



**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING**

**Regular Meeting Agenda
February 7, 2022, 7:00PM
P. Francis Hicks Room
Streamed live on YouTube and Channel 194**

**FILED
CLERK'S OFFICE**

FEB 4 2022

**TOWN CLERK OF WINCHESTER
WINSTED, CT**

1. **CALL TO ORDER** (Turn your cell phones off)
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA REVIEW**
4. **DISCUSSION ON CANNIBIS REGULATIONS** (accepting public comments)
5. **APPROVAL OF MINUTES**
 - A) Minutes of Regular Meeting on January 18, 2022
 - B) Minutes of the Special Meeting on January 31, 2022
6. **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.
7. **TOWN MANAGER'S REPORT**
8. **CORRESPONDENCE**
9. **BOARDS AND COMMISSIONS**
10. **UNFINISHED BUSINESS**
11. **NEW BUSINESS**
 - A) 22-05 Refunds as Recommended by Collector of Revenues (Town Manager Kelly)
 - B) 22-06 Discussion on Tax Exemption Policies (Town Manager Kelly)
 - C) Discussion on procedures/policies when previous officials pass away (Mayor Arcelaschi)
12. **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.
13. **SELECTMEN'S COMMENTS AND REPORTS**
14. **EXECUTIVE SESSION**
15. **ADJOURNMENT**

Winchester 250th Anniversary 1771-2021

BOARD OF SELECTMEN AGENDA ITEM SUMMARY

No.:

Date: February 7, 2022

Topic: Zoning Regulations on Cannabis

From: Josh Kelly, Town Manager

Background & Information: In 2021, the State of Connecticut adopted Public Act 21-1– An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis. This legislation legalized the use and possession of cannabis products within the state, however the ability for cannabis retail venues to open will be dictated by individual municipalities. The Planning & Zoning Commission is ultimately responsible for establishing zoning regulations that either do or do not allow for cannabis-related businesses to open in town, however that Commission has asked for the Board of Selectmen to weigh in on the subject. In turn, the Board of Selectmen asked for a public hearing to be held tonight (Monday, February 7, 2022) so that they can solicit feedback from the public.

What's Legal Now?: As of July 1, 2021, possession of 1.5 oz of cannabis on their person is legal for adults age 21+. Up to 5 oz is permitted to be possessed in the home or locked in a car. Retail sales will not be permitted until at least the end of 2022. Medical marijuana patients are able to grow up to 3 mature and 3 immature plants at home as of October 1, 2021, with a cap of 12 total plants per household. All other adults will be able to grow under the same rules starting July 1, 2023.

Types of Cannabis-Related Businesses: Please note that there is more than one type of business that could open relating to cannabis. Retail stores could open that would sell cannabis products directly to the public, grow centers could open that would focus on producing cannabis plants, assembly centers could open that would focus on assembling or packaging cannabis products, and perhaps more. As the Town moves forward, it needs to reflect on which types of businesses should be permitted to operate in which areas of town.

Zoning Authority and Possible Restrictions: Municipalities are permitted to amend their zoning regulations and local ordinances to do the following:

1. Prohibit any such facility from opening;
2. Reasonably restrict their hours and signage;
3. Restrict their proximity to religious institutions, schools, charitable institutions, hospitals, veterans' homes, or certain military establishments.

Sales Tax: Cannabis retailers are required to exact an additional 3% sales tax on the sale of all cannabis products, and that additional sales tax shall be remitted to the municipality where the sale was made. As an example of the kind of impact this could have on Winchester, in 2020 the State of Colorado saw cannabis sales total approximately \$10 billion, and this was divided among approximately 1,000 permitted cannabis dispensaries. This means that the average dispensary in Colorado sold \$10 million worth of product. A dispensary operating at that level in Winchester would yield \$300,000 in income for the Town in that single year. As another point of reference, the Town of Great Barrington, MA has collected \$6.7 million in municipal sales tax revenue from cannabis establishments since the beginning of 2019.

Funds collected from this sales tax can only be used for specific purposes, which include:

1. Streetscape improvements and other neighborhood improvements in communities where cannabis retailers, hybrid retailers, or micro-cultivators are located;
2. Education programs or youth employment or training programs in the municipality;
3. Services for individuals living in the municipality who were released from DOC custody, probation, or parole;
4. Mental health or addiction services;
5. Youth service bureaus and municipal juvenile review boards; and
6. Community and civic engagement efforts.

Regulation of Smoking and Cannabis Use: The use of cannabis can be prohibited in all or some municipally-owned spaces and outdoor dining areas through the enactment of an ordinance. Due to the size of Winchester (under 50,000 residents), SB 1201 does not require the Town to designate any particular area as a place where public consumption is permitted. Fines for violations may total up to \$50 per infraction on municipal property and \$1,000 per infraction at an outdoor dining areas.

Charge for Public Safety Costs: SB 1201 allows for municipalities to charge new cannabis establishments up to \$50,000 within the first 30 days of that business' operation to cover the cost of public safety services related to the opening (such as for directing traffic).

Delivery & Transport: Municipalities cannot prohibit the delivery of cannabis to consumers if the delivery is made by someone authorized to do so under the bill, and they also cannot prohibit the transportation of cannabis through and within its borders.

Number of Retailers and Micro-Cultivators: Between now and June 30, 2024, municipalities are prohibited from granting zoning approval to more than one retailer and one micro-cultivator per 25,000 residents (meaning Winchester would be permitted to grant approval to the minimum, one per type of business).

Local Referendum: This matter would be forced to go to referendum if 10% of Winchester's electors petition for such a vote at least 60 days prior to a regular election (next regular election: November 2022). Such a petition may ask the question of (1) whether the sale of adult-use cannabis should be permitted in the municipality or (2) whether the sale of adult-use cannabis should be permitted in one or more of the cannabis establishment license types. This referendum cannot be initiated by anyone except that sizable group of electors. If a referendum is held, the results take effect on the first Monday of the month after the election and stay in effect until another vote is taken on the same question. *Neither the Board of Selectmen nor the Planning & Zoning Commission may force a referendum to be held.*

Input from Great Barrington, MA: Great Barrington is a town of 7,172 individuals approximately 25 miles to Winchester's northwest. In early 2019, Great Barrington saw its first cannabis-related business open. Now the number of cannabis-based establishments in town is roughly the same as the number of liquor stores that there are in town. Since their first store opened in town, \$6.7 million has been collected for the Town of Great Barrington through the municipal sales tax (3%) on cannabis products, which their Town Manager said has been a huge asset to their

town's budget. In addition to this \$6.7 million in funding through the sales tax, the grand list has seen significant growth, old, vacant properties have been rehabilitated and are much more attractive to passersby, and all businesses have been very respectful of the community and are well-funded. According to their Town Manager, there has been no increase in crime and there has been no increase in the number of DUIs recorded. Other businesses have reported an increase in the number of out-of-staters that will travel there and become patrons of their business all because those travelers were brought to Great Barrington because of their dispensaries.

