



**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING**

Regular Meeting Agenda

June 06, 2022, 7:00PM

P. Francis Hicks Room

Streamed live on YouTube and Channel 194

**FILED
CLERK'S OFFICE**

JUN - 3 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 May 16, 2022
5. **CITIZENS' COMMENTS**

The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address.
6. **TOWN MANAGER'S REPORT**
7. **CORRESPONDENCE**
8. **BOARDS AND COMMISSIONS**
9. **UNFINISHED BUSINESS**
 - A) 22-25b Consider and possibly act on adoption of a Smoking & Cannabis Use Ordinance (Town Manager Kelly)
 - B) 22-31a Consider and possibly act on the American Rescue Plan Act allocations (Town Manager Kelly)
10. **NEW BUSINESS**
 - A) Presentation of a 5-year Water Level Plan Schedule-(Water Level Commission)
 - B) Review and consider updates to the Town Strategic Plan (Mayor Arcelaschi)
 - C) 22-34 Municipal Suspense Tax List (Town Manager Kelly)
 - D) 22-35 Proposed Line-Item Transfer (Town Manager Kelly)
 - E) 22-36 Refunds as Recommended by Collector of Revenues (Town Manager Kelly)
 - F) 22-37 Set Mill Rate (Town Manager Kelly)
 - G) Discussion on Moose Naming Contest (Mayor Arcelaschi)
 - H) Consider and possibly act on items to be discussed in Executive Session

Winchester 250th Anniversary 1771-2021



**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING**

Regular Meeting Agenda

May 02, 2022, 7:00PM

P. Francis Hicks Room

Streamed live on YouTube and Channel 194

11. **CITIZENS' COMMENTS**

The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address.

12. **EXECUTIVE SESSION**

A) Discussions on prospective property transactions

B) Town Manager annual performance evaluation and contract negotiations

13. **SELECTMEN'S COMMENTS AND REPORTS**

14. **ADJOURNMENT**

Winchester 250th Anniversary 1771-2021

Town of Winchester

Board of Selectmen
Regular Meeting
Monday May 16, 2022

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 7:05pm

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

Absent Excused	Jonathan Morhardt (Selectman)
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Staff Members	Josh Kelly (Town Manager)
	Ann Marie Rheault (Finance Director)
	Glenn Albanesius (Town Clerk)

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

Item 3 **Agenda Review** - Under New Business Item 12 F(22-31) moved to Position B

Item 4 **Special Town Meeting** - Called to order at 7:08pm

- * Mayor Arcelaschi accepted role of Moderator
 - * Town Manager Josh Kelly read the Call of the Meeting - Discussion/Possible action regarding easements around Crystal Lake and Rugg Brook Reservoir to State of Connecticut Department of Energy & Environmental Protection
 - * Tim Abbott from Housatonic Valley Association and Jen Perga from the Winchester Land Trust gave a detailed overview of the Easement Sale to the State.
 - * Residents engaged in a Question and Answer session
 - * Motion Statement - "I move that we authorize the sale of conservation easements over approximately 1,296.65 acres of Town-owned land, as outlined in Schedule A of the offer letter provided by the Connecticut Department of Energy & Environmental Protection, to the State of Connecticut in return for a minimum of \$750,000, in accordance with the conditions that are outlined in the same offer letter. A copy of the offer letter is attached to this motion and made a part hereof."
- Motion - Sel. Sedlack / Second - Sel. Perez
- Vote to approve was by ROV verified Voter List and Unanimous Hand Count

Item 5 **Approval of Minutes**

- * Minutes of Regular Meeting on May 2nd, 2022
 - Correction made by Sel. Groppo - Item 6 Town Manager's Report - Section 4
 - First sentence to read - Members of the Economic Development Commission and Ted Shafer, Economic Development Director, held a "Celebrate Winchester Business" event at the American Mural Project.
 - Correction made by Sel. Sedlack - Adding the official record of Vote for Boards and Commissions adding Appointment of Thomas Sullivan to Zoning Bd of Appeals
 - Motion - Sel. Bourque / Second - Sel. Sedlack
 - Vote - Unanimous
 - Motion - Sel. Perez / Second - Sel. Bouchard
 - Vote to accept minutes - Unanimous (6-0)

Item 6 **Citizens Comments** -

- *Resident Bryan Sundie spoke regarding the placement of a new traffic stop sign at the bottom of Spencer Street where it intersects with Hinsdale Avenue

Item 7 **Town Manager's Report** - Josh Kelly reported to the Board on the following topics. . .

- * A sincere thank you to all involved with the preparation and ultimate approval of Conservation Easement sale
- * The Town has received 2 new proposals for 508 Main Street
- * Performance reviews for all Staff members reporting to the TM are underway
- * Second round of ARPA project proposals will be detailed later in this meeting.
- * Planning work has started on some of the smaller components of the Community Challenge Grant projects. State documents will be available to be signed in the near future.
- * Town staff working on moving several housing projects forward. Live at Home opened it's doors for business at 58 Main Street with more to follow.
- * Round 1 funding for approved Façade and Business Start Up Grant projects has been distributed. A Round 2 proposal will be given to the BOS for review. If approved, funding will begin in June and July of this year.
- * The Town is preparing a US DOT "Reconnecting Communities" Grant Application. This is an effort to cover costs associated with completion of an Encroachment Permit and Associated Studies/Reviews by CT DOT of a Main Street redesign and enhancement initiative
- * Reminder that a Special Town meeting for explanation and review of the Infrastructure Bond Resolution is scheduled for 7:00pm on May 24th

Item 8 **Finance Directors Report**

- * Finance Director Ann Marie Rheault reviewed current General Fund, Cash Flow and CIP data
- * A new Grant Status Spreadsheet is being developed
- * Tax Collections are at 102%
- * July's Tax Bills will be formatted differently as a result of our new software program

Item 9 **Correspondence** -

- * Sel. Sedlack made note that the Superintendent of Schools has notified the Town that Batcheller School will be soon turned back over to the Town. He asked TM Kelly for an update regarding repurposing options.

Item 10 **Boards and Commissions** - Sel. Sedlack introduced the following actions

- 1) The following applicants were nominated to serve.
 - Tyler Tucker (U) as an Alternate Member of the Economic Development Commission
 - Joseph Santoro (U) as an Alternate Member of the Economic Development Commission
 - Voting to confirm Appointment will occur at the June 6th meeting
- 2) Sel. Sedlack entered Eleanor (Ellie) Gunn for consideration to join the Zoning Board of Appeals
 - The BOS agreed to vote at the June 6th meeting once Party affiliation and Term expiration date were determined

Item 11 **Unfinished Business** -

- A) 22-25a Consider and Possibly act on adoption of a Smoking & Cannabis Use Restriction Ordinance.
- Selectmen reviewed a "Red Line" copy of Atty Nelligan's proposed language changes.
- TM Kelly explained the reduction of penalty to \$50.00
- Sel. Bourque requested the Board approve the word "permit" in place of authorize in Section XX-3
- Motion Statement - I make a motion that the BOS move the "Smoking and Cannabis Use Restriction Ordinance to Adoption vote at the next scheduled BOS meeting.
- Motion - Sel. Bouchard / Second - Sel. Bourque
- Vote to approve - Unanimous (6-0)

Item 12 **New Business** -

- A) 22-27 Driveway permit variance for 674 E. Wakefield Blvd
- Motion Statement - I move that the Board of Selectmen grant a Driveway Variance to Ms. Neal for 674 East Wakefield Blvd.
- Motion - Sel. Perez / Second Sel. Bourque
- Vote to approve - Unanimous (6-0)
-
- F) 22-31 Consider and Possibly Act on Proposed ARPA Allocation (Round II)
- TM Kelly outlined his proposed projects and expenditures for the second round of ARPA
- He asked that the BOS prioritize just one expenditure related to the extension of the Greenway Trail explaining that \$320,000 and a reallocation of \$200,000 initially targeting the purchase of 2-way radios was urgently needed to award a bid which keeps the GT project moving forward.
- Motion Statement - I move that the Board of Selectmen allocate a total of \$320,000 from the American Rescue Plan Act to be delivered to the Town of Winchester from the Federal Government on July 1, for construction work on the Sue Grossman Greenway.
- Motion - Sel. Arcelaschi / Second Sel. Bouchard
- Vote to approve - Unanimous (6-0)

B) 22-28 Engagement of Town Auditor

Motion Statement - I move that the Board of Selectmen authorize the Town Manager to sign the Letter of Engagement with King & King Associates, for the terms described in correspondence received May 12, 2022 to complete the 2021-2022 audit with added stipulation that rotating Staff Associates are used to compile audit.

Motion - Sel. Perez / Second Sel. Sedlack

Vote to approve - Unanimous (6-0)

C) 22-29 Refunds as Recommended by Collector of Revenues

Motion Statement - I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenues in the amount of \$1558.17

Motion - Sel. Bouchard / Second Sel. Groppo

Vote to approve - Unanimous (6-0)

D) ECODE and Ordinances

TM Kelly will be meeting with BOS members for ECODE access training

E) 22-30 Appointment of Moderator for May 24th Special Town Meeting

Motion Statement - I move that the Board of Selectmen appoint Mayor Arcelaschi to serve as the Moderator for the May 24, 2022 Special Town Meeting

Motion - Sel. Perez / Second Sel. Bouchard

Vote to approve - Unanimous (6-0)

D) 22-32 Proposed Line Item Transfer

Motion Statement - I move that the Board of Selectmen approve the Line Item Transfer of \$2300.00 from Fringe Benefits Medical (111-900-0002), to Office Supplies (111-806-0000) for \$300.00, Membership, Dues & Subscriptions (111-814-0000) for \$1000.00 and Purchase Office Equipment (111-806-0001) for \$1000.00.

Motion - Sel. Bouchard / Second Sel. Groppo

Vote to approve - Unanimous (6-0)

D) 22-33 Proposed Line Item Transfer

Motion Statement - I move that the Board of Selectmen approve the Line Item Transfer of \$12,700 from Town Manager - Fringe Benefits Medical (111-900-0002), to Buildings - Town Hall Maintenance of Structures (127-827-0000)

Motion - Sel. Bouchard / Second Sel. Sedlack

Vote to approve - Unanimous (6-0)

Item 14

Selectmen's Comments and Reports

- * Selectman Perez reminded everyone about upcoming Housing Plan Meeting on May 31 and the 250th Town of Winchester Anniversary events planned this coming weekend
- * Selectman Groppo explained that Laurel Festival tickets would be available at the Town Clerks office
- * Mayor Arcelaschi spoke of Torrington Mayor Dee Donne's recent passing and asked for the community's help identifying the person terrorizing Winsted on a orange colored dirt bike

Item 13

Meeting Adjournment

- * Motion - Sel. Sedlack / Second - Sel. Bouchard
To adjourn the meeting at 9:36pm
Vote to approve - Unanimous (6-0)

ATTEST:

Glenn Albanesius, Town Clerk



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: June 6, 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:** Proposals for the 508 Main Street property have been opened. Two proposals were received. I have a proposal for the Board to consider authorizing.
- **Annual Reviews:** I am in the process of completing annual reviews for all staff members that report directly to me. I plan to make this an annual process where staff members complete self-reflections each April, I complete reviews of subordinates in May, and they have an opportunity to review, respond, and provide me with a level of feedback in June. So far, this has been a positive process.
- **ARPA:** I have included a list of projects that I proposed be funded with "Phase 2" ARPA dollars. I am asking that the Board of Selectmen consider making these adjusted allocations tonight.
- **Batcheller School:** The Board of Education is planning to return full control of the Batcheller School building to the Town effective June 30, 2022. Before that, on June 28, they plan to hold a building-wide tag sale, open to the public, so that items can be reused to the greatest extent possible and money that would otherwise go to renting dumpsters can be saved. Money made from this program will be given directly to the Town. The Town is busy working to develop an RFP to market this space, and some discussions on that matter will occur later tonight.
- **Communities Challenge Grant:** Planning work has begun on some of the smaller community-building components of the projects, and we will receive documents from the state to sign in the near future.
- **Community Engagement:** Since the last Board of Selectmen meeting, I attended the Association for Realtors breakfast to talk to area realtors about the wonderful things that are happening in Winchester. On Thursday, May 19th, I joined many of you at the Gilbert School to talk to students in civics classes about local government.

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- **E-Code:** I have sent along written instructions to each of you about how to access the E-Code online system and review documents that have been made available to us through that system. If you would like to be shown how to navigate any part of the system in-person, please make an appointment to speak to either me or Terry in my office, or reach out to Candy, Candace, or Linda to ask for assistance.
- **Economic Development:** A handful of prospective businesses have approached the Town about opening a new business here or relocating their business to Winsted. The Director of Economic Development, the EDC, and I all remain hard at work to make this process easy, helpful, and impactful to our community. Marketing efforts continue, and more marketing focus group meetings will be held in the weeks to come.
- **Façade & Business Start-Up Programs:** The Town still has \$50,000 dedicated to its Business Start-Up Program that are unawarded. We are working diligently to use this money to attract new and expanding businesses to Town. Five new businesses have already accepted awards as part of this program.
- **Fair Rent Committee:** A list of participants for this committee is being finalized.
- **Grants:** A staff meeting has been set to discuss possible application submissions for the following programs: Community Investment Fund 2030, Reconnecting Communities (US DOT), Paul Bruhn Historic Revitalization Grant, Safe Streets and Roads for All (US DOT), Community Facilities Direct Grant Program (USDA), T-Mobile Hometown Grant, and STEAP. Please send information about additional grant opportunities to me if you come across any.
- **Housing Plan:** The Housing Plan Steering Committee held a virtual feedback forum with the public this past week, and a new date will be set for an in-person forum in the near future (this had to be rescheduled due to my inability to attend due to a death in my family). I will share this new date for the in-person forum as soon as it is known. The Town has received an extension from the State on developing this housing plan, meaning that we have more time to develop, review, and ultimately adopt a housing plan. Once public feedback is collected, a draft plan will be developed by our consultant (Jocelyn Ayer), that draft will come before the Board of Selectmen for review and possible edits, and it will ultimately be the Selectmen's vote that will adopt any final plan.
- **Infrastructure:** The infrastructure proposal has been adopted by referendum, and the Department of Public Works is already busy preparing for the work that will be done in the years to come. The Finance Department and I will begin working on a proposal, in conjunction with you and our consultants, in the near future to determine when money should be borrowed and when projects should go out to bid. This will be a complex process, as the market is unpredictable at this time, but we will progress one step at a time and make the best decisions we can with the information we have at our disposal.

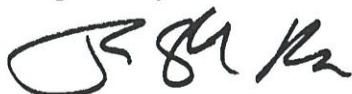
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- **Personnel:** I am awaiting the results of our posting for a Building Official from the Civil Service Commission, and we have also now posted for the Town Planner position (effective July 1, as per the approved FY 2023 budget). The Town Planner applications are due June 20, 2022. Other personnel work – including the updating of job descriptions, improving Civil Service operations, and updating service contracts – continues on a routine basis. As always, Selectmen are encouraged to reach out to me with any questions, and I am always available to sit down in-person or speak with you remotely.
- **Town Hall Improvements:** I am happy to say that we have found an extremely cost-effective way to have some improvements made to Town Hall's lighting. With the help of a private partner, we are in the process of replacing all of Town Hall's fluorescent lights with LED lights, which are projected to last at least 10 years and will use less than half the energy they were using before. Rather than paying anything up front for the new fixtures, we have an arrangement with the private partner where we will pay the difference between the cost of running the fluorescent bulbs and the new, lowered cost of running the LED bulbs over the next four years. The cost steps down each year, meaning each year we will see more savings until the next year thereafter when the cost of the fixtures is totally paid off. These are the kinds of smart opportunities and investments that we continue to seek to lower costs while making key improvements to our facilities.

