS \$537.65</b>

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.

7/28/2022

Date of Report

*Almae Monnerat*  
Almae Monnerat, Collector of Revenue  
*Almae Monnerat*

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