Requested Action: That the Board of Selectmen provide the Planning & Zoning Commission with feedback on how to proceed with establishing zoning regulations regarding cannabis-related businesses.

Fiscal Implications: If the Town permits businesses in the cannabis industry to open in town, there is a high probability that businesses will open in town, jobs will be created, and the grand list will grow. Additionally, retail businesses that sell cannabis products directly to consumers would be required to collect an additional 3% sales tax that would be remitted directly to the municipality. For reference, Great Barrington, MA (a Town of only 7,100 individuals) has collected \$6.7 million in revenue from a 3% sales tax since the beginning of 2019. Permitting all types of cannabis-related businesses to open in Winchester would increase local revenues, decrease dependency on local property taxes, grow the number of jobs in town, and increase the number of people that travel to Winchester to spend money at local businesses.

Recommended Motion: None; comments from the Board of Selectmen should be remitted to the Planning & Zoning Commission. Those comments should address as much of the following as it can:

- Should any particular kind of cannabis business be restricted from operating in town? If so, which types?
- Should such businesses only be permitted to open in certain parts of town? If so, where?

If the Board of Selectmen would like to begin reviewing ordinance language that restricts the use of cannabis in municipally-owned land and/or at outdoor dining areas, the Board should make it known what they would like the draft ordinance language to entail and the Town Manager's Office will create draft language to that effect.

Attachments:

- Senate Bill 1201/Public Act 21-1, "An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis" (not printed – online only).
- Office of Policy & Management (OPM) Municipal Authority Impact Overview.



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Intergovernmental Policy and Planning Division

SB 1201 – AN ACT CONCERNING RESPONSIBLE AND EQUITABLE REGULATION OF ADULT-USE CANNABIS

www.ct.gov/cannabis

MUNICIPAL AUTHORITY - IMPACT OVERVIEW

Sec. 83 – effective July 1, 2021: Addresses various issues on municipalities' authority to regulate cannabis, such as (1) requiring them, upon petition of 10% of their voters, to hold a local referendum on whether to allow the recreational sale of marijuana or whether to allow certain types of cannabis businesses within the municipality; (2) barring them from prohibiting the delivery of cannabis by authorized persons; and (3) allowing them to charge retailers, hybrid retailers, and micro-cultivators for certain initial public safety expenses.

Local Referendum: A municipality must hold a referendum on whether to allow certain cannabis sales if at least 10% of its electors' petition for such a vote at least 60 days before a regular election.

Specifically, these votes may determine whether to allow (1) the sale of adult-use marijuana in the municipality or (2) the sale of adult-use marijuana in one or more of the cannabis establishment license types.

The ballot designations are as follows: "Shall the sale of recreational marijuana be allowed in (Name of municipality)?" or "Shall the sale of cannabis under (Specified license or Licenses) be allowed in (Name of municipality)?" or "Shall the sale of recreational marijuana be prohibited (No Licenses) in (Name of municipality)?"

The referendum and ballot designations conform to existing procedures. The results take effect on the first Monday of the month after the election and stay in effect until another vote is taken. The bill allows a vote to occur at a special election, following existing procedures, if at least one year has passed since the previous vote. Existing laws on absentee voting at referenda apply to these votes. These referenda do not affect any class of cannabis establishments already allowed in a municipality and do not affect any class of cannabis establishments that do not sell adult-use cannabis, including a medical dispensary and establishments that grow cannabis products.

Delivery and Transport: Municipalities cannot prohibit the delivery of cannabis to (1) consumers or (2) qualifying medical marijuana patients or their caregivers, if the delivery is made by someone authorized to do so under the bill (e.g., delivery services). It also bars municipalities from prohibiting the transport of cannabis to, from, or through the municipality by anyone licensed or registered to do so.

Ban on Certain Actions and Local Host Agreements: The bill prohibits municipalities or local officials from conditioning any official action on, or accepting any donations from, any cannabis establishment or applicants for cannabis establishment licenses in the municipality. The bill also bars municipalities from negotiating or entering into a local host agreement with a cannabis establishment or license applicant.

Charge for Initial Public Safety Costs: The bill allows municipalities, for the first 30 days after cannabis retailers or hybrid retailers open, to charge them up to \$50,000 for any necessary and reasonable municipal costs for public safety services related to the opening (such as for directing traffic).

Sec. 84 - effective October 1, 2021: Allows municipalities to prohibit consumption of cannabis in public areas and to establish fines for use of cannabis in such areas.

Existing law in place through September 30, 2021 - Allows a municipality to regulate, on any property owned by the municipality, any activity deemed to be deleterious to public health, including the lighting or carrying of a lighted cigarette, cigar, pipe or similar device. This provides sufficient authority to regulate the consumption of cannabis of any form in the interim.

Regulation of Smoking and Cannabis Use: Existing law allows municipalities to regulate activities deemed harmful to public health, including tobacco smoking, on municipally-owned property. The bill broadens this to include property that a municipality controls but does not own. For the purposes of this section, property that a municipality controls includes, but not limited to, sidewalks, parks, beaches, municipal land and buildings, etc. It specifies that this regulatory authority applies to (1) smoked or vaped tobacco or cannabis, and (2) other types of cannabis use or consumption.

For municipalities with more than 50,000 people, if they regulate the public use cannabis, the regulations must designate a location in the municipality where public consumption is allowed. This section does not require that such municipalities provide for a location where any or all forms of cannabis can be consumed, but only some forms of cannabis can be consumed. The most common forms of cannabis consumption are smoking, vaping, and edibles. Through regulations, municipalities may set fines for violations by individuals regarding outdoor consumption of cannabis of up to \$50.

Municipalities are permitted to ban cannabis smoking and vaping at outdoor sections of restaurants. Through regulations, municipalities may set fines for violations of up to \$1,000 for businesses who allow cannabis smoking or vaping contrary to the regulation of the municipality.