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

- Monday, June 20, 2022 (7pm): Next Board of Selectmen regular meeting.
- Tuesday, June 28, 2022 (Noon – 6pm): Tag sale at Batcheller School.
- Tuesday, July 5, 2022 (7pm): First regular Board of Selectmen meeting in new fiscal year.

Respectfully submitted,



Joshua Steele Kelly
Town Manager & CEO

CC: Terry Hall, Administrative Assistant

Winchester 250th Anniversary 1771-2021



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

TO: Board of Selectmen
FROM: Josh Kelly, Town Manager
SUBJECT: Façade & Business Start-Up Program Update
MEETING DATE: May 27, 2022

Below you will find a list of the Façade & Business Start-Up Program awards that have been distributed at this time. In addition to the money dispersed as listed below, we still have \$10,000 that can be given as part of the Façade Improvement Program and \$50,000 that can still be given as part of the Business Start-Up Program, and this could be paired with an additional \$100,000 in American Rescue Plan Act dollars to help support the Façade program. For reference, the Town received over \$400,000 in requests for Façade Improvement Program dollars. If you have any questions about these items, please email me at townmanager@townofwinchester.org.

Please note that all items listed below are forgivable loans, and as such they are loans and will be paid back to the Town unless very specific requirements are met.

Façade Improvement Program

Business	Address	Town Award	Business Investment	Total Investment (Town Award + Business Investment)
Miller's Crossing LCC	35 Willow St	\$ 20,000	\$ 900,000	\$ 920,000
The Tributary	17 Rowley St	\$ 20,000	\$ 20,000	\$ 40,000
Laurel Lanes	266 Main St	\$ 10,000	\$ 81,998	\$ 91,998
Birchwater Management	58 Main St	\$ 10,000	\$ 10,000	\$ 20,000
Whiting Mills	100 Whiting St	\$ 10,000	\$ 8,255	\$ 18,255
Beacon Prescriptions	294 Main St	\$ 8,000	\$ 41	\$ 8,041
Mario's Tuscany Grill	556 Main St	\$ 10,000	\$ 39,500	\$ 49,500
King, King, & Assoc.	95 North Main St	\$ 7,500	\$ 4,500	\$ 12,000
McGrane's on the Green	27 Park Place	\$ 10,000	\$ 30,000	\$ 40,000
R&B Sports World	19 Rowley St	\$ 10,000	\$ 25,000	\$ 35,000
Williams Chiropractic	88 Elm St	\$ 7,000	\$ 14,000	\$ 21,000
The Gilson	354 Main St	\$ 10,000	\$ 121,855	\$ 131,855
Railway Café	580 Main St	\$ 7,500	\$ 2,500	\$ 10,000
TOTAL		\$ 140,000	\$ 1,257,649	\$ 1,397,649

All these businesses have committed to completing the scope of work as indicated in their application within six months of having received the funding awarded, with the exception of

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Miller's Crossing LLC, which will require more time as a result of the sheer size and scope of the work being done to that building. Businesses that fail to complete the work and meet other parameters that have been set forward by the Town will not have their loans forgiven, and those loans will be due back to the Town no later than 395 days (a year and a month) after they received the money.

Business Start-Up Program

Business	Address	Type of Business	Award
Cura di se	60 Main St	Protein Shakes (food/drink)	\$ 10,000
Laurel City Playhouse	15 Case Ave	Playhouse & Dance Hall	\$ 10,000
Live. At Home.	58 Main St	Home Goods	\$ 10,000
Tipi	898 Main St	Bar & Grill	\$ 10,000
Greenhouse B&B	21 Fairview Ave	Lodging	\$ 10,000
TOTAL			\$ 50,000

All these businesses have committed to opening within six months of having received the funding awarded, with the exception of Laurel City Playhouse, which will require more time as a result of the sheer size and scope of the work being done to that building. Businesses that fail to open and meet other parameters that have been set forward by the Town will not have their loans forgiven, and those loans will be due back to the Town no later than 395 days (a year and a month) after they received the money.

Respectfully submitted,



Joshua Steele Kelly
Town Manager & CEO

CC: Terry Hall, Administrative Assistant

Winchester 250th Anniversary 1771-2021

Social Services Director- Board of Selectman Monthly Update
(5 months, monthly thereafter) January 2022 – May 31, 2022

The Board of Selectman are always welcome to call or stop by if there is a question or need with which I can help.

Service Users:

- New: forty-six new service users, ten ongoing service users from 2021. This does not include calls for information which are too numerous to keep track of.
- Persisting Needs: Calls for assistance with housing, displacement, raised rents, unexpected evictions; Increase in the age of those seeking assistance; Increase in requests for emergency funding; Calls for help with benefits are constant.
- The Winsted Emergency Shelter at the YMCA has sixteen emergency shelter beds. Additionally, there fifteen single room occupancy rooms (SRO's), eleven of which are HUD/section 8 funded, and four of which are full pay rooms (574.00). Shelter guests who are not from Winsted are encouraged to return to their town of origin so they can access their support systems. The Shelter Manager estimates that less than 10% (annually) of shelter guests stay in Winsted. During my time in this role, I have helped two people find housing in Winsted post shelter stay. Both are lifelong residents of Winsted.
- When a Winsted citizen contacts me for assistance for an out-of-town family member, I provide them with guidance and information they can utilize to help their family member. This is consistent with best practices of municipal social work.
- The Winsted Social Service team has expanded this year and now includes Dan Matthews, Commander of VFW Post 296 and Cathy Ohm, Executive Director of the Winsted Youth Services Bureau, A Community Health Care Worker from Community Health and Wellness, Leo Gio, NW COG (when available).
- The Winsted Police Department has referred a total of ten cases. WPD referrals are becoming more frequent which is our goal.
- As of this writing, we have eight homeless people living unsheltered in town *that I know of*. I have regular contact with four of them to encourage them to seek assistance through 211. Three of the eight are living in cars which, by HUD's definition, is considered unsheltered. A call to 211 is the **only way** people can get assistance when they are homeless. If seeking shelter, a person can request one of the three shelters within the Northwest Coordinated Access Network (Winsted YMCA, FISH in Torrington, Saint Vincent's in Waterbury). However, each shelter operates differently therefore, the waiting list moves at a fluctuating pace. For example, FISH in Torrington is not a time limited shelter, therefore they have less frequent bed openings. The Winsted Emergency Shelter is a 30-day shelter with an extension program that requires a process of requests and approvals based on the person's efforts to improve their situation. This has not always been the case with

the Winsted Shelter. The management changed 4 years ago, and the shelter is now managed in accordance with the United States Interagency Council of Homelessness (USICH) Housing First standards set forth in their strategic plan.

Committees/Meetings:

- Member of the Northwest Hills Prevention Coalition: Winchester Youth Service Bureau
- Member of the Local Inter Agency Service Team (LIST): Winchester Youth Services Bureau
- Member of the Housing Affordability Steering Committee
- Town Leadership Team
- Northwest Cares Meeting/Geer Village
- Northwest Coordinated Access (CAN) Network Leadership
- Litchfield County Cold Weather Shelter Planning
- Litchfield County Opioid Task Force
- New Beginnings/CoC/CAN
- NW CAN Housing Solutions
- Northwest Caring Connection Collaborative
- Northwest CT Food Hub (Pam Carrigan is our representative at this group)
- Regional Mobility Management (Jen Kelley is our representative at this group)

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. The 2021-2022 CHIP is available in my office
- Charlotte Hungerford Hospital/Hartford Hospital Community Health Improvement Assessment 2022-2023 (in process)
- RCORP Grant Feasibility Study with Greenwoods Counseling, Community Health and Wellness and the YMCA. (RCORP=Rural Communities Opioid Response Program). This group continues to work together to look for opportunities to serve the community.
- Low Income Housing Water Assistance Program (LIHWAP): I was able to get the Winsted Water Works company set up in the system as vendor so residents can utilize this program.
- 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. Brand new CHFA program can recover non-escrowed property taxes among other things, for those impacted by COVID.

101 letters were sent on 5/22/22 to delinquent or late taxpayers to inform them of this program.

- 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/approved a grant through the Northwest Community Bank Foundation for the Resident Assistance Fund:
- Weekly outreach on Tuesdays and Fridays and as needed.
- Development of policy and procedure manual for the Social Services Department: ongoing
- Support existing employment/workforce initiatives.
- Assist with advertising and encouraging NCCC Snap free programs.

Training:

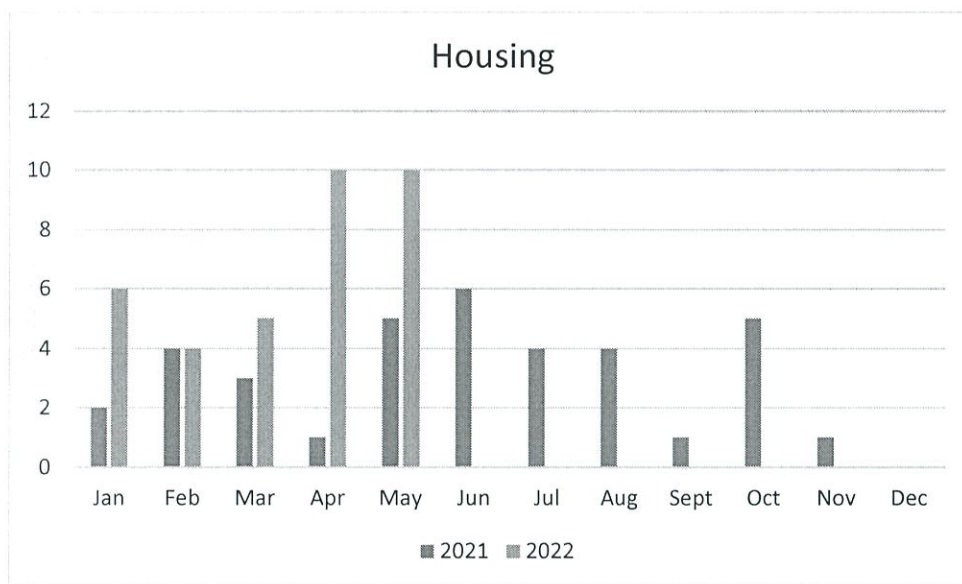
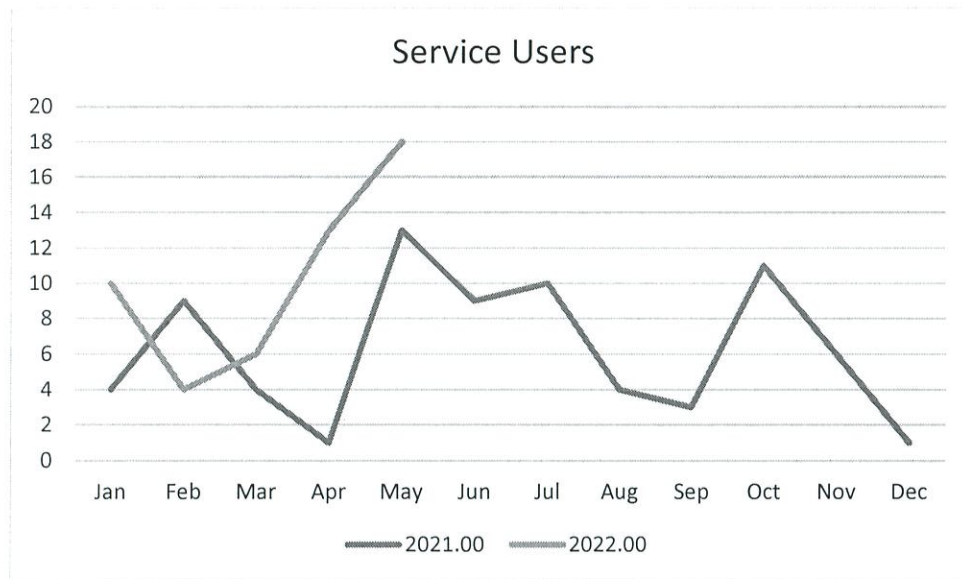
- 2/15/22: CCM Voicing Empowering Vulnerable Residents to Shape Affordable Housing in CT
- 2/16/21-2/18/21: National Alliance to End Homelessness Annual Conference
- 3/29/22: CCM Customer Service
- 3/22: Ongoing: SOAR Works Model. Social Security Outreach, Access, and Recovery (SOAR) is a SAMHS (Substance Abuse Mental Health Services Administration) program to help individuals successfully apply for Social Security disability income.
- 5/11/22: CCM Records Retention
- 5/26/22: CCM Civility Professional Development Workshop

Resident Assistance Fund requests:

- 1/14/22: Request for assistance with security deposit due to unexpected eviction from the trailer park. Request granted.
- 2/16/22: Request for assistance with car repair. Request granted
- 5/25/22: Request for car repairs. Request granted

Barclay requests:

- 2/17/22: Request for assistance with taxes. Request granted
- 2/17/22: Request for assistance with stair/chair lift. Request granted.
- 4/8/22: Request for assistance with taxes/ Request granted
- 4/19/22: Request to pay for moving expenses for trailer park resident. Request granted

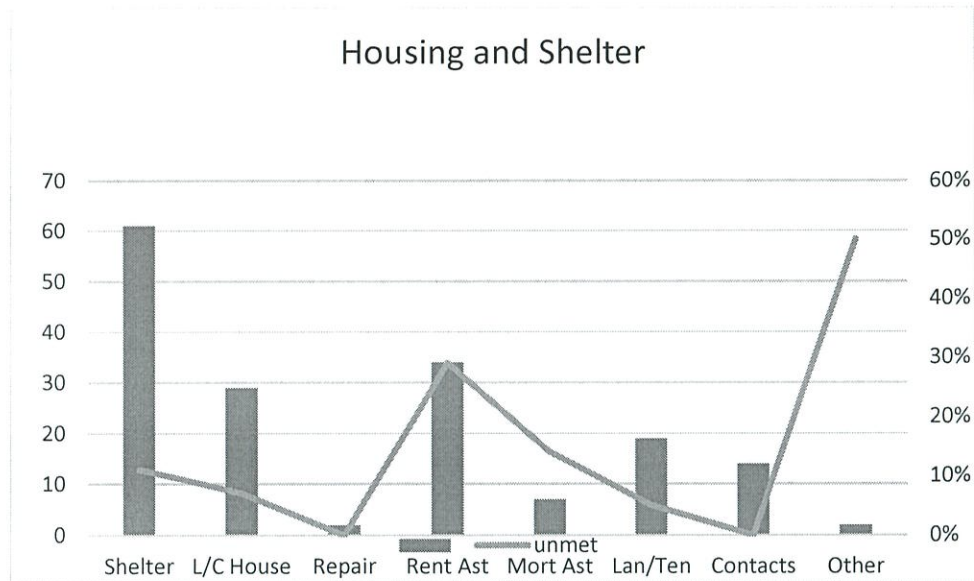


United Way 211 Data Counts for last 180 days or December 1, 2021 – May 23, 2022
 (211 data cannot be queried from 1/1/22-5/31/22)

Total all calls: 492 from zip code 06098

Highest number of calls were for Housing & Shelter. 168 calls broken down as follows:

Unmet indicates the percentage of requests for which no help was available through 211.