Sec. 126 – effective July 1, 2021: Imposes a 3% municipal sales tax on the sale of cannabis that applies in addition to the state’s 6.35% sales tax and the state cannabis tax established under the bill; specifies the purposes for which municipalities may use the tax revenue. The 3% municipal sales tax will be administered through DRS, though each municipality will be responsible for collecting the appropriate amounts as identified by DRS.

Municipal Designee: The bill requires each municipality in which a cannabis retailer, hybrid retailer or micro-cultivator is located to submit to the DRS commissioner, at least annually, the name and contact information of the individual designated by the municipality to receive notifications regarding the tax. The DRS commissioner must notify these designated individuals of the tax amount reported due from each cannabis retailer, hybrid retailer and micro-cultivator located in their respective. Such municipalities are then responsible for collecting the tax payments from each payor.

Municipal Uses of Funds: The amounts remitted become a part of the municipality’s general revenue and may only be used for the following purposes:

1. streetscape improvements and other neighborhood developments in communities where cannabis retailers, hybrid retailers or micro-cultivators are located;
2. education programs or youth employment and training programs in the municipality;
3. services for individuals living in the municipality who were released from DOC custody, probation, or parole;
4. mental health or addiction services;
5. youth service bureaus and municipal juvenile review boards; and
6. community civic engagement efforts.

Sec. 148 – effective July 1, 2021: Authorizes municipalities to enact certain zoning regulations or ordinances for cannabis establishments; temporarily prohibits municipalities from granting zoning approval for more retailers or micro-cultivators than a number that would allow for one of each for every 25,000 residents; and allows the DCP commissioner to set a population-based cap for number of retailers or micro-cultivators in the future.

General Zoning Authority and Restrictions: Allows municipalities to amend their zoning regulations or local ordinances to take the following actions regarding cannabis establishments:

1. prohibit them from opening;
2. reasonably restrict their hours and signage; or
3. restrict their proximity to religious institutions, schools, charitable institutions, hospitals, veterans' homes, or certain military establishments.

Municipal chief zoning officials are required to report these zoning changes to the OPM Secretary and DCP. They must report in writing within 14 days after adopting the change.

Affirmative Zoning Approval for Retailers and Micro-Cultivators: Until June 30, 2024, municipalities are prohibited from granting zoning approval for more retailers or micro-cultivators than a number that would allow for one retailer and one micro-cultivator for every 25,000 municipal residents, as determined by the most recent decennial census. Beginning July 1, 2024, the DCP commissioner may post on the department's web site a specific number of residents such that no municipality shall grant zoning approval for more retailers or micro-cultivators than would result in one retailer and one micro-cultivator for every such specific number of residents, as determined by the commissioner.

In order to ensure compliance, the bill requires a special permit or other affirmative approval for any retailer or micro-cultivator seeking to be located within a municipality. A municipality must not grant the special permit or approval for any applicant if an approval would result in exceeding the density cap set by the bill or DCP Commissioner. The purpose of the special permit or other affirmative approval is not to require a public meeting or any other steps or procedures than would otherwise be required under a municipality's zoning ordinance, but rather to ensure that no more retailers or micro-cultivators are granted zoning approval than the number allowable under the legislation.

Town of Winchester

Board of Selectmen
Regular Meeting
Conducted Remotely via Zoom
Tuesday, January 18, 2022

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 7:02pm

Attending Members	Todd Archelaschi (Mayor)	Jonathon Morhardt (Selectman)
	Candy Perez (Selectman)	Linda Groppo (Selectman)
	Candace Bouchard (Selectman)	Jack Bourque (Selectman)
Excused Member	Steve Sedlack (Selectman)	
Staff Member (s)	Josh Kelly (Town Manager)	Jim Rollins (Public Works Director)
	Ann Marie Rheault (Finance Dir.)	Bart Clark (PW Engineer)
	Bruce Stratford (Finance Dept)	

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

Item 3 **Agenda Review** No changes

Item 4 **Approval of Minutes**

A) Minutes of Regular Meeting on January 3, 2022

* Selectman Mohardt noted that his Vote to accept the Minutes of 12/20 should have been an abstention
Motion - Sel. Bouchard / Second - Sel. Mohardt
Vote to accept minutes - Unanimous with Sel. Bourque abstaining

Item 5 **Citizens Comments** None

Item 6 **Town Manager's Report** - Josh Kelly provided explanations and updates related to the following topics

- * Press conference held on Friday January 14th to outline Winchester's Challenge Grant Application
- * Covid 19 statistics have moved enough to reopen Town Hall starting Thursday Jan 20th
- * Released funding for 2 Community Investment Programs - \$150K for Façade Improvement and \$100K for New Business Start Ups. Applications are currently being accepted.
- * Covid Test Kits distribution from designated locations was orderly and successful

Item 7 **Finance Director's Report** - Bruce Stratford provided a Summary Review of Town Finances including the following details.

* Property Tax Collection - \$16.6 million (68% of Budget)	* Total Revenues at \$19.9 million
* Total Expenditures at \$16.5 million (47% of Budget)	* Cash at \$14.5 million w/ \$9.8 million invested
* Hinsdale School Renovation Committee continues to meet. Updated financial stats noted as follows. Total current expenditures are at \$6.6 million / \$5.4 million to Contractor Regular reimbursement requests are being filed with Dept of Administrative Services (DAS)	
* Fiscal 2021 Annual Consolidated Financial Report filed with State Office of Policy and Management	
* Town Auditor King & King & Associates will present to the Board of Selectmen in February	

Item 8

Correspondence

Mayor Arcelaschi read into the record a letter from Bryan Sundie in opposition of Winchester allowing production or retail sales of Marijuana.

Item 9

Boards and Commissions - Sel. Groppo reviewed the following updates and related actions

- 1) Shayne Deschamps was submitted for Nomination to the Recreation Board
- 2) Allen Miller was submitted for Re-Appointment as a Permanent Member to the Recreation Board with a term expiration of 4/28
Motion - Sel. Bouchard / Second - Sel. Mohardt
Vote to approve - Unanimous
- 3) Kurt Root was submitted for Re-Appointment as a Permanent Member to the Recreation Board with a term expiration of 12/26
Motion - Sel. Perez / Second - Sel. Bouchard
Vote to approve - Unanimous
- 4) Brian Shaughnessy was submitted for Re-Appointment as a Permanent Member to the Recreation Board with a term expiration of 4/28
Motion - Sel. Bouchard / Second - Sel. Perez
Vote to approve - Unanimous

Item 10

Unfinished Business - Infrastructure Investment and Planning

Town Staff including Josh Kelly, Jim Rollins, Bart Clark, Bruce Stratford and Ann Marie Rheault offered a detailed presentation related to Town infrastructure. The following points were discussed in detail.

- * Current assessment of road and drainage conditions
- * Charts of road improvements from 2016 thru 2019
- * Extensive pro and con review of payment strategies - PAYG (Pay As You Go) vs Borrowing (Bonding)
- * Identification of priority projects in each of 5 designated Town zones
- * Review of 3 Non-Roadway projects - Essential Sidewalks / Highland Lake Drainage / Ladder Firetruck
- * A Special Meeting to Review and Solicit Public Comment and Questions will be scheduled for 1/31/22

Item 11

New Business

- A) 22-03 Refunds as Recommended by the Collector of Revenue
Motion Statement - Board of Selectmen authorizes the refunds recommended by the Collector of Revenue in the amount of \$281.14
Motion - Sel. Perez / Second - Sel. Bouchard
Vote to approve - Unanimous
- B) 22-04 Approval of Resolution in Support of joining the C-PACE Program
Motion - Sel. Bourque / Second - Sel. Groppo
Vote to approve - Unanimous
- C) Discussion of Cannabis Zoning Regulations
Selectmen discussed and agreed to scheduling a Public Hearing on Monday February 7th at 7pm

Item 11 **Citizens Comments** None

Item 12 **Selectmen's Comments and Reports** None

Item 13 **Meeting Adjournment**

Motion - Sel. Perez / Second - Sel. Bourque

To adjourn the meeting at 8:49pm

Vote to approve - Unanimous

ATTEST:

Glenn Albanesius, Town Clerk

Town of Winchester

Board of Selectmen

Special Meeting

Monday January 31, 2022

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 7:08pm

Attending Members	Todd Archelaschi (Mayor)	Jonathon Morhardt (Selectman)
	Candace Bouchard (Selectman)	Linda Groppo (Selectman)
	Steve Sedlack (Selectman)	Jack Bourque (Selectman)

Excused Member Candy Perez (Selectman)

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

Item 3 **Presentation & Discussion on Proposed Infrastructure Improvement Plan**

Town Manager Josh Kelly, Public Works Director Jim Rollins, Public Works Engineer Bart Clark and Finance Director Bruce Stratford outlined the scope, cost and financing options for the proposed plan.

Reminder given for Five additional dates and venues for Presentation and Discussion of the "PIIP"

Item 4 **Q & A and Citizens Comments**

Resident Russ Davenport spoke regarding the following points

- * Financing and State contributions to our road projects
- * Increasing the Towns annual budget amount for Road Work
- * Sidewalks and Property Owners Maintenance Responsibilities

Sandy Evans from Whiting Mills spoke and asked questions related to

- * Recent Whiting Street Road Patching by Eversource
- * Sidewalk Materials - Concrete vs Asphalt
- * Project Engineering

Item **Meeting Adjournment**

Motion - Sel. Sedlack / Second - Sel. Bouchard

To adjourn the meeting at 8:22pm

Vote to approve - Unanimous

ATTEST:

Glenn Albanesi, 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: American Rescue Plan Act (ARPA) Project Updates
DATE: February 7, 2022

Below you will find a list of updates regarding the seventeen projects that have, to date, been approved by the Board of Selectmen as a part of the American Rescue Plan Act. If you have any questions, please email me at townmanager@townofwinchester.org.

- **Online Permitting Software:** We have engaged with a vendor to provide this service, and a kickoff meeting is being scheduled.
- **Remote Laptops:** I have asked the Purchasing Agent to execute an order for these laptops.
- **Town Marketing & Economic Development Activities:** Given the nature of these funds and the fact that our new Director of Economic Development has only just started, these funds will not be expended until a more defined plan for use of the funds is devised with that staff member's input.
- **Part-Time Director of Economic Development:** Ted Shafer was hired into this position effective February 1, 2022. He will work at 19 hours per week in this position.
- **Business Start Up Fund:** The Business Start-Up Program is live and is accepting applications. Applicants can visit townofwinchester.org/2022InvestmentPrograms to learn more.
- **Water Quality Improvement Plan:** Now that the Business Start-Up Program has launched, I will begin focusing on launching this program.
- **800 Band Radios:** The Police Department and Department of Public Works have been informed of this allocation, and we are collectively devising a plan to purchase the radios in an order that will best benefit the town.
- **Ambulance Components:** The Ambulance Service has been informed of this allocation, and money will be remitted to them once they have sent us a formal invoice for the work that will be done costing the total \$67,366 allocated.
- **Firehouse Air Conditioning with Filtration Station:** The Fire Department has been informed of this allocation and is working with the Purchasing Agent to move forward with the bid process for the work.

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- **Firehouse Washing Machine & Dryers:** The Fire Department has been informed of this allocation and is working with the Purchasing Agent to move forward with the bid process for these purchases.
- **GIS Map Updating:** The Ambulance Service has been informed of this allocation, and they are currently in discussions with the Department of Public Works about the scope of work prior to any agreement being signed or executed for the work.
- **Mailed Communications:** The first Winchester Wire town-wide newsletter to be paid for with these funds been distributed. This leaves us with enough money to pay for another four mailers.
- **Recreation Safety Improvements:** The contractor that we obtained an original quote from has been contacted, and we will be able to move forward with this work once the ground thaws in the spring.
- **Sewer Plan Raw Water Pumps:** Public Works has been informed of this allocation being made, and they are working with vendors to review different options at their disposal for moving forward.
- **Sewer Pump Station Rehabilitations:** Public Works has been informed of this allocation being made, and they are working with vendors to review different options at their disposal for moving forward.
- **Senior Center "No Senior Left Behind" Technology Program:** The Senior Center has been informed of this allocation, and it will be used to supplement the program they already have in-progress in the near future.
- **Social Services Staff:** Katie Vaill was made full-time effective at the beginning of January, 2022.