53 %Female

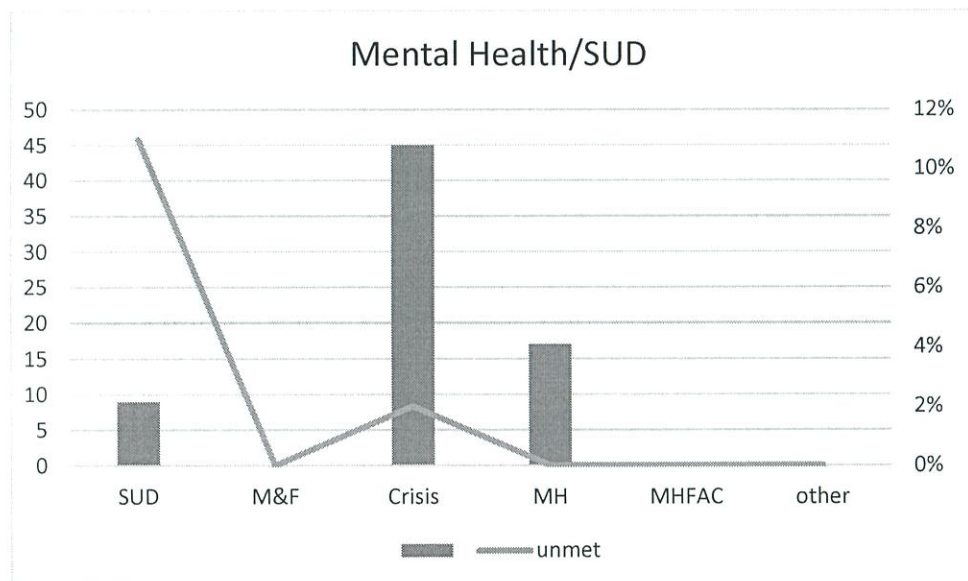
45.8% Male

1.2% unavailable

60+ years old 27.4%

50-59 years old 20.8%

Second highest number of calls were for MH/Substance Use was seventy-one broken down as follows



50.7% Female

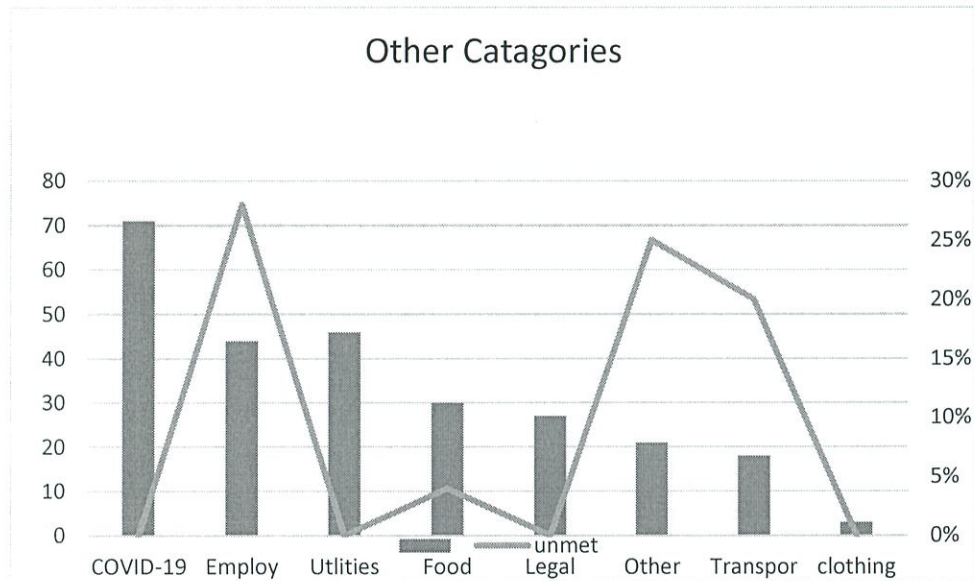
36.6 % Male

13.8% unavailable

<18 years old 49.3.7%

60+ years old 14.1%

Other Categories at a glance:





200 CORPORATE PLACE Suite 202 • Rocky Hill • CONNECTICUT • 06067 • TELEPHONE (860) 757-7700

First Class Mail
and PDF via email

May 26, 2022

Dear Waste Hauling Customer:

As you are probably aware, MIRA will be instituting significant operational changes at its Hartford Waste-to-Energy facility. On or about July 15, 2022 the trash to energy component of the facility will be secured. Additionally the facility will NOT be used for transfer of MSW to alternate disposal sites. The Waste-to-Energy facility is securing operations for reasons well documented over the past years. This unfortunate development will hopefully prompt development of new waste disposal capacity in the state.

The decision to not utilize MIRA's facility in Hartford as a waste transfer facility results from many of MIRA's customer towns deciding to terminate their Municipal Solid Waste Delivery Service Agreements ("MSAs") with MIRA effective this July 1. Twenty nine (29) towns have elected to terminate those agreements. The remaining 23 municipalities represent only about 60,000 tons per year of MSW. This amount of MSW is insufficient to operate an additional transfer operation in Hartford but small enough to effectively manage at MIRA's Essex and Torrington Transfer stations.

For Fiscal Year 2023, beginning July 1, 2022, we confirm the following:

Hartford Waste-to-Energy Facility

MIRA will stop accepting MSW from the majority of its customers at the Waste-to-Energy facility in Hartford on June 30, 2022. However, MSW will continue to be accepted from the towns of Durham and Middlefield through July 15 only. MIRA may solicit for deliveries of Non-Participating MSW to the Waste-to-Energy Facility in July to ensure adequate MSW supply through shut down of the Facility. Any Non-Participating deliveries will be managed through short term ICW Contracts or Spot arrangements.

Watertown Transfer Station

Effective July 1, 2022 MIRA will no longer receive any MSW or recyclables at its Watertown Transfer Station.

Essex and Torrington Transfer Stations

MIRA's Essex and Torrington Transfer Stations will continue to accept MSW and recyclables, *but only from towns with which MIRA has a MSA (i.e., a "Tier 1" town)*. The attached table lists the towns from which MSW must be delivered to these two facilities.

Hartford Recycling Facility

MIRA may accept recyclables at its recycling facility in Hartford from the towns of Durham and Middlefield through July 15, but does not anticipate continuing to receive any recyclables at this facility after July 2022.

Tip Fees and Designated Facilities

Attached to this letter is a table which lists the municipalities which have elected to continue to contract with MIRA, and from which MIRA will continue to accept MSW and recyclables. Included on the table is the **Tip Fee** effective July 1 2022, that will be charged for MSW delivered from each municipality. MIRA has established two tip fees: **\$111.00** per ton or **\$116.00** per ton, depending on whether the town has executed a certain MSA amendment.

Also included in the table is the Designated Facility (Transfer Station) to which MSW from that town must be delivered. Please note the following:

- MSW and recyclables from the town of **Middlebury** must be delivered to the Torrington Transfer Station beginning July 1, 2022.
- MSW and recyclables from **Durham** and **Middlefield** will continue to be delivered to the Hartford RRF until July 15, and then must be delivered to the Essex Transfer Station.

Haulers will not be charged for recyclables. MIRA will only accept recyclables from the towns listed on the attached table.

Hauler Agreement for FY 2023

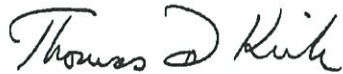
In the next few days MIRA will send to you the standard One-Year Solid Waste and Recyclables Hauler Delivery Agreement. Please execute the agreement and return it to MIRA promptly so that it is in place for July 1, 2022. MIRA will only accept MSW and recyclables from the MIRA contracting towns which are listed on the attached table and only from Haulers that have executed the Hauler Delivery Agreement.

Non-Participating Town Waste

MIRA will not accept any MSW from non-participating towns (a town that does not have an MSA with MIRA) under the Hauler Delivery Agreement. If any Non-Participating MSW is accepted, it will either be 1) under a separate agreement between MIRA and Hauler for direct delivery to the Preston RRF under MIRA's account, or 2) under an agreement directly with MIRA's contractor, Enviro-Express for delivery to the Torrington Transfer Station.

Please don't hesitate to contact me or other MIRA staff if you have any questions or require additional information.

Thank you,

A handwritten signature in black ink that reads "Thomas D. Kirk". The signature is written in a cursive, flowing style.

Thomas D. Kirk
President

LIST OF TIER 1 MUNICIPALITIES

The following municipalities have committed both Acceptable Solid Waste and Acceptable Recyclables to MIRA pursuant to a Tier 1 Short-Term or Tier 1 Long-Term Municipal Solid Waste Management Services Agreement with MIRA.

Municipality	Long Term or Short Term MSA	Tip Fee (Per Ton)	Designated Waste Facility	Designated Recycling Facility
Barkhamsted (RRDD#1)	Short term	\$111.00	Torrington Transfer Station	Torrington Transfer Station
Canaan	Short term	\$111.00	Torrington Transfer Station	Torrington Transfer Station
Chester	Short term	\$111.00	Essex Transfer Station	Essex Transfer Station
Clinton	Short term	\$111.00	Essex Transfer Station	Essex Transfer Station
Colebrook	Short term	\$111.00	Torrington Transfer Station	Torrington Transfer Station
Cornwall	Short term	\$111.00	Torrington Transfer Station	Torrington Transfer Station
Deep River	Long term	\$116.00	Essex Transfer Station	Essex Transfer Station
Durham	Short term	\$111.00	Essex Transfer Station (1)	Essex Transfer Station (1)
Essex	Long term	\$116.00	Essex Transfer Station	Essex Transfer Station
Goshen	Short term	\$111.00	Torrington Transfer Station	Torrington Transfer Station
Haddam	Short term	\$111.00	Essex Transfer Station	Essex Transfer Station
Killingworth	Short term	\$111.00	Essex Transfer Station	Essex Transfer Station
Lyme	Short term	\$111.00	Essex Transfer Station	Essex Transfer Station
Middlebury	Short term	\$111.00	Torrington Transfer Station	Torrington Transfer Station
Middlefield	Short term	\$111.00	Essex Transfer Station (1)	Essex Transfer Station (1)
New Hartford (RRDD#1)	Short term	\$111.00	Torrington Transfer Station	Torrington Transfer Station
Norfolk	Long term	\$116.00	Torrington Transfer Station	Torrington Transfer Station
North Canaan	Short term	\$111.00	Torrington Transfer Station	Torrington Transfer Station
Old Saybrook	Long term	\$116.00	Essex Transfer Station	Essex Transfer Station
Salisbury	Short term	\$111.00	Torrington Transfer Station	Torrington Transfer Station
Sharon	Short term	\$111.00	Torrington Transfer Station	Torrington Transfer Station
Westbrook	Short term	\$111.00	Essex Transfer Station	Essex Transfer Station
Winchester (RRDD#1)	Short term	\$111.00	Torrington Transfer Station	Torrington Transfer Station

(1) MSW will be delivered to MIRA's Hartford RRF until July 15, and Recyclables will be delivered to MIRA's Hartford recycling facility until July 15.

- CT is in a Waste Disposal Crisis
 - Continued operation of the TtoE facility is not viable
 - The State declined to provide capital to refurbish the facility
 - Private sector will not invest due to inadequate ROI
 - Policy preferred disposal facilities are closing (Wallingford RRF, Sterling RRF, South Meadows RRF, others soon?)
 - Landfill Disposal Capacity in the Region is shrinking rapidly.
 - Recycling and waste reduction (PAYT, EPR, organics diversion, etc.) though useful, CANNOT eliminate the need for Large scale disposal infrastructure in CT.
 - ~1,000,000 tons of CT MSW /year is headed to western and southern landfills for the foreseeable future.
 - A policy review and legislative action is warranted: (HB 5298, SB 277)
 - Public investment policy for large scale disposal infrastructure
 - Renewable energy credits use and value
 - Environmental and public health impact of waste transportation policies
 - Value of Disposal self sufficiency

Fiscal Year 2023 MSW Tipping fees:

Applicable for all municipal controlled and private controlled waste in MSA member municipalities delivered to any MIRA facility.

- MSW Disposal
 - MSA Towns with Signed amendment \$111/ton (\$5 lower than amendment previously distributed)
 - MSA Towns declining Amendment \$116/ton
- Recycling:
 - All MSA Towns: Single and Dual Stream \$0/ton
- MSW Spot (no firm capacity or commitment) Market rate

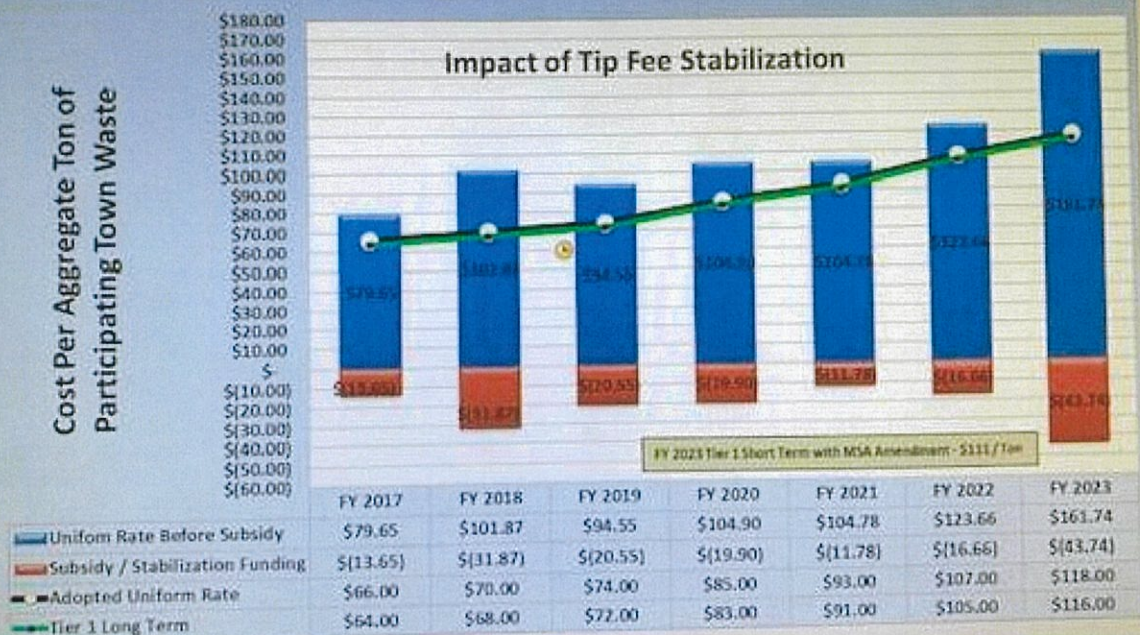
- Prices are FOB at MIRA facilities in Hartford, Torrington, Watertown and Essex.
- Prices are 'Net cost of Service'-non profit

MSW Tipping Fee Subsidy

7

Cost Per Aggregate Ton of
Participating Town Waste

Impact of Tip Fee Stabilization



FY 2023 Operations Plan

8

Recycling: No Change

MSW: Dependent upon Town Opt-outs and MSA amendment participation. MIRA aggregate tonnage will impact operations plan.