Respectfully submitted,



Joshua Steele Kelly
Town Manager

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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: February 7, 2022

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

- **Cannabis:** new state law has more widely legalized the use, production, and sale of cannabis, but the placement of production and sale facilities in municipalities depends on local zoning regulations. At one of the next few Board of Selectmen meetings, I, possibly along with Planning & Zoning Commission members, will ask for your input on the matter.
- **COVID-19:** Hospitalizations and positivity rates around the State continue to drop (6.57% positivity and 869 hospitalizations as of February 4, 2022), though Winchester's most recent two-week average positivity rate still totaled over 30%. The total death toll from around the state has climbed over the past few weeks, and officially surpassed 10,000 this past week. We are rapidly nearing a number who have died as a result of this disease that is equivalent to the population of our town. Town Hall remains open with strict masking enforced.
- **COVID-19 Testing:** Test Kits remain available at Town Hall for individuals who need them – please call 860-379-8771 to inquire further.
- **C-PACE:** Thank you all for your support of joining the C-PACE program! Business owners have been contacted directly by phone and information about the program has been shared on social media. Special thanks to the Friends of Main Street for helping to share that information widely!
- **Economic Development:** Ted Shafer, our new Director of Economic Development, will begin working on Tuesday this week and is currently set to keep a schedule that will cover all day Tuesday, all day Wednesday, and Thursday morning to cover his regular 19 hours per week. This first week will largely be focused on further familiarizing him with Winchester as a town, but I imagine he will begin to have more time the following week if any of you would like to meet him here in the office.

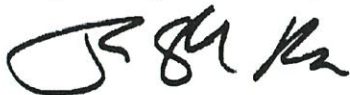
Winchester 250th Anniversary 1771-2021

- **Infrastructure:** Information has been circulating about our upcoming road/infrastructure informational sessions. Attendance at the February 3rd meeting in Winchester Center was high, and feedback was positive.
- **Solar:** Possible solar panel installations are currently being evaluated at Pearson School, Hinsdale School, the Gilbert School, and at the Department of Public Works site. I will keep you informed about this development as we move forward.
- **Sue Grossman Greenway:** Jim Rollins & Bart Clark at the Department of Public Works have announced that they are reaching the final touches on the engineering plan for the portion of the Greenway that has already been funded by the State, and they would like to present information about the plan and next steps to you at the March 7th regular Board meeting.
- **Union Negotiations:** An update on ongoing negotiations will be given, in Executive Session, at tonight's meeting.
- **Winter Storms:** In the last storm, numerous cars were ticketed for violating the parking ban and a handful were, in fact, towed. Since that storm, the Town has issued about a dozen citations to private property owners for failure to clear their sidewalks. It is my hope that these measures are sending a clear message to the town that these matters of public safety are not being taken lightly, and hopefully it will lead to greater up-front compliance in future storms.

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

- Tuesday, February 8th: 5:30 PM Road/Infrastructure Info Meeting at the Little Red Barn.
- Thursday, February 10th: 7:00 PM Road/Infrastructure Info Meeting at the Winsted Senior Center.
- Wednesday, February 16th: 6:00 PM Virtual (Zoom) Road/Infrastructure Info Meeting.
- Monday, February 21st: President's Day (Town Offices Closed).
- Tuesday, February 22nd: 7:00 PM Board of Selectmen meeting.
- Monday, March 7th: 7:00 PM Board of Selectmen meeting (with Sue Grossman Greenway presentation).

Respectfully submitted,



Joshua Steele Kelly
Town Manager

CC: Terry Hall, Administrative Assistant

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Boards & Commissions

CONSIDERATION

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Term Dates	Appointing Authority
02/07/2022	Shayne Deschamps	Economic Development	D	Alternate	4/2027	BOS

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
02/07/2022	Shayne Deschamps	Recreation Board	D	Permanent	4/2028	BOS

RE-APPOINTMENT

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

RESIGNATION

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

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: Shayne Deschamps

ADDRESS: 150 Gilbert Ave, Winsted

HOME PHONE #: N/A CELL PHONE #: 860-933-5815 E-MAIL: deschampsshayne@gmail.com

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

PRIOR CIVIC INVOLVEMENT: None

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

I currently don't have any expertise as I'm new to civic involvement but have a great desire to make Winsted the great place it has the potential to be.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? Yes Name: Jamie Duffy

Signature: Shayne Deschamps Date: _____

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:

Recreation

NAME: Shayne Deschamps

ADDRESS: 150 Gilbert Ave, Winsted

HOME PHONE #: N/A CELL PHONE #: 860-933-5815 E-MAIL: deschampsshayne@gmail.com

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

PRIOR CIVIC INVOLVEMENT: None

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

I currently don't have any expertise as I'm new to civic involvement but have a great desire to make Winsted the great place it has the potential to be.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? Yes Name: Jamie Duffy

Signature: Shayne Deschamps Date: 12/27/2021

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

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-05

Date: February 07, 2022

Topic: New Business (A)- 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 \$9752.77

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 \$9752.77.*

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
19181 2020	MV	ALYSSA	\$58.80
	HOCHSTETTER	4 HURLBUT ST WINSTED, CT 06098	C OF C
10700 2020	MV	JENNFER	\$83.94
	MEYERS	1026 SAW MILL RD #R WINCHESTER CENTER, CT 06098	C OF C
MV TOTAL REFUNDS BY TYPE			\$142.74
103492 2020	RE	LAWRENCE	\$57.40
	BRUNOLI	11 EAST VIEW DR FARMINGTON, CT 06034	OVER PAYMENT
2111 2020	RE	BANK	\$33.54
	NORTHWEST	ATT: LOAN SERVICING 277 ALBANY TURNPIK CANTON, CT 06019	OVER PAYMENT
3056 2020	RE	BANK	\$2,286.76
	NORTHWEST	ATT: LOAN SERVICING 277 ALBANY TURNPIK CANTON, CT 06019	OVER PAYMENT
3478 2020	RE	BANK	\$5,183.94
	NORTHWEST	ATT: LOAN SERVICING 277 ALBANY TURNPIK CANTON, CT 06019	OVER PAYMENT
9211 2020	RE	BANK	\$1,695.11
	NORTHWEST	ATT: LOAN SERVICING 277 ALBANY TURNPIK CANTON, CT 06019	OVER PAYMENT
RE TOTAL REFUNDS BY TYPE			\$9,256.75
130138 2020	SUPP	JAMES	\$3.35
	MEYERS	1026 SAW MILL RD #R WINCHESTER, CT 06098	C OF C
130139 2020	SUPP	JAMES	\$52.83
	MEYERS	1026 SAW MILL RD #R WINCHESTER, CT 06098	C OF C
130140 2020	SUPP	JAMES	\$297.10
	MEYERS	1026 SAW MILL RD #R WINCHESTER, CT 06098	C OF C

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

2/2/2022

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



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
SUPP TOTAL REFUNDS BY TYPE			\$353.28
NUMBER OF REFUNDS	10	TOTAL REFUNDS	\$9,752.77

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.

2/2/2022

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 AGENDA ITEM SUMMARY

No.: 22-06

Date: February 7, 2022

Topic: New Business (B)- Discussion on Tax Exemption Policies

From: Josh Kelly, Town Manager

Background & Information: Prior to this year, the Town has offered veterans living in town that make under a certain amount of income each year a modest property tax exemption. Our Assessors this year had the realization that there is no formal policy on the books to codify this exemption. Therefore, the Board of Selectmen must decide whether or not this past practice should be codified going forward and, if so, what the policy should be.

Requested Action: That the Board of Selectmen consider holding a public hearing on adopting a local property tax exemption for veterans.

Fiscal Implications: The grand list will be impacted by the implementation of any property tax exemption.

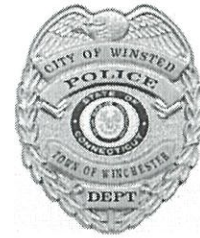
Manager's Recommendation: I ask that you please consider holding a public hearing on adopting a local property tax exemption for veterans.

Recommended Motion: "I move that the Board of Selectmen hold a public hearing regarding the adoption of an ordinance on a local property tax exemption for veterans at the next regular Board of Selectmen meeting."

Attachments: Draft local veterans property tax exemption ordinance.



Town of Winchester~ City of Winsted
POLICE DEPARTMENT
338 Main St., Winsted Connecticut 06098



TO: Josh S. Kelly, Town Manager
FROM: William T. Fitzgerald, Jr., Chief of Police
DATE: February 3, 2022
RE: Monthly Report – **January 2022**

I have the following are the monthly activities as to goals and accomplishment achieved by the police department:

Department Special Considerations:

- Vacation house check locations and updated weekly listing
- House checks directed patrols and walking patrols when time permits.
- Directed Patrols
- Walking Patrols

Other Considerations:

Medical Drop Off Box

Total since Implementation:

- 951.9 lbs. Ave -Weekly 13.8 lbs.
- Total for Month 2022- 12.2 lbs.

Overdose Calls

Calendar Year	OD Calls	Fatal	Narcan Used	
2014	1	0	0	
2015	16	0	0	
2016	25	1	11	36%
2017	31	4	18	19%
2018	14	1	12	-121%
2019	16	2	11	13%
2020	28	5	19	43%
2021	23	4	17	-22%
2022	2	0	2	
	156	17	90	

1/19/2022

Weekly Calls for Service- Pandemic

COVID 19	Calls for Service	All Shifts	
Week	2019	2020	
3/16-3/21	173	105	-39%
3/22-3/27	145	57	-61%
3/22-3/28	170	107	-37%
3/29- 4/4	181	131	-28%
4/5-4/11	179	144	-20%
4/12 - 4/18	205	163	-20%
4/19 - 4/25	164	181	10%
4/26-5/2	152	152	0%
5/3-5/9	175	157	-10%
5/10-5/16	170	155	-9%
5/17-5/23	180	196	9%
5/24-5/30	217	207	-5%
5/31-6/6	205	208	1%
6/7-6/13	222	202	-9%
6/14-6/20	225	200	-11%
6/21-6/27	215	243	13%
6/28-7/4	241	223	-7%
7/5- 7/11	227	195	-14%
7/12-7/18	193	235	22%
7/19-7/25	217	237	9%
7/26-8/1	228	191	-16%
8/2-8/8	215	276	28%
8/9-8/15	187	224	20%

8/16-8/22	209	206	-1%
8/23-8/29	202	159	-21%
8/30-9/5	191	176	-8%
9/6-9/12	222	201	-9%
9/13-9/19	202	197	-2%
9/20-9/26	210	299	42%
9/27-10/3	240	178	-26%
10/4-10/10	198	173	-13%
10/11-10/17	181	195	8%
10/18-10/24	231	188	-19%
10/25-10/31	178	184	3%
11/1-11/7	180	215	16%
11/8-11/14	196	211	7%
11/15-11/21	155	169	8%
11/22-11/28	195	147	-33%
11/29-12/5	200	154	-30%
12/6-12/12	174	129	-35%
12/13-12/19	218	160	-36%
12/20-12/26	185	145	-28%
12/27-1/2/2021	177	148	-20%
	10449	9843	-6%

COVID 19			
Week	2020	2021	
1/3-1/9	176	133	-32%
1/10-1/16	208	129	-61%
1/17-1/23	174	146	-19%
1/24-1/30	92	162	43%
1/31-2/6	179	144	-24%
2/7-2/13	169	137	-23%
2/14-2/20	168	130	-29%
2/21-2/27	188	173	-9%
2/28-3/6	182	149	-22%
3/7-3/13	149	158	6%
3/14-3/20	112	157	29%
3/21-3/27	114	169	33%
3/28-4/3	132	164	20%
4/4-4/10	162	177	8%
4/11-4/17	144	142	-1%
4/18-4/24	181	177	-2%
4/25-5/1	150	154	3%
5/2-5/8	156	166	6%
5/9-5/15	155	165	6%

5/16-5/22	193	202	4%
5/23-5/29	193	177	-9%
5/30-6/5	252	199	-27%
6/6-6/12	199	224	11%
6/13-6/19	200	193	-4%
6/20-6/26	237	193	-23%
6/27-7/3	204	172	-19%
7/4-7/10	215	200	-8%
7/11-7/17	221	188	-18%
7/18-7/24	233	189	-23%
7/25-7/31	206	178	-16%
8/1-8/7	273	189	-44%
8/8-8/14	222	234	5%
8/15-8/21	225	175	-29%
8/22-8/28	162	163	1%
8/29-9/4	167	161	-4%
9/5-9/11	209	153	-37%
9/12-9/18	192	159	-21%
9/19-9/25	178	159	-12%
9/26-10/2	174	185	6%
10/3-10/9	175	190	8%
10/10-10/16	169	198	15%
10/17-10/23	172	159	-8%
10/24-10/30	188	150	-25%
10/31-11/6	218	95	-129%
11/7-11/13	154	159	3%
11/14-11/20	179	149	-20%
11/21-11/27	151	177	15%
11/28-12/4	152	184	17%
12/5-12/11	133	192	31%
12/12-12/18	158	185	15%
12/19-12/25	146	177	18%
12/26-1/1/2022	149	135	-10%
1/2-1/8	138	138	0%
1/9-1/15	124	170	27%
1/16-1/22	141	168	16%
1/23-1/29	162	158	-3%
1/30-2/5	154	70	-120%
2/6-2/12			

10009	9479	-6%
--------------	-------------	------------

Accomplishments:

- Officers continue to show enthusiasm and diligent work ethic during calls for service and case work. Excellent professionalism, proficiency, dedication to duty, and teamwork.