- Torrington and Watertown Patrons: Transfer of waste via truck to PA Landfill
- Essex Patrons: Transfer via truck to Preston Trash to Energy Facility
- Hartford Patrons: TBD, Potential options include:
 - Transfer from South Meadows to landfill disposal
 - Trash to energy (limited plant operation)
 - Diversion to MIRA transfer stations
 - Diversion to Private transfer sites

- Municipalities have a statutory obligation to insure Waste disposal capacity and should determine what is in the best interest of the town.

Options include:

1. Do Nothing
 - Status quo. Town retains exclusive opt out, Pay \$116/ton for FY2023, Assured disposal through 2027 at net cost.
2. Agree to MIRA MSA amendment
 - Town retains exclusive opt out at new market trigger point, Pays \$111/ton for FY 2023, enjoys discounted fee through 2027 and subsidy.
3. Opt Out by March 28th
 - Find alternative disposal by July 1 for all town waste
 - Find alternative Recycling processing by July 1
 - MIRA disposal and processing may be available at higher prices.

IMPORTANT: Towns MUST decide to OPT OUT (or not) by March 28th latest!

- CT Statutes 22a-268

MIRA must "... retain overall supervision and control of the business, design, operating, management, transportation, marketing, planning and Research and development carried out or performed...

- In Best Interest of Municipalities*
- Public ownership and governance of public facility*
- Charge Reasonable fees*
- Use of Surplus Revenue*
 - To reduce the cost of service to the Municipalities.
 - Equitable Redistribute Surplus Project Revenues.
- Options to Exit and Term Length
- Minimal Disposal Fee for Single Stream Recycling
- Uniform Disposal Fee for all participating towns

- Statutes do NOT provide for Public infrastructure investment or preferred treatment for municipalities; Renewable Credits, Pricing, Terms etc.

*Statutory Requirement

In Conclusion:

- All MIRA Towns enjoy ASSURED Net costs of service disposal and recycling services through June 2027
- Towns continue to enjoy **ANNUAL** MSA exit option at their discretion (Opt-Out) (opt-out trigger price depends upon participation in MSA amendment)
- MIRA will keep Towns appraised of future disposal plans and developments.
- In the event the Legislature revisits this issue, we will reach out to you for help in insuring the general assembly is informed and focused on the best path forward.

Thank you for your patronage. As always, let us know of concerns and problems or suggestions on how we can better serve you.

Questions?

Thank You

Tom Kirk , President for
MIRA Board of Directors

Recycling: No Change

MSW: Dependent upon Town Opt-outs and MSA amendment participation. MIRA aggregate tonnage will impact operations plan.

- Torrington and Watertown Patrons: Transfer of waste via truck to PA Landfill
- Essex Patrons: Transfer via truck to Preston Trash to Energy Facility
- Hartford Patrons: TBD, Potential options include:
 - Transfer from South Meadows to landfill disposal
 - Trash to energy (limited plant operation)
 - Diversion to MIRA transfer stations
 - Diversion to Private transfer sites

2020	Year Total:	117	53	\$3,824.31	\$32.69	\$1,682.51	\$14.38	31%
2021	Jan-21	7	3	\$164.89	\$23.56	\$39.06	\$5.58	19%
2021	Feb-21	13	5	\$354.11	\$27.24	\$53.98	\$4.15	13%
2021	Mar-21	16	5	\$483.36	\$30.21	\$182.21	\$11.39	27%
2021	Apr-21	11	5	\$251.36	\$22.85	\$90.30	\$8.21	26%
2021	May-21	11	5	\$344.55	\$31.32	\$97.85	\$8.90	22%
2021	Jun-21	16	6	\$582.27	\$36.39	\$242.28	\$15.14	29%
2021	Jul-21	10	4	\$322.17	\$32.22	\$118.20	\$11.82	27%
2021	Aug-21	14	5	\$432.73	\$30.91	\$144.84	\$10.35	25%
2021	Sep-21	10	5	\$318.03	\$31.80	\$133.78	\$13.38	30%
2021	Oct-21	13	6	\$412.07	\$31.70	\$155.08	\$11.93	27%
2021	Nov-21	10	6	\$304.16	\$30.42	\$164.06	\$16.41	35%
2021	Dec-21	9	5	\$237.47	\$26.39	\$114.40	\$12.71	33%
2021	Year Total:	140	60	\$4,207.17	\$30.05	\$1,536.04	\$10.97	27%
2022	Jan-22	10	4	\$371.12	\$37.11	\$199.20	\$19.92	35%
2022	Feb-22	9	5	\$119.85	\$13.32	\$11.17	\$1.24	9%
2022	Mar-22	8	4	\$154.86	\$19.36	\$85.52	\$10.69	36%
2022	Apr-22	6	3	\$134.93	\$22.49	\$84.42	\$14.07	38%
2022	Year Total:	33	16	\$780.76	\$23.66	\$380.31	\$11.52	33%
Total		2,974	1,678	\$129,756.04	\$43.63	\$117,161.53	\$39.40	47%

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

APPOINTMENTS

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Term Dates	Appointing Authority
06/06/2022	Tyler Tucker	Economic Development Commission	U	Alternate Member	4/2027	BOS
06/06/2022	Joseph Santoro	Economic Development Commission	U	Alternate Member	4/2026	BOS
06/06/2022	Ellie Gunn	Zoning Board of Appeals	D	Alternate Member	12/2027	BOS

RE-APPOINTMENT

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Next Term Exp	Appointing Authority
06/06/2022	Virginia Shultz-Charette	Soldiers Monument Commission	D	Member	6/2026	BOS
06/06/2022	Jennifer Perga	Conservation Commission	D	Member	5/2026	BOS

RESIGNATION

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Next Term Exp	Appointing Authority
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APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION

WINCHESTER, CONNECTICUT

338 Main St. Winsted CT 06098 860 379-2713
www.townofwinchester.org

If you are interested in the well-being and betterment of our community and are willing to put in the time to review appropriate material and attend meetings, this is an opportunity for you to apply to become a member of one of our Boards or Commissions. This application will be reviewed by the Board of Selectmen. The Board of Selectmen is responsible for making appointments for Board/Commission vacancies.

LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Winchester Economic Development Commission

NAME: Tyler Tucker

ADDRESS: 215 South Road, Winsted, CT 06098

HOME PHONE #: _____ CELL PHONE #: 8602013281 E-MAIL: tylertuckerj@gmail.com

ARE YOU A REGISTERED VOTER IN THE TOWN OF WINCHESTER? Yes

PRIOR CIVIC INVOLVEMENT: Volunteered at Youth Soccer Events

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

I have lived and worked in Winchester my whole life, I own and operate a small digital marketing business in Winsted, and I studied Marketing and Sales at Bryant University and Northwestern Connecticut Community.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? Yes, I have attended a meeting. Name: Dennis Dressel

Signature: *Tyler Tucker* Date: 4-19-22

Please note that all Board/Commission members are subject to the Town of Winchester's Conflict of Interest Policy

Please Return To:
Town Manager
338 Main St.
Winsted CT 06098
townmanager@townofwinchester.org

APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION
WINCHESTER, CONNECTICUT

338 Main St. Winsted CT 06098 860 379-2713
www.townofwinchester.org

If you are interested in the well-being and betterment of our community and are willing to put in the time to review appropriate material and attend meetings, this is an opportunity for you to apply to become a member of one of our Boards or Commissions. This application will be reviewed by the Board of Selectmen. The Board of Selectmen is responsible for making appointments for Board/Commission vacancies.

LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Economic Development Commission

NAME: Joseph Santoro

ADDRESS: 218 Torrington Street Winsted Ct 06098

HOME PHONE #: 860 806 2178 CELL PHONE #: 860 806 2178 E-MAIL: Joseph.Santoro@outlook.com

ARE YOU A REGISTERED VOTER IN THE TOWN OF WINCHESTER? yes

PRIOR CIVIC INVOLVEMENT: none

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST: I am an Eagle Scout and am attending Northwestern Connecticut Community College for SAIG and marketing. I am well versed in marketing, website development and social media management.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? yes Name: Dennis Dressel

Signature: Joseph Santoro Date: 04/20/2022

Please note that all Board/Commission members are subject to the Town of Winchester's Conflict of Interest Policy

Please Return To:
Town Manager
338 Main St.
Winsted CT 06098
townmanager@townofwinchester.org

-----Original Message-----

From: Ellie Gunn <elliepgone@gmail.com>

Sent: Friday, May 13, 2022 10:58 AM

To: Terry Lynn Hall <thall6162@yahoo.com>

Cc: Terry Hall <thall@townofwinchester.org>

Subject: Zoning Board of Appeals

May 13, 2022

Dear Terry,

I am writing to express my interest in serving on the Town of Winchester Zoning Board of Appeals. I understand this would be an alternate seat.

Please advise if you need any information from me.

Thank you for your consideration.

Eleanor (Ellie) Gunn
225 Perch Rock Trail
Winsted, CT. 06098

Sent from my iPhone

Terry Hall

From: jjb <jjb06098@yahoo.com>
Sent: Sunday, May 15, 2022 5:51 PM
To: Terry Hall
Subject: Soldiers' Monument Commission
Attachments: 2022 Spring Membership List.doc

Caution! This message was sent from outside your organization.

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

Hi Terry,

I trust you enjoyed the wonderful weather this past weekend --- and now it's back to work!

The Soldiers' Monument Commission membership and terms of expiration is attached.
Please check the town's website to ensure that the names and term dates for the members is correct.

You will note that the term for Virginia is up for renewal; she has told me that she would like to remain on the commission. That will mean that the BOS will have to reappoint her at its meeting on June 6th. Please provide that information as necessary to Steve so that it is on the agenda.

Thanks so much for your help.

Jack

Terry Hall

From: jennifer perga <jen_perga@yahoo.com>
Sent: Tuesday, May 17, 2022 7:36 PM
To: Terry Hall
Subject: commission
Attachments: Benefit FlyerProof2 (2).pdf

Caution! This message was sent from outside your organization.

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

Hi Terry,

Yes, I would like to renew my membership of either the Conservation Commission or ~~Water Level Commission~~.

(I'm not sure which one is expiring).

Also, could you please put our upcoming WLT event on the Town Website? (See flyer attached)

Thanks for attending the meeting last night.

Best, Jen

BOARD OF SELECTMEN AGENDA ITEM SUMMARY

No.: 22-25b

Date: June 6, 2022

Topic: Unfinished Business ()- **Ordinance to Restrict Smoking & Cannabis Use**

From: Josh Kelly, Town Manager

Background & Information: On July 1, 2021, it became legal for adults age 21+ (regardless of medical status) to possess 1.5 ounces of cannabis in Connecticut. Between July 1 and December 31, 2022, retail sales of regulated cannabis will begin in the state. On July 1, 2023, adults age 21+ will be able to begin growing as many as six unregulated cannabis plants in their home. Given the influx of cannabis in the state and in our community, earlier this year the Board of Selectmen asked me to prepare a draft ordinance prohibiting the use of cannabis on Town property. The Town Attorney has completed a review of the draft ordinance language that was sent to him, and those recommended edits are attached.

The originally-proposed language was reviewed by the Board of Selectmen in early May, edits were made at the meeting on May 16th, and the June 6th meeting is the third meeting where this ordinance will have been considered, and thus the Board may vote to enact this ordinance tonight.

Requested Action: I ask that the Board of Selectmen vote to adopt the attached ordinance.

Fiscal Implications: There will be personnel costs in the Police Department associated with enforcing this ordinance, but fines levied will help cover those costs. Overall, I do not expect this ordinance to be an unreasonable burden on the Police Department or its budget.

Manager's Recommendation: I ask that the Board of Selectmen review the attached draft ordinance and, if it is found to be acceptable, that a vote be taken to enact the ordinance.

Recommended Motion: "I move that the Board of Selectmen adopt the attached ordinance, entitled "Smoking and Cannabis Use," and that said ordinance be enacted fifteen days from today, in accordance with the Town Charter."

Attachments: Draft Ordinance entitled "Smoking & Cannabis Use"

Chapter XX

SMOKING & CANNABIS USE

§ XX-1. Smoking and vaping restricted.

No person shall use, light, or smoke a lighted cigarette, cigar, cigarillo, vape product, pipe, or other smoking or vaping paraphernalia, as defined in the Connecticut General Statutes, in any form in or upon any building, park, playground, recreation area, athletic facility, beach, or area of assembly owned, leased, or controlled by the Town of Winchester as may be specifically designated by the Winchester Board of Selectmen.

§ XX-2. Use of cannabis on Town land restricted.

No person shall use, light, smoke, or otherwise consume cannabis products including, but not limited to vape pens, edibles, cigarettes, and other related products as defined in the Connecticut General Statutes, in any form in or upon any building, park, playground, recreation area, athletic facility, beach, or area of assembly owned, leased, or controlled by the Town of Winchester as may be specifically designated by the Winchester Board of Selectmen.

§ XX-3. Use of cannabis in outdoor sections of restaurants restricted.

No restaurant shall permit the use or consumption of cannabis products including, but not limited to vape pens, edibles, cigarettes, and other related products as defined in the Connecticut General Statutes, in any form at outdoor sections of its facility that it in any way owns, leases, or controls, and the restaurant shall be held responsible for infractions to this Section..

§ XX-4. Penalties for offenses.

Violation of § XX-1 of this chapter shall constitute an infraction as defined in Connecticut General Statutes § 51-164m and/or may be punishable by a municipal fine of \$50.

Violation of § XX-2 of this chapter shall constitute an infraction as defined in Connecticut General Statutes § 51-164m and may be punishable by a fine of \$50.

Violation of § XX-3 of this chapter shall constitute an infraction as defined in Connecticut General Statutes § 51-164m and may be punishable by a fine of not more than \$1,000 for the restaurant at which the infraction occurred.

§ XX-5. Enforcement.

Members of the Winchester Police Department shall be charged with the enforcement of this chapter and may issue an infraction summons or a citation for infractions as defined herein. Additionally, agents and employees of the Town of Winchester including coaches or officials participating in any athletic event in or upon any Town-owned athletic or recreation facility are authorized to enforce this chapter through the exclusion of the violator from the athletic event or recreational facility.

§ XX-6. When effective.

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

Chapter XX

SMOKING & CANNABIS USE

§ XX-1. Smoking and vaping restricted.

No person shall use, light, or smoke a lighted cigarette, cigar, cigarillo, vape product, pipe, or other smoking or vaping paraphernalia, as defined in the Connecticut General Statutes Section 21a-240, in any form in or upon any building, park, playground, recreation area, athletic facility, beach, or area of assembly owned, leased, or controlled by the Town of Winchester as may be specifically designated by the Winchester Board of Selectmen.

§ XX-2. Use of cannabis on Town land restricted.

No person shall use, light, smoke, or otherwise consume cannabis products including, but not limited to vape pens, edibles, cigarettes, and other related products as defined ~~by SB-1201. See 84 in the Connecticut General Statutes,~~ in any form in or upon any building, park, playground, recreation area, athletic facility, beach, or area of assembly owned, leased, or controlled by the Town of Winchester as may be specifically designated by the Winchester Board of Selectmen.

§ XX-3. Use of cannabis in outdoor sections of restaurants restricted.

No restaurant shall ~~authorize-permit~~ the use or consumption of cannabis products including, but not limited to vape pens, edibles, cigarettes, and other related products as defined ~~by SB-1201. See 84 in the Connecticut General Statutes,~~ in any form at outdoor sections of its facility that it in any way owns, leases, or controls, and the restaurant shall be held responsible for infractions to this Section.~~be responsible for enforcing this restriction.~~

§ XX-4. Penalties for offenses.

Violation of § XX-1 of this chapter shall constitute an infraction as defined in Connecticut General Statutes § 51-~~164n-164m~~ and/or may be punishable by a municipal fine of ~~not more than \$100~~\$50.

Violation of § XX-2 of this chapter shall constitute an infraction as defined in ~~SB 1201~~Connecticut General Statutes § 51-164m and may be punishable by a fine of ~~not more than \$50~~.

Violation of § XX-3 of this chapter shall constitute an infraction as defined in Connecticut General Statutes § 51-164m ~~SB-1201~~ and may be punishable by a fine of not more than \$1,000 for the restaurant at which the infraction occurred.

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§ XX-6. When effective.

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

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-31a

Date: June 6, 2022

Topic: Unfinished Business (B) - American Rescue Plan Act (ARPA) Allocations, Round 2

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

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-31a

Date: June 6, 2022

Topic: Unfinished Business (B) - American Rescue Plan Act (ARPA) Allocations, Round 2

From: Joshua Kelly, Town Manager

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.

The second half of the total funding will be delivered to the Town on July 1, 2022. In preparation for that, I have reviewed remaining projects that were recommended for funding by the committee that was assembled in 2021 and made a few minor adjustments. The result is a proposal that the Board of Selectmen fund these projects:

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
Social Services Coordinator - Part 2	\$64,238	2
44 Elm Street Senior Enrichment Improvements	\$50,000	2
Director of Economic Development - Part 2	\$24,548	2
Soldiers Monument Educational/Tourism Panels (CCG Match)	\$25,000	2
Online Web Development for Local Businesses	\$20,000	2
Public Art (CCG Match)	\$6,250	2
TOTAL	\$1,297,036	

The approval of the above-listed projects would result in a remaining ARPA balance of \$287,988.

Requested Action: I ask that the Board of Selectmen vote to approve the above-listed 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.”

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-31a

Date: June 6, 2022

Topic: Unfinished Business (B) - American Rescue Plan Act (ARPA) Allocations, Round 2

From: Joshua Kelly, Town Manager

Attachments: Presentation on proposed Phase 2 projects.

Proposed Phase 2 ARPA Allocations

Town of Winchester, CT
June 2022



ARPA Funding 101

- In 2021, the federal government announced that the Town of Winchester would receive \$3,138,260 in funding from the American Rescue Plan Act (ARPA).
- Funds are only to be used for specific purposes, which have been researched in detail by the Town.
- In 2021, the Board of Selectmen empowered the Town Manager to convene a group of staff members, residents, and Selectmen to consider possible uses of these funds and to make a recommendation to the Board of Selectmen for their recommendation.
- Phase 1 proposals were approved unanimously in December 2021.
- The proposals in front of you now constitute the Phase 2 proposals.



Rationale for General Project Inclusion

Projects were more likely to be included if...

1. They met the objectives of ARPA.
2. They were not independently too expensive.
3. They provided clear benefit to residents of the Town and the Town's continued development and success.
4. They help defray taxpayer or ratepayer costs.
5. They are sustainable and do not require increased taxpayer funding in the future.

Projects were less likely to be included if...

1. They did not meet the objects of ARPA.
2. They were independently too expensive.
3. They did not provide a clear benefit to residents of the Town.
4. They did not help defray costs for taxpayers and/or ratepayers.
5. They are not sustainable and require increased taxpayer funding in the future.
6. They were proposed without an estimated cost.
7. Other grant/hon-taxpayer funding is likely available to cover costs presented.

Summary - Phase 1 Projects Funded

Project Name	Category	Estimated Cost
Online Permitting Software	Economic Development	\$39,200
Remote Laptops	Economic Development	\$3,000
Town Marketing & Economic Development Activities	Economic Development	\$40,000
Director of Economic Development - Part 1	Economic Development	\$50,000
Business Start-Up Fund	Economic Development	\$100,000
Water Quality Improvement Program	Economic Development	\$10,000
800-band Radios	Health & Emergency Services	\$200,000
Ambulance Components	Health & Emergency Services	\$67,366
Firehouse Air Conditioning with Filtration Station	Health & Emergency Services	\$35,000
Firehouse Washing Machine & Dryer	Health & Emergency Services	\$40,000
GIS Map Updating	Health & Emergency Services	\$48,960
Mailed Communications	Health & Emergency Services	\$11,000
Recreation Safety Improvements	Health & Emergency Services	\$8,500
Sewer Plant Raw Water Pumps	Public Utilities	\$350,000
Sewer Pump Station Rehabilitations	Public Utilities	\$350,000
Senior Center "No Senior Left Behind" Technology Program	Social Services	\$20,210
Social Services Coordinator - Part 1	Social Services	\$60,000
TOTAL		\$1,433,236

Project Breakdown:

- 17 Projects funded in Phase 1.
- Funds divided by category:
 - Public Utility: 48.84%
 - Health & Emergency Services: 28.66%
 - Social Services: 5.60%
 - Economic Dev: 16.90%
- Allocations will help keep utility rates down with sizable allocation to that sector alone.
- Phase 1 money was directed to time-sensitive projects and items that will have the quickest and most direct positive impact on the community.

Summary - Proposed Phase 2 Projects

Project Breakdown:

- 11 Projects funded in Phase 2.
- Allocations will help keep utility rates down with sizable allocation to that sector alone.
- Phase 2 items includes matches for the Communities Challenge Grant (CCG), funding for fire trucks, and more.

Project Name	Amount	Phase
Sewer Plant Step Screen	\$450,000	2
Sewer Plant Septage Receiving Station & Other Water/Sewer Capital Projects	\$250,000	2
Winsted FD Pump	\$207,000	2
Facade Grant Supplemental Funding	\$100,000	2
Winchester FD Pump/Tanker	\$100,000	2
Social Services Coordinator - Part 2	\$64,238	2
44 Elm Street Senior Enrichment Improvements	\$50,000	2
Soldiers Monument Educational/Tourism Panels (CCG Match)	\$25,000	2
Director of Economic Development - Part 2	\$24,548	2
Online Web Development for Local Businesses	\$20,000	2
Public Art (CCG Match)	\$6,250	2
TOTAL	\$1,297,036	



Winchester Public Schools

Please note that, through the American Rescue Plan Act, the Winchester Public Schools system received \$1,608,615. These funds are separate from the \$3,138,260 that the Town of Winchester received from this Act. The Act explicitly states that funds allocated to the school system are meant to be spent on school-related items/projects and the funds allocated to the Town are meant to be spent on Town-related projects. Thus, there are no school-related items/projects in this presentation. For more information about how the school system will use the funding they received, please contact Superintendent of Schools Melony Shanley-Brady.



Leftover Funding

We are simultaneously preparing to find the greatest cost efficiencies possible for each project and seeking out other grant opportunities that can supplement the money we have received from the American Rescue Plan Act. It is our goal to have every project listed come in at or under budget every time, and it is also our goal to minimize our need to spend ARPA funds on the projects listed, which will leave more funds open at the end to fund additional projects.

We propose that, once a project is completed, the amount of money left unexpended in that project be tallied and that a “Phase 3” set of allocations be proposed at a future date, using those leftover funds.

Project Detail Pages

Phase 2



Sewer Plant Step Screen

Category: Public Utilities

Description: This project would replace the 50+ year-old manual bar screen. The current screen is raked clean by hand, roughly hourly throughout the work day, exposing workers to contaminated "flushable wipes" as well as other materials. The current operation is disruptive and expensive to maintain, and a new system would automate these processes.

Cost: \$450,000



Sewer Plant Septage Receiving Station/ Other Water & Sewer Capital Projects

Category: *Public Utilities*

Description: The current septage dumping station is simply a hose from a septic tank pumped truck. There is no way to accurately account for how much is dumped each time a vendor offloads. The new station will also do a better job separating rocks and grit from septage, which will lessen maintenance costs.

In the event the cost overruns on other approved water and sewer projects are too great, this money may be repurposed to support those items.

Cost: \$250,000



Winsted Fire Dept. Engine 1

Category: Emergency Services

Description: Due to its age and the ever-increasing cost to maintain the vehicle, the Winsted Fire Department has decided to replace Engine 1. The contract for this work was approved by the Board of Selectmen in December 2021. This allocation will help the department achieve the full amount of funding that is needed to purchase this vehicle.

Cost: \$207,000



Facade Program Supplemental Funding

Category: Economic Development

Description: The Building Healthier Communities Grant from Charlotte Hungerford/Hartford Healthcare provided the Town of Winchester with \$150,000 to be used to support the improvement of facades around the downtown Winsted area. When the program requested applications in January 2022, the Town received over \$400,000 in requested funds. An allocation of an additional \$100,000 will help the Town make an even greater difference in the look of the downtown corridor.

Cost: \$100,000



Winchester Fire Dept. Pumper/Tanker

Category: Emergency Services

Description: We are planning to replace a 1970 Pumper and a 1989 Tanker with a new vehicle that is estimated to cost \$396,000. The Department plans to fund the remaining balance with donations we have saved over many years, a grant from USDA, fund raising, and a loan. \$100,000 is requested from the Town to support this project.

Cost: \$100,000



Social Services Coordinator

Part 2

Category: Social Services / Proposed by: Town Manager Josh Kelly

Description: This allocation will allow our Social Services Coordinator to remain full-time at no burden to the taxpayers through the coming fiscal year, FY 2023.

Cost: \$64,238



44 Elm Street Improvements

Category: Social Services

Description: The Town is in need of additional space for programs related to the Senior Enrichment Program. The Town also has buildings in its possession that could be used for such purposes. This small bit of funding will give the Town the opportunity to explore making improvements to 44 Elm Street to further develop such programs.

Cost: \$50,000



Director of Economic Development

Part 2

Category: *Economic Development*

Description: The Town used funding in the Phase 1 ARPA projects to hire a part-time Director of Economic Development, who has already been hired and has been hard at work improving the town's development prospects. Approval of this additional funding will allow this position to be funded through the end of FY 2023 without impact to the taxpayers.

Cost: \$24,548



Soldiers' Monument Educational Wayside Panels

Category: Economic Development

Description: This allocation will allow the Soldiers' Monument to install wayside panels that provide educational information to individuals who visit the monument. This is a match with the Communities Challenge Grant.

Cost: \$25,000



Online Web Development for Local Businesses

Category: Economic Development

Description: The Town of Winchester has many local businesses and organizations that do not have an easily-findable web presence. In an effort to better market the town and its businesses, and to bring local organizations further into 21st century business practices, we propose setting aside \$20,000 to allow 40 firms to work with a professional web developer and receive \$500 worth of help, labor, and design.

Cost: \$20,000



Public Art

Category: Economic Development

Description: The Town of Winchester has received a \$1.8 million grant from the State of Connecticut for enhancements on Main Street. In order to receive that grant, the Town must put forward \$6,250 as a match for public art, specifically. This money will be used to help beautify Main Street with public art, such as murals.

Cost: \$6,250*

Questions?

Town of Winchester

Strategic Plan – December - January 2017



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Town of Winchester

Strategic Plan – December - January 2017

Introduction

Developing a well thought out strategic plan is one of most important tasks an organization undertakes. Unfortunately, these plans are often created halfheartedly and ultimately end up untouched. When effectively designed, the strategic plan serves as a road map which efficiently guides the entire organization along the path toward achieving business objectives, managing risk and achieving goals. The Board of Selectman in June of 2016 implemented the base strategic plan for the 2015-17 term. In December 2017 the Board of Selectman worked together and updated the strategic plan for the 2017-19 term. This plan will employ the traditional strategic planning philosophies – Situational or SWOT Analysis, Mission, Vision, Goals and Objectives, Strategies, and Monitoring.

The Strategic Planning exercise was a systematic process by which the Board of Selectmen were able to identify:

- why our local government exists,
- whom it serves,
- what benefits will be derived from the services it provides, and
- the vision our administration has regarding how citizens needs can best be served

This Strategic Plan is the deliverable as the result of that process, and serves as a blueprint for how the Board of Selectmen will achieve their vision. This plan will focus on the remainder of the Board's two year period.

During the initial planning the following sessions were conducted:

- **SWOT Analysis:** A Situational Analysis covering strengths, weaknesses, opportunities and threats, both internal and external.
- **Peer Analysis:** A review of municipal data among similar towns to identify differences, both positive and negative.
- **Mission:** Review of the current Mission Statement, discuss potential revisions. A good mission statement will declare a purpose, why the organization exists and whom it serves.
- **Vision:** Formulate a Vision that represents a future to aspire to; a picture crafted today of what local government's future will look like over the next two years.
- **Goals:** Results-oriented, broad statements of policy or intention and represent particular aspects of the vision. Goals are created in tandem with the vision statement. They are the desired results or deliverables that fulfill the Board's mission and also contribute to attaining the vision.
- **Objectives:** Expand the goals one step further by setting specific and measurable plans so that the goals may be accomplished.
- **Strategies:** Tactical, key steps (milestones) in achieving an objective. Strategies are the detailed milestones used to implement the objectives. Strategies will eventually require evaluation of costs and benefits, consequences of each approach, and the appropriate course of action.

Town of Winchester

Strategic Plan – December - January 2017

Out of scope of our planning sessions were the following, which will need to be conducted by the Board using this plan as a guide.

- **Action Plans:** Break down strategies into the formulation of action plans, assign ownership and begin to consider requests for resource allocation (budget, grants, volunteers, town officials, etc).
- **Monitoring:** Agree on methodology and ownership for ongoing monitoring and progress tracking.