Roll Call Training

- Monthly policy review
- Monthly policy reviews completed as directed.
- - Officer Twombly attended shotgun armorer training
- - Officer Failla attended MRT training

Training Unit

January 1, 2022: Animal Control Officer (ACO) Alicia Campbell met State of CT training requirements and received her State of CT Dept. of Agriculture Animal Control Officer Certificate for year 2022.

January 2, 2022: Department policy 1.2.6.- Handling Complaints of Dept. Personnel was distributed to the shift supervisors for review with their respective personnel.

January 2, 2022: Submitted training notification to Dispatcher Shelley Fracasso of required recertification training for COLLECT/NCIC to be completed by 1/28/22.

January 2, 2022: Reached out to Arne Meis, the President of Winsted Ambulance, for information regarding CPR recertification of our police personnel. It was learned that training is available every Sunday morning.

January 3, 2022: Dispatcher Shelley Fracasso completed COLLECT/NCIC recertification online. Her new certification will expire 1/3/24.

January 5, 2022: Chief William Fitzgerald completed an online training program through Daigle Learning Center entitled "*Toxicity in Leadership*".

January 7, 2022: Chief William Fitzgerald completed an online training program through Daigle Learning Center entitled "*CT Fair and Impartial Policing*" and "*Implicit Bias*".

January 10, 2022: Entry level recruit candidate Rudy David was sworn in.

January 11, 2022: Chief William Fitzgerald completed an online training program through Daigle Learning Center entitled "*Human Trafficking*".

January 12, 2022: Police Recruit candidate Rudy David underwent "pre-certification" physical fitness testing with certified Physical Fitness Specialists at New Milford Police Dept. He passed

without issue. A successful test is a prerequisite for acceptance into the 374th Basic Recruit training class for POSTC.

January 13, 2022: Chief William Fitzgerald completed the following three (3) online training programs through Daigle Learning Center: *"CT Ethics for Law Enforcement: Introduction"*; *"Risk Assessment Matrix: Unfolding the Mystery"*; and *"Use of Force Tracking and Assessment"*.

January 13, 2022: Sgt. Kevin Kinahan completed the following two (2) online training programs through Daigle Learning Center: *"CT Force Investigations for Supervisors"*; and *"CT Bigotry and Bias Crimes, Procedural Justice"*.

January 14, 2022: Plans were finalized with Jerry Tilbor, Operations Manager for the Blue Line Mobil Firearms Training Range, to be at headquarters with the trailer February 28 and March 1, 2022. Due to the retirement of our two firearms instructors, I reached out to Sgt. Matt Faulkner, a firearms instructor with Torrington Police, to assist us with our training needs involving the Blue Line trailer. He agreed to help.

January 17, 2022: Received word from POSTC academy that the Advanced Roadside Impaired Driving Enforcement (ARIDE) class scheduled for January 27 and 28, 2022 was cancelled. Ofc. Justin Waltzer had been registered to attend.

January 17, 2022: Registered Ofc. Justin Waltzer for a new Advanced Roadside Impaired Driving Enforcement (ARIDE) class scheduled for February 24 and 25, 2022 at the CT. Police Academy.

January 18-20, 2022: Ofc. Bryan Failla completed Medical Emergency Responder (EMR) recertification training at Waterbury PD. His new certification will expire 3/31/24.

January 24-25, 2022: Ofc. Anthony Horton attended **AR15/M16/M4/AR308 Armorer Course** hosted by Trumbull PD Police Department. The certification he received is said to be good for 5 years.

January 27, 2022: Sgt. Kim Boyne and A/S Michael Gagne completed two online training courses through Daigle Learning Center. One was entitled *"Patrol Use of Force Review for Field Supervisors"* and the second *"CT Force Investigations for Supervisors"*.

January 28, 2022: Sgt. Mark Blanchette completed an online training course through Daigle Learning Center entitled *"Patrol Use of Force Review for Field Supervisors"*.

January 20, 2022: Registered Ofc. Brandon Simmons for a Breath Alcohol Instructor recertification class scheduled for February 16, 2022. Training will occur remotely.

NOTES:

RE: Officer Joy Mikulski

January 2, 2022: Officer Joy Mikulski completed phase 2 of her field training with FTO Joshua Blass on midnight shift and progressed through phase 3 with FTO Jessica Luzefski on evening shift (1/5/22 – 1/24/22). It became necessary however, to extend phase 3 and not transition her to the final phase (phase 4) of her training because she has not yet been able to sit for the National Registry of Emergency Medical Technicians (NREMT) national registry exam. The issue lies with Milford Police Academy's failure to promptly register with the State the Emergency Medical Responder (EMR) training class Ofc. Mikulski and the other recruits received during their basic training. The problem has since been rectified and she is now scheduled to take the exam February 4, 2022.

RE: Recruits Rudy David

On January 21, 2022 Recruit Rudy David began remote learning at police headquarters as part of POSTC 374th training session. Remote learning will conclude on 2/4/22 after which training will occur on site at POSTC academy in Meriden. Recruit David's anticipated graduation date will be sometime during the first week of August 2022.

RE: Recruit Abdullah Davranmakel

January 3-14, 2022: Recruit Abdullah Davranmakel returned from POSTC academy to satisfy a component of his 29 week long academy training. This two week training back at the police department, is designed to get the recruit out into the street in an observation role and get them exposed to police activity which will enhance their academic work. This also allows the agency a chance to evaluate how the recruit is progressing and determine any issues that they can be corrected before they return to the police department for full FTO. His two week training at the PD included the following activity:

- January 3, 2022: Ride along – Evening with Sgt. Peter Delouis
- January 4, 2022: Shadow staff at Torrington Superior Court
- January 5, 2022: Ride along, Day shift with FTO Brandon Simmons
- January 6, 2022: Ride along Day shift with FTO Brandon Simmons
- January 7, 2022: Ride along Day shift with FTO Brandon Simmons
- January 10, 2022: Ride along – Evening shift with Sgt. Peter Delouis, Taser
- January 11, 2022: Ride along – Evening shift with Sgt. Pater Delouis
- January 12, 2022: Ride along – Day shift with FTO Brandon Simmons
- January 13, 2022: Ride along – Day shift with FTO Brandon Simmons
- January 14, 2022: Shadow WPD dispatch 08:00 – 11:30 and Litchfield County Dispatch (LCD) 12:00-16:00 hrs.