SWOT Analysis

The SWOT Analysis conducted by the group was developed in January of 2016 and updated in December 2017 and is summarized in the following tables:

	Recreation	Tourism	Infrastructure	Education	Economy	Location
Strengths	Highland Lake Lake Winchester Park Pond YMCA Camp Wahnee Greenwoods NWSporting Ice Fishing	Monument History Architecture Churches Cemetery Fountain Green Tort Museum AMP Whiting Mills Mad River Walkability	Fire PD EMT Library Water Supply Community People Health Ctr VA DMV	NCCC Gilbert HS 8 Schools	Aerospace Law Firms NW Comm Bank Gilson Morsel Munk NWGymnastics Industrial Park	NW Corner Rts 8 44 Not far from NYC/Boston International Airport 25 Miles
Weaknesses	Not well publicized		Mayor v Town Mgr Communications Tax Neighborhoods Road Conditions Limited Resources Fire Houses (3) No IT Expertise 5 Unions Lack of Policies Civil Service Budget Approval		Mill Buildings Brownfields	

Town of Winchester

Strategic Plan – December - January 2017

	Recreation	Tourism	Infrastructure	Education	Economy	Location
Opportunities	Use lake fees	River Walk	Engage Community	Consolidation	Hotel Dorms	Traffic to Infiniti
	YMCA Rec Dept	History Tours	High Speed Internet Economic Development	Engage College	Develop Mills	Traffic to Skiing
	Winsted Trails Walker & Rowley	"Pub" Crawl Trolley		Tort Museum Add more trades Internships Credible BOE	Aerospace Growth Farmers Market	
		Branding Promotion Expand Walkability	Regionalization Town Manager Tax Advantages		Main St Market Arts Leverage mill building growth to initiate town wide marketing	
Threats			Lack of Funding Folks lose interest	State Mandates	Not enough volume	
			Slow government		Property values Regional economy Unstable State Budget & Resources	
			Communication Diverted resources Lack of Continuity			
			Agreement			

Town of Winchester

Strategic Plan – December - January 2017

Key observations:

- There are a number of tourist and recreational opportunities in town
- Strengths are primarily external, weaknesses are primarily internal
- Many of the opportunities require funding, some require volunteers
- Developers and Investors are working with NWHCOG and other agencies to showcase Winsted properties

Town of Winchester

Strategic Plan – December - January 2017

Peer Analysis

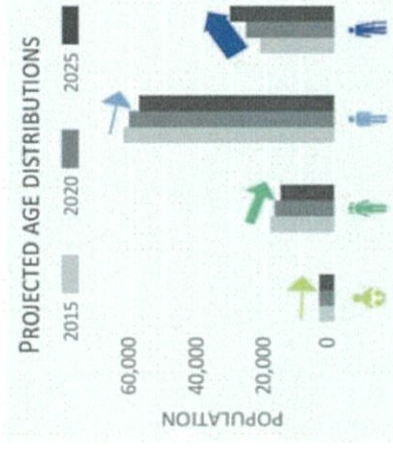
The State of Connecticut and Other Agencies produce an array of statistical data. These are links you can “copy and paste” to access them:

Northwest Hills Council of Governments: <http://northwesthillscog.org/wp-content/uploads/2016/11/NHCOG-Regional-Profile-11-8-16-online.pdf>

Examples from the report:

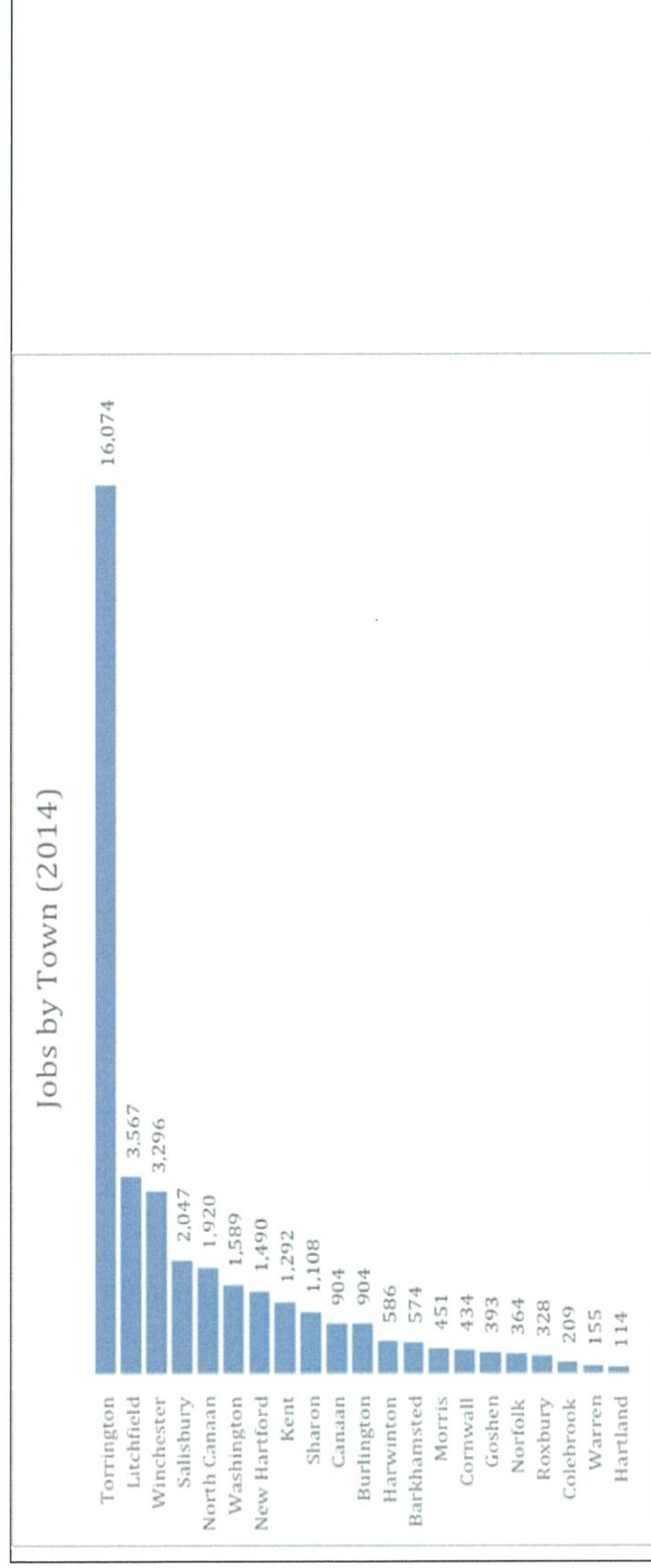
Projected changes in the region’s age distribution between 2015 and 2025:

- People under 5 years:  decline of **3.4%**
- People 5 to 19 years:  decline of **17.0%**
- People 20 to 64 years:  decline of **3.0%**
- People over 65 years:  increase of **17.0%**



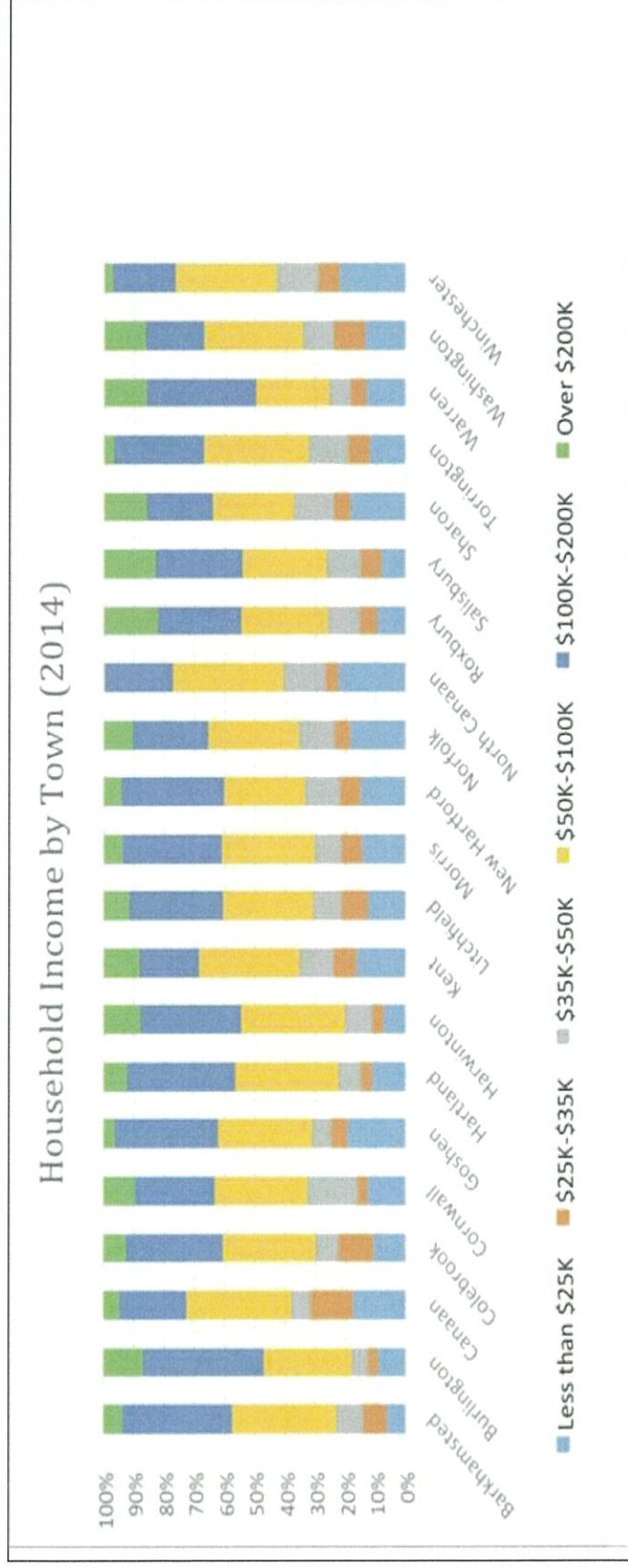
Town of Winchester

Strategic Plan – December - January 2017



Town of Winchester

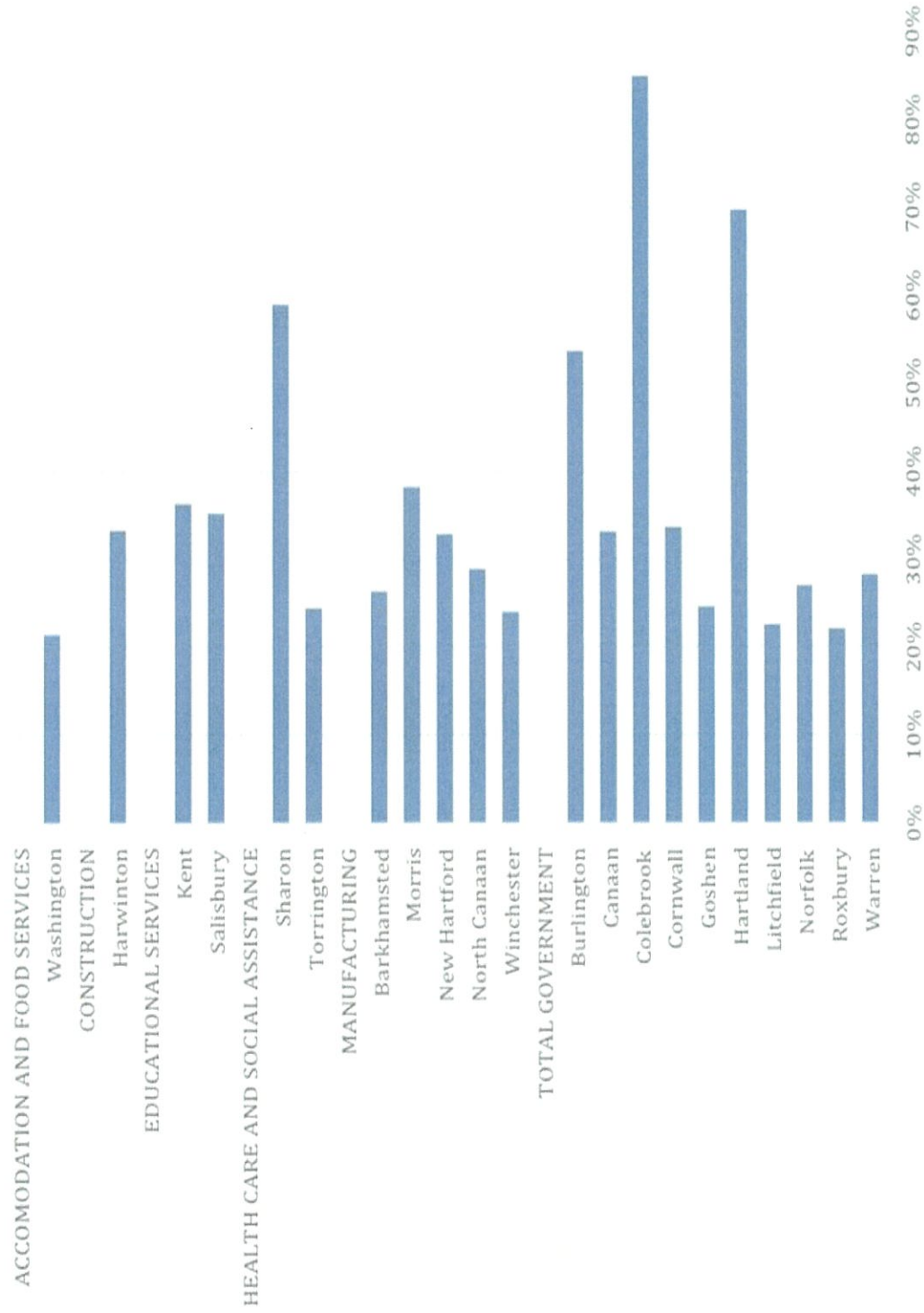
Strategic Plan – December - January 2017



Town of Winchester

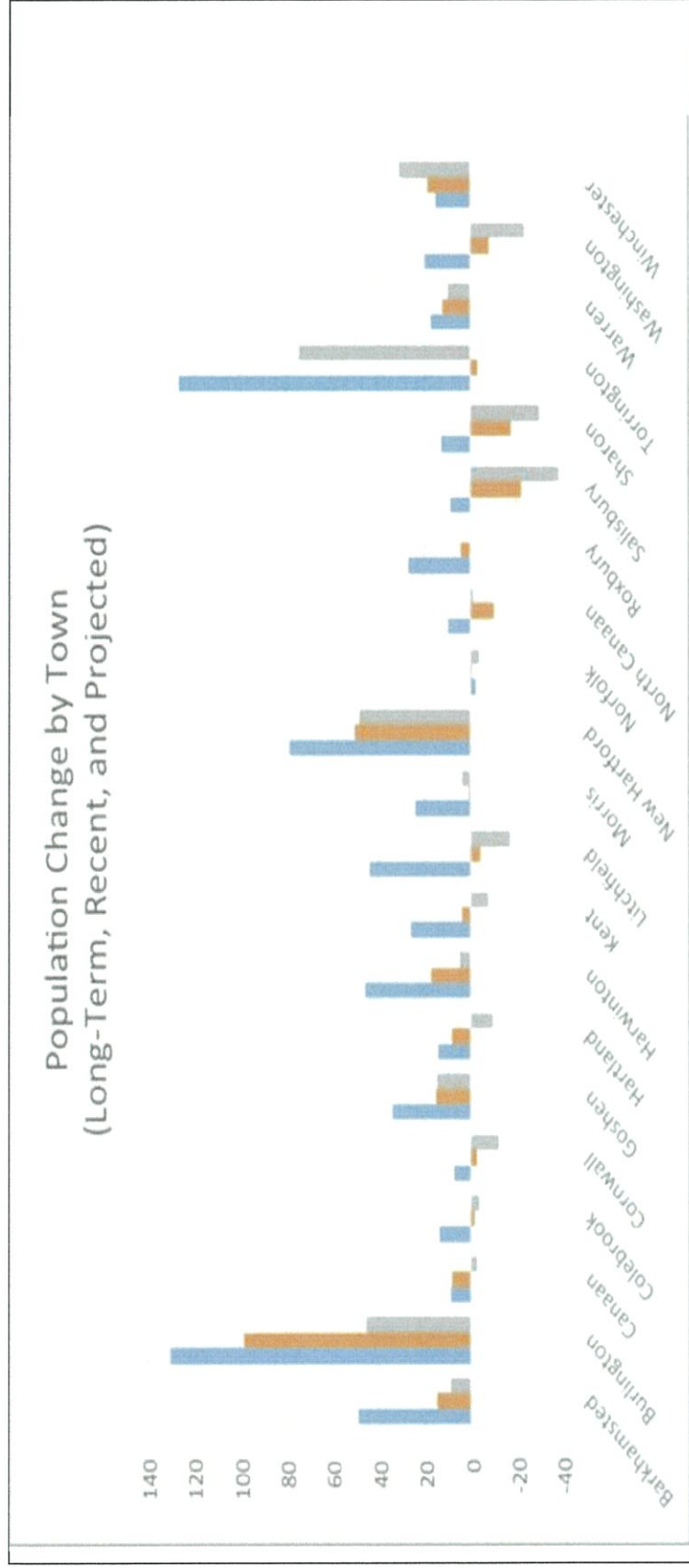
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Largest Sector as Percent of Total Town Employment (2015)



Town of Winchester

Strategic Plan – December - January 2017



Town of Winchester

Strategic Plan – December - January 2017

State of Connecticut Office of Policy & Management: http://www.ct.gov/opm/cwp/view.asp?a=3006&Q=383258&opmNav_GID=1386

Connecticut State Department of Education: <http://edsight.ct.gov/SASPortal/main.do>

Connecticut Economic Resource Center: <https://www.cerc.com/resources/town-profiles/>

The following data is a sample was reviewed to look at how Winchester lines up with similar and/or nearby towns:

Municipal Labor Relations Data Reporter December 2017 CCM

municipality	labor market area	2012 pop	2014 per capita	equalized grand list 2012	equalized grand per capita	2016-17 aengl ranking
						AENGLC (Adjusted Equalized Net Grand List) Ranking
				Equalized value of taxable property, real and personal. Real estate property is equalized utilizing the 2000 Sales Assessment Ratio developed by the State of Connecticut. A municipality's personal property is equalized by dividing the assessed value of personal property by the assessment ratio (typically 70%) currently used by the town.	AENGLC is defined as a combination of property tax base per person and income per person. Property tax base is used because it is the form of wealth taxed by Connecticut's towns. Per Capita Income (PCI) is used because the income from which taxes are paid has an important effect on town taxing capacity. ENGL is the Equalized Net Grand List which represents the value of taxable real and personal property (net grand list) at 100 percent fair market value.	A comparative measurement of wealth utilized by the State of Connecticut to determine state support percentages for reimbursement under adult education, school construction, pupil transportation and health services. A rank of 1 indicates the wealthiest municipality; a rank of 169 indicates the least wealthy municipality.
winchester	t	\$10,929.00	\$31,475.00	\$931,620,999.78	\$26,731.45	141
torrington	t	\$35,190.00	\$28,368.00	\$2,760,539,378.58	\$22,514.75	153
litchfield	t	\$8,264.00	\$45,939.00	\$1,467,022,228.47	\$79,276.43	41
woodbury	t	\$9,719.00	\$45,856.00	\$1,548,752,497.24	\$73,760.64	47
griswold	n-nl	\$11,916.00	\$29,307.00	\$963,919,193.50	\$23,219.27	150

2016 Data

Town of Winchester

Strategic Plan – December - January 2017

Category	Winchester	Plymouth	Thomaston	Torrington	New Hartford	Canton	Burlington
Population	11,013	12,047	7,761	35,611	6,886	10,357	9,494
New housing Starts (2013)	27	5	6	2	6	11	43
Per Pupil Spending	\$16,561	\$12,825	\$12,993	\$14,542	\$14,063	\$13,666	\$12,645
Unemployment (Nov 2014)	6.1%	7.0%	5.4%	6.7%	5.6%	3.9%	4.6%
Per Capita Income	29,382	30,527	33,870	28,899	37,461	44,830	43,049
% of State Average	77.5%	80.6%	89.4%	76.3%	98.9%	118.3%	113.6%
TANF Recipients as % of population (FY 2013-2014)	0.96%	0.62%	0.22%	0.84%	0.20%	0.14%	0.12%
Bond Rating	A1	Aa3	Aa3	Aa3	Aa3	Aa2	Aa2
Debt per Capita	\$442	\$1,980	\$3,283	\$842	\$1,400	\$826	\$1,859
Ratio of Debt to NGL	0.6%	3.2%	4.8%	1.3%	1.3%	0.8%	1.9%
Net Grand List	\$688,379,460	\$757,086,852	\$527,643,734	\$2,360,288,625	\$715,256,311	\$1,135,939,550	\$941,466,651
Grand List Components							
Residential	69.4%	72.7%	62.9%	65.1%	78.3%	76.2%	83.8%
Commercial	11.9%	7.3%	12.6%	17.4%	5.0%	12.9%	1.8%
Motor Vehicle	9.3%	10.7%	10.0%	8.6%	7.6%	7.0%	8.4%
Category	Winchester	Plymouth	Thomaston	Torrington	New Hartford	Canton	Burlington
Personal	6.9%	3.6%	10.7%	7.2%	4.4%	3.6%	1.3%
Other	2.5%	5.6%	3.8%	1.7%	4.7%	0.2%	4.8%

Town of Winchester

Strategic Plan – December - January 2017

Mill Rate (FY 2014-2015)	31.91	34.85	33.63	36.32	27.68	28.56	29.85
Tax Collection Rate (% of Total Outstanding)	96.7%	90.1%	96.3%	100.0%	97.2%	97.1%	97.8%
Total Revenues	\$31,235,493	\$40,810,009	\$26,319,519	\$120,661,061	\$23,170,098	\$37,164,314	\$31,330,297
Ratio of Revenue to NGL	4.5%	5.4%	5.0%	5.1%	3.2%	3.3%	3.3%
Total Operating Expenditure	\$9,638,428	\$13,560,457	\$6,769,092	\$47,530,357	\$5,464,727	\$10,040,170	\$7,289,610
Op Exp as % of Revenue	30.9%	33.2%	25.7%	39.4%	23.6%	27.0%	23.3%
Property Tax as % of Revenue	66.9%	64.8%	68.1%	65.0%	76.7%	81.1%	80.5%
Tax Levy per Capita 2013	\$1,890	\$2,188	\$2,274	\$2,217	\$2,584	\$2,891	\$2,648

Key Observations:

- Debt per capita is quite a bit lower than similar towns in the area. Perhaps conservative lending options could be leveraged to achieve some of the initial goals that require funding (marketing, promotion, website, initiatives to attract businesses, etc.)
- Operating expense as a percent of revenue could be lower. May be room for some efficiencies.

Town of Winchester

Strategic Plan – December - January 2017

Mission | Vision

The Board reviewed the town's current mission statement and revised its structure to include instead, guiding principles as follows:

Guiding Principles of the Board of Selectmen:

- Provide a safe community and high quality of life for all.
- Continually improve all areas of the community.
- Create an open and creative atmosphere for growth.
- Inspire a community that respects and cohesively involves its citizens.

Vision Statement adopted:

The Town of Winchester seeks sustainable growth that protects our natural and historic resources, while preserving our values, qualities, and culture.

Mission Statement Adopted:

The Town of Winchester strives to promote and improve quality of life, enhancing a sense of community, and preserving the integrity of our small-town identity and heritage. We are committed to fostering a sense of community, respect, and hospitality. Town government supports initiatives that create a welcoming and affordable environment for residents, businesses and visitors alike. We strive to provide excellence through a responsible and accessible Town government. We encourage public participation and collaboration from our citizens and businesses. Winchester welcomes all to join in our renaissance.

Town of Winchester

Strategic Plan – December - January 2017

Goals

From the process leading up to this point, the Board determined that the following Goals were important for them in order to achieve success:

- Establish comprehensive and interactive collaboration among all of the town's educational organizations.
- Encourage the development of commercial and industrial growth in all sectors of the town.
- Streamline the internal processes of local government to achieve cost-saving efficiencies.
- Cultivate a service-oriented leadership style among all town employees, boards, commissions, and volunteers.
- Communicate information to all residents in a timely manner through a variety of mediums.
- Cooperate with regional governments in operations and promotions.

Objectives

The following Objectives were created from the Goals and the Guiding Principles.

1. Create Working Partnership with BOE
2. Participate in Regional Economy
3. Attract Business | Families to Stay
4. Prudent Financial Growth
5. Use Professional Help to Fill Empty Real Estate
6. Unified Town-wide Communications
7. Streamline Internal Procedures
8. Take Advantage of Regional Initiatives and Operations
9. Create MBOs for Town Manager that reflect these Objectives

The prioritization of these Objectives is meant to reflect the cyclical nature of any good development plan. The Schools must be a priority, jobs must be available and there must be community activities for families to stay. If there are families here, then businesses will stay based on the potential for customers and the ability to access human resources for staffing.

Town of Winchester

Strategic Plan – December - January 2017

BOS OBJECTIVES 2017-19

Goal	Support Education so that our school system may grow into a stronger entity for families, students, and our community so that we may attract and retain families in our educational system
Objective	<p>The Town Manager continues building relationships and securing resource efficiencies with our Superintendent.</p> <p>Continue to have the Superintendent attend BOS meetings with updates to discuss continued progress targeting a comprehensive learning trajectory and financial monitoring of the programs</p> <p>To move to having one financial software program serving both the school system and municipal operations</p>
Person(s) Responsible:	Doug & Melissa
Timeline	Ongoing
Assessment	Monitor Meeting Dates, Financial Software in place, Efficiencies Identified

Goal	Workforce Development: To Ensure efficiencies to meet the current and future needs of the Community.
Objectives	<p>1) Develop flexible organizational structure to meet needs.</p> <p>a) Survey functions and processes of departments.</p> <p>b) Analyze Survey results</p> <p>c) Optimize organizational structure</p> <p>d) Review Job Descriptions to ensure they meet future needs</p> <p>2) Develop Human Resources Management functions.</p>

Town of Winchester

Strategic Plan – December - January 2017

	<ul style="list-style-type: none"> a) Analyze existing hiring practices to ensure the hiring of the most qualified candidates. (Human Resources model vs. Civil Service model). b) Establish a Methodology for talent management. c) Develop Best Practices for Human Resources Administration i.e. reviews, training, employee engagement, recognition, succession plans
Person(s) Responsible	Town Manager & Staff (Candace & Todd)
Timeline	<p>Step 1 completion date: May 1, 2018</p> <p>Step 2 completion date: September 1, 2018</p>
Assessments	<p>Immediate: Completion of surveys.</p> <p>Development of a flexible organizational structure.</p> <p>Long Term: Development of Human Resources Management Functions</p>

Goal	Coordinate to enhance economic incentives for commercial development by the owners of properties and businesses within the downtown area
Objective	<ul style="list-style-type: none"> 1. Develop map of all properties and ownership along Rt. 44 / Main Street from Ledgebrook Plaza to Coe Street. 2. Itemize on the map potential locations for physical enhancements, marketing, and sale. 3. Contact all of these property owners with a letter of interest in their participation in a window/building front improvement 4. Establish by the Board of Selectmen a sub-committee to interact and network with building and business owners to explore issues and needs that will lead to their further development and / or expansion – (Appoint to the sub-committee – selectmen, government

Town of Winchester

Strategic Plan – December - January 2017

	staff personnel, members of the Economic Development Commission, and two active business developers. 5. Network into the state's Economic Development Department, public and private grant providers, and other available funding sources including municipal and state tax incentives to determine availability and methods to acquire.
Person(s) Responsible:	Jack and Linda
Timeline	1. By January 10 2. By January 20 3. By January 30 4. By February 5 5. On going after February 5
Assessment	<p>Immediate:</p> <ul style="list-style-type: none"> ☐ Completions of objectives 1-2 by due dates ☐ Contact list and return mail or contact call for objective 3 by due date ☐ Completion of members of sub-committee for objective 4 by due date <p>Goals 1-3 have met the time line for accomplishment. Goal 4 has been taken-up in part by a committee of the EDC, but still remains as an active goal that should be pursued. Goal 5 is on-going, some action being accomplished by TM and Planner, some through efforts of EDC.</p> <p>Midterm:</p> <ul style="list-style-type: none"> ☐ Accounting of financial incentive opportunities itemized, discussed, and provided for objective 5 <p>Long term:</p> <ul style="list-style-type: none"> ☐ Grand List increases for real estate and personal property in October 2018 and 2019

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Goal	To have a structured 5 year plan in place for rebuilding infrastructure – including roads, bridges, drainage, sidewalks, and town facilities
Objective(s)	1. Hire a project manager to review the pavement management plan, sidewalk analysis, and other relevant documents and meet with the Long Range Planning Committee to build an implementation plan. 2. Create the financial structure to support the plan.
Person(s) Responsible:	Town Manager & Candy & Steve
Timeline	On or before: April 1
Assessment	Scheduled meetings of the Long Range Planning Committee Completion of Plan

Town of Winchester

Strategic Plan – December - January 2017

Strategies Established in 2016...green indicates progress.

The steps necessary for completing these objectives are covered here in detail:

1. Create Working Partnership with BOE

The Board of Selectman's role is to support and promote the school system in town, provide the structure in terms of buildings and finances and to share the town's resources. In order to build a working partnership with the BOE, it was agreed that the Town Manager needs to have regular meetings with the Superintendent to establish rapport and build trust. To be effective the following steps were outlined:

- Define the purpose of the meetings, agendas and content to be agreed upon
- Agree on the schedule and frequency
- Request financial reporting updates at meeting. This allows the details to be reviewed and question regarding accuracy, gaps, concerns, etc. to be addressed.
- Discuss how things are going in general
- Invite Superintendent to Town Manager meetings to provide broader updates (new Superintendent has been coming to more meetings)

While the focus of this discussion was on the BOE of the Gilbert School and the existing issues, it was agreed that the Town Manager should spend time with all educational entities in town to determine how the Town can support their needs, foster trust and collaborate on ways to help the local economy.

2. Participate in Regional Economy

The Board spent time discussing a number of regional initiatives in the area including agro-tourism, the arts, event planning and weddings. It was felt that Winsted/Winchester could compliment a number of these initiatives and that our location at the intersection of Routes 8 and 44 made the town almost a "gateway" to the Northwest Corner. In order to participate in the regional economy the following should be considered:

- Showcase and promote what Winsted has to offer through events, website promotion, video tours, tours of available real estate by the EDC and appropriate signage.
- Appoint representation from the BOS to attend regional Council of Government and Transportation meetings. This allows Winsted/Winchester to be seen as an interested party.
- Hold a "summit" with all appropriate town agencies/boards to convey the goal to be involved regionally and brainstorm on how.
- Develop a communication plan for the Town, perhaps using a professional PR firm to support branding and marketing of a positive image.

Town of Winchester

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- Invite the head of the Council of Governments to quarterly BOS meetings to exchange updates.

3. Attract Business | Families to Stay

This particular topic created some challenges for the group as jobs, recreation, schools, etc. must be in good shape for the town to be attractive to families moving into the area, but the families need to be here for the businesses to survive and subsequently provide jobs. This is the typical economic development cyclical issue. If the town can continue to make strides in terms of tackling blight, resolving the education issues as noted in Strategy #1 above, and promote the town as a destination as mentioned in Strategy #2 there would be a renewed interest in the town as a place to live. Hand in hand with this is the work to attract businesses through promotion of our low cost, available real estate and providing incentives for them to invest in our town, through tax abatements and planning and permitting processes that are not overly restrictive. The following strategies should be considered:

- Research and find grants for housing rehab, which would fund the town granting tax rebates for those who improve their properties
- Partner with Northwest Community Bank for special loan rehab program for town residents and businesses
- Seek grants for improvements to the town's infrastructure such as sidewalks, town buildings and projects that improve the walkability of the Town.
- Create a program to reduce or rebate building permits to encourage new construction and renovation Create a program for tax incentives, for both new and existing businesses, for expansion, hiring, renovation, etc.

4. Prudent Financial Growth

In order for any of the town initiatives to succeed, it must have adequate revenue to fund them. Prudent financial growth was defined as an appropriate mix of both business and residential tax base revenue, service and fee income opportunities and reducing expenses through efficiency and judicious management. Some strategies to increase revenue are as follows:

- Create revenue map by establishment on Main Street, Industrial Park, etc. to understand impact of the towns efforts and where it can get the most "bang for the buck".
- Review a report of revenue, by location
- Partnership with the BOE to understand their financial needs, force legitimacy and provide checks and balance
- Review all Town fees to make sure they are covering expenses, then create plan for regular review and necessary cost increases to cover any rising expenses
- Create plan for enforcement and collection of outstanding fees
- Investigate borrowing options to fund short term initiatives
- Create investment goals for revenue, review and look for improvements in return or reduction in fees

5. Use Professional Help to Fill Empty Real Estate

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The Town has recently engaged an EDC consultant and hired a full time Planner. These resources should work closely with the BOS to determine what types of business the Town would like to attract such as a brewery, hotel and so on that compliments the Regional tourism goals and positions Winsted/Winchester for controlled growth. The Town would also like to “get out of the real estate business” as it is not the best use of their time. This means that any town owned properties should be made available for sale and/or development. To start this process:

- **Inventory what real estate is empty within town, both town owned and general public, identify key properties and create a pipeline report of available real estate**
- Create plan for Town Planner and EDC so that they are working in unison with the BOS goals for the town. Plan shall include a mechanism for monitoring of their efforts and progress.
- Develop a plan for the 120 acre parcel of land and seek the right partner to carry it out
- Work with Town Planner to identify ways to attract the type of industry, type of citizen, type of services that fit with the BOS Strategic Plan
- Meet with EDC and Planning Board to develop model, review pipeline report, discuss options for properties and so on

6. Unified Town-wide Communications

In order for the Town to march in one direction, as one community with one mission, their must be unified Town-wide communications, both internal and external. This means across boards and commissions, and then out to the citizens.

- Appoint FTE under Town Manager’s leadership to own communications
- Board and commission agendas and minutes must be reviewed for thorough content, and posted in a timely manner
- Create a communication plan that outlines expected content, available tools (**web site, email, facebook, etc.**), policies to cover disasters, town events, public notification and so on, and an accountability list of who owns what such as Police, Fire, Mayor, Town Manager etc.
- Create schedule for Board/Commission discussions at BOS meetings to update Board and citizens to include Planning and Zoning, Wetland, Town Planner, EDC, and Recreation Committee. Help define content initially to keep at high level, not detailed.
- Schedule time to review Strategic Plan and outcomes with Boards and Commissions

7. Streamline Internal Procedures

- **Review forms, processes, filings, reports, etc. to determine if necessary and useful**
- Review technology tools and consolidate across departments where possible to create ability to share
- Eliminate redundant steps wherever possible
- Follow thorough requirements definition and vendor selection steps to ensure that proper services and/or software is purchased to eliminate wasteful or duplicative purchasing across town departments

Town of Winchester

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8. Take Advantage of Regional Initiatives and Operations

- Review Council of Governments communications to look for opportunities to participate in shared resources and take advantage of regional volume purchasing discounts
- Spearhead effort to create shared IT position across several towns to share cost of employment

9. Create MBOs for Town Manager that reflect these Objectives

Many of these initiatives fall to the Town Manager to carry out. As the Town Manager reports to the BOS, they should provide clear direction to the Town Manager on their expectations for his/her participation in the Strategic Plan. The following Management Business Objectives are suggested for the Town Manager, along with a formal review process to occur yearly to discuss and compare progress.

- Reduce blight in town through discussions with property owners, town departments and others who contribute. Utilize town resources to repair, clean, maintain as necessary all town properties.
- Create working partnership with BOE through regular meetings and discussions on how the town and BOE can work together to regain the town's confidence.
- Develop and distribute goals for the Town Planner which align with the BOS's strategic direction
- Create enforcement plan for town fees to ensure fees are billed and collected as appropriate
- Research and apply for grants in support of Town initiatives at a minimum of once quarterly
- Create efficiencies within Town Operations through streamlined operations and use of appropriate technology
- Generate and provide ongoing updates to a town Revenue Map GIS map with Planner
- Create a formal recognition program for town staff that encourages and acknowledges efficiency, revenue generation, blight reduction professionalism and so on

The Town Manager's yearly compensation revenue should be "pay for performance" and an increase to salary should be relative to the quantity and quality of goals completed.

In Summary

It is recommended that this strategic document, the goals, objectives and strategies be reviewed quarterly by the Board and course corrections made as necessary. Each successive Board will want to review the existing plan and make adjustments for their own objectives, keeping in mind the overall Guiding Principles.

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-34

Date: June 06, 2021

Topic: New Business (C)- Municipal Suspense Tax List (with attachment)

From: Josh Kelly, Town Manager

Background: In accordance with the Connecticut State Statute§12-165:

Each municipality shall have a suspense tax book [list]. At least once in each year each collector of taxes in each municipality shall deliver to the board of finance or other similar board by whatever name called or, if no such board exists, to the board of selectmen if a town not consolidated with a city or borough, to the common council or board of aldermen if a city, to the warden and burgesses if a borough and to the governing board if any other municipality, a statement giving by rate bill: (1) The name and address of the person against whom each uncollectible tax was levied, and (2) the reason why such collector believes each such tax is uncollectible. At the end of such statement, the tax collector shall certify that, to the best of his knowledge and belief, each tax contained in such statement has not been paid and is uncollectible.

Ms. Halaree Monnerat, Town Tax Collector, has deemed the attached taxes from, Grand List 2009, Grand List 2010, Grand List 2011, Grand List 2012, Grand List 2013, Grand List 2014, Grand List 2015, Grand List 2016, Grand List 2017, Grand List 2018, Grand List 2019, Grand List 2020 and Grand List 2021,Grand List *Proposed 2021 as uncollectible.

Requested Action: The Board of Selectmen should consider the Town of Winchester Suspense List.

Fiscal Implications: The amount of the suspended taxes is \$97,207.28.

Manager's Recommendation: I recommend that the Board of Selectmen approve the Town's Suspense List.

Recommended Motion: *I move that the Board of Selectmen approve the Town of Winchester Suspense List.*

Attachment:

Correspondence, H. Monnerat to J. Kelly



TOWN OF WINCHESTER – CITY OF WINSTED
Office of the Collector of Revenue
Town Hall – 338 Main Street
WINSTED, CONNECTICUT 06098

www.townofwinchester.org

Phone: (860) 379-4474 Fax: (860) 738-6597

MEMO TO: Joshua Steele Kelly, Town Manager
CC: Ann Marie Rheault, Finance Director

MEMO FROM: Halaree Monnerat
Collector of Revenues

DATED: May 25, 2022

SUBJECT: Suspense Tax List

Pursuant to Connecticut General Statute 12-165, I submit herewith the following lists of uncollected taxes. These taxes are deemed 'uncollectible' for one or more of the following reasons: Taxpayer cannot be located, and tax bills have been returned by the U.S. Postal Service as undeliverable; taxpayer is out of business; taxpayer is deceased; the Town of Winchester has taken ownership of the property.

I hereby certify, to the best of my knowledge and belief, that these taxes are uncollectible, and respectfully request that the Board transfer these items to the Suspense Tax Book, in accordance with CGS 12-165. The total dollar amount (principal) included in this request for transfer to suspense is **\$97,207.28**. This amount includes: \$51,392.49 real estate taxes, \$38,601.40 in motor vehicle taxes and \$7,213.39 in supplemental motor vehicle taxes.

Our suspense history are as follows:

2021: \$97,207.28 * Proposed	2015: \$83,300.08
2021: \$64,462.03	2014: \$92,608.60
2020: \$108,771.81	2013: \$144,723.19
2019: \$85,933.04	2012: \$48,380.43
2018: \$7,610.43	2011: \$41,850.09
2017: \$87,003.07	2010: \$83,339.73
2016: \$106,758.35	2009: \$103,069.23

This year, we are requesting a transfer of 415 items. Accounts that are transferred to suspense are still collectible in certain cases and remain on our tax software system for fifteen years from the due date. The transfer to suspense is an efficiency measure and serves to relieve the Town from having to continue to attempt to bill accounts for which we have no valid address. We do collect in cases where our State Marshal is able to locate the taxpayer through skip-tracing and other methods, or in cases when the taxpayer ultimately moves back to Connecticut and attempts to register a vehicle at the Department of Motor Vehicles. Accordingly, the transfer to suspense does not mean the Town 'gives up' on collecting; it merely means we are able to use our resources more efficiently. If at any time these accounts become active, the taxes will be collected with interest at the rate of 18% per year in accordance with Connecticut State Statutes.

A detailed listing of accounts follows.

Thank you very much for your consideration of this request.

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "H. Monnerat", written over a horizontal line.

Halaree Monnerat, CCMC, CCMO
Collector of Revenues

A handwritten signature in blue ink, appearing to read "J. Steele Kelly", written over a horizontal line.

Joshua Steele Kelly, Town Manager

TO: Collector of Revenues

ON: _____, 2022, The Winchester Board of Selectman approved and accepted the attached list of outstanding taxes due that will be placed in Suspense as presented.

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-35

Date: June 06, 2022

Topic: New Business (D)- 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.

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

Fiscal Implications:

FROM: Senior Center (813)			
<u>Line</u>	<u>Description</u>		<u>Amount</u>
813-197-0000	Overtime		\$2,950.00
813-806-0002	Copier		\$600.00
813-819-0000	Vehicle Allowance		\$100.00
813-820-0000	Gas, Oil, Grease		\$200.00
813-832-0000	Contracted Labor		\$3,900.00
813-841-0000	Celebrations		\$1,300.00
813-846-0000	Tires		\$500.00
	Total		\$9,550.00
TO: Senior Center (813)			
<u>Line</u>	<u>Description</u>		<u>Amount</u>
813-827-0000	Maintenance of Structures		\$9500.00

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$2,950.00 from Overtime (813-197-0000), \$600.00 Copier (813-806-0002), \$100.00 Vehicle Allowance (813-819-0000), \$200.00 Gas, Oil, Grease (813-820-0000), \$3,900.00 Contracted Labor (813-832-0000), \$1,300.00 Celebrations (813-841-0000) and \$500.00 Tires (813-846-0000) to Senior Center - \$9,500.00 Maintenance of Structures (813-827-0000)



In accordance with Section 915, Finance Director Ann Marie Rheault has requested a transfer of funds to cover charges for Maintenance of Structures.

Fiscal Implications: none

FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

Senior Center Dept 813

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$9,550 FY22

ACCOUNT(S) TRANSFERRED FROM: Fund: DEPT# OBJECT# OBJECT# AMOUNTS

Overtime			813	197	0000	\$2,950
Copier			813	806	0002	\$600
Vehicle Allowance			813	819	0000	\$100
Gas, Oil, Grease			813	820	0000	\$200
Contracted Labor			813	832	0000	\$3,900
Celebrations			813	841	0000	\$1,300
Tires			813	846	0000	\$500
						\$9,550.00

ACCOUNT(S) TRANSFERRED TO DEPT# OBJECT# SUB-OBJECT# AMOUNTS

Maintenance of Structures			813	827	0000	\$9,550

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:

(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

Transferring remaining budget amounts from year to repair two entry doors and paint exterior of building. Transfers will cover all costs.

4. REQUESTING DEPARTMENT HEAD SIGNATURE: *Jennifer Kelly*

(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY

TO FUND THIS REQUEST:

Angela 5/13/2022

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:

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

[Signature] 5/14/2022

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

Deliver To: Winsted Senior Center				Date of Requisition 5/17/2022	
			Requested By: Jennifer Kelley		
Account Number To Charge: 0813-827-0000-0000				Date Ordered	
The Following Wanted For: Northern Improvement Co, 148 East Albert St., Torrington 06790, 860-307-0965				Purchase Order No.	
Quantity	Item #	Description		Unit Cost	Total
1		Repair upper Chestnut St. door and garage passthrough door		\$2,602.40	\$2,602.40
1		Paint exterior building including generator and ac cover and repair		\$11,911.00	\$11,911.00
		siding where needed			\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
				Total	\$14,513.40
Filled By	Priced By	Entered By	Received By		Date Received

Approved _____

Approval Date: _____

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-36

Date: June 06, 2022

Topic: New Business (E)- 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 \$10.00

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 \$10.00.*

Attachment:

Grand List 2020 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
4284 2020	RE DEMONSTR ANTI	SAMUEL J TRSUSTEE 276 GILBERT AVE WINSTED, CT 06098	\$10.00 OVER PAYMENT
RE TOTAL REFUNDS BY TYPE			\$10.00
NUMBER OF REFUNDS	1	TOTAL REFUNDS	\$10.00

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.

5/25/2022

Date of Report


Halaree Monnerat, 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.: 22-37

Date: June 6, 2022

Topic: Proposed New Business (F)- Fix Rate of Taxation (with attachment)

From: Josh Kelly, Town Manager

Background: The Town of Winchester Charter (as amended) states:

Section 1109.

AMOUNT TO BE RAISED BY TAXATION, TAX LEVY Upon adoption of the budget by town meeting, the Board of Selectmen shall fix the amount of revenues to be raised by taxation for town and school purposes combined, so as to preserve a balanced relation between receipts and expenditures including any estimated cash surplus or cash deficit from the current fiscal year. After the budget is adopted, the Board of Selectmen shall, as soon as practical, fix the rate of taxation on the last property grand list at a point sufficient in its judgment to produce such amount.

On May 28, 2022, the budget was adopted by town referendum, 521 (ayes) to 409 (nays).

Requested Action: The Board of Selectmen should consider the proposed Rate Bill.

Fiscal Implications: To produce the amount of property tax revenue budgeted (\$25,505,771) requires a tax rate of 33.54 mills (based upon the October 1, 2021 Grand List and projected collection rate).

Manager's Recommendation: I recommend that the Board of Selectmen set the tax rate for the fiscal year commencing on July 1, 2022.

Recommended Motion: *I move that the Board of Selectmen set the tax rate for the fiscal year commencing July 1, 2022, at 33.54 based upon the Grand List of October 1, 2021 barring any state regulations or laws to the contrary.*

Attachment:

Proposed Rate Bill



COLLECTOR OF REVENUES

RATE BILL

At a meeting of the Board of Selectman of said Town of Winchester held on June 6th, 2022
It was:

VOTED: "That the tax rate for Real Estate and Personal Property will be set at 33.54 mills
and the Motor Vehicle bills will be set at a mill rate of 32.46 mills based on the
Grand List of **October 1, 2021.**

PAYMENTS ON ACCOUNTS TO BE MADE AS FOLLOWS:

Real Estate	Due July 1, 2022 and January 1, 2023
Personal Property Taxes	Due July 1, 2022 and January 1, 2023
Motor Vehicle	Due July 1, 2022
Supplemental M.V.	Due January 1, 2023

This Rate Bill is made in accordance with said votes and meetings.

Dated at Winsted, Connecticut on this 6th day of June 2022.

_____	_____
_____	_____
_____	_____
Board of Selectmen	_____