RE: Certified Officer level candidate Allen Luna-Lucero

On 12/28/21 Sgt. Mark Blanchette and Sgt. Peter Delouis were assigned to conduct a background investigation for candidate Allen Luna Lucero. A polygraph examination has been scheduled for February 17, 2022. It is anticipated that psychological testing he underwent in December 2020 as part of an employment background investigation for his current employer (State of CT. Dept. of Children and Families (police department), meets POSTC standards. If so, all that remains is for him to undergo and pass a medical examination for fitness.

RE: Certified officer level candidate James Crean

Sgt. Kevin Kinahan is handling the background investigation for certified candidate James Crean.

Functions Assigned:

Patrol Commander / Final Report Review: 875
Fleet: 92

Function Status Update:

Patrol Commander: No significant information during reporting period.

FLEET: Car 29- exhaust leak

Functions Assigned:

(932)- Communications
(932)- Scheduling
-Officer Cummings assigned to evening shift
-Officer Pietrafesa assigned to evening shift on an as needed basis.

Function Status Update:

(932)- Communications- -Continuing to improve relations between PD and LCD.
Continuing to improve relations between PD and LCD.

Functions Assigned: 2nd shift patrol command / school functions and safety programs /DARE / Medical Coordination and training.

Function Status Update: Medical supplies restocked, bags gone through. for cars.

CID

Training:

Kinahan- Supervisor Use of Force Review, Use of Force for CT Supervisors, Bias Policing (on-line)

Whiteley- None

Special Considerations:

E/O Whiteley on leave from 01/17-27/22.

Functions Assigned:

Sgt. Kinahan- Supervision, pre-employment background investigations, case management, case assignment; Internal Affairs investigations, policy/use of force review.

2nd Detective Position- Unfilled.

E/O Whiteley- Evidence, property management.

New Cases Assigned:

Unwitnessed deaths (2)- 130 Willow St., 112 Main Street

Arson at Tributary Restaurant

Sexual assault (juvenile against juvenile)

Pre-employment background investigation- certified officer

Function Status Update:

Sgt. Kinahan- Untimely death investigation- Close out unwitnessed death from Lake St. (non-criminal); close out unwitnessed death from fall from Body St. (accidental); unwitnessed death at 130 Willow St.; unwitnessed death at 112 Main St.; arson at Tributary- assist FEIU unit with investigation, review 5 hours of videos; sexual assault involving a 10 y/o by a 14 y/o; attended Daigle on-line trainings; take care of evidence issues during E/O Whiteley's leave; complete background investigation on R. David; begin background investigation on J. Crean (certified); sent 32 policies for review; attended LCD meeting on police protocols; zoom meeting for Rekor LPR system; NEXGEN zoom meeting.

E/O Whiteley- Evidence returns, processing. Drug box clean out: 12.2 lbs.

TRAFFIC

I wanted to share with you a copy of a CSP Morning Report entry from an investigation last week. It highlights the outstanding work that TFO Baranowski and TFO Pietrafesa continue to do. The entire SNTF Northwest Office worked this case for 16+ hours straight until the execution of the residential search warrant. The amount of heroin/fentanyl seized is impressive but more

(932)- 1033 Program- Inventory performed

- 1033- Sgt. Boyne Inventory performed

DARE/Crime Prevention- Off. Pietrafesa instructor for all schools for DARE. Sgt Varasconi retirement. Will certify another officer when staffing levels are achieved.

Juvenile Unit Liaison- Nothing to report

Animal Control

Animal Complaints	15
Dog Bites	1
Quarantine Animals	1
Follow Up Investigations	5
Barking/Roaming Dogs Complaints	8
Wildlife Calls	1
Written Warning Issued	0
Verbal Warning Issued	4
Infractions Issued	0

Monthly Overtime Cost Analysis: Fiscal Year

2021-22 Month	Amount	HOLIDAYS	TRAINING	Marine Patrol	DUI Grant Click it Ticket	Special Detail	Cover Dispatch	Cover LCD	COVID 19	ACTUAL O
July	\$33,804.04	\$4,875.84	\$2,486.09	\$1,790.33	\$0.00	\$1,364.10	\$560.74	\$0.00	\$0.00	\$22,726.1
August	\$32,543.84	\$420.56	\$729.29	\$1,874.55	\$0.00	\$2,133.82	207.27	\$0.00	\$0.00	\$27,178.1
September	\$24,355.97	\$4,405.43	\$1,292.24	\$762.77	\$0.00	\$0.00	\$3,406.35	\$0.00	\$0.00	\$14,489.1
October	\$35,259.26	\$5,657.33	\$1,413.18	\$0.00	\$0.00	\$1,297.16	\$0.00	\$0.00	\$0.00	\$26,891.1
November	\$33,488.99	\$7,485.63	\$2,954.42	\$0.00	\$0.00	\$1,799.55	\$477.35	\$0.00	\$0.00	\$20,772.1
December	\$48,187.04	\$14,653.47	\$12,250.11	\$0.00	\$1,249.64	\$528.86	\$891.86	\$0.00	\$605.71	\$18,613.1
January	\$33,039.84						\$382.94	\$0.00	\$243.11	\$24,477.1

	\$250,677.98	\$49,462.30	\$27,339.68	\$4,427.65	\$1,249.64	\$7,123.49	\$5,926.51	\$0.00	\$848.82	\$155,148.7
Ave	\$35,811.14	\$7,066.04	\$3,905.67	\$632.52	\$178.52	\$1,017.64	\$846.64	\$0.00	\$121.26	\$22,164.7

Majority of OT was due to use cover vacation, sick leave due to COVID and retirements.

Calls For Service- Calendar Year

COVID 19 Monthly	Calls for Service 2019	All Shifts 2020	
March	716	575	-20%
April	747	673	-10%
May	809	798	-1%
June	932	896	-4%
July	988	962	-3%
August	902	943	5%
September	901	815	-10%
October	895	777	-13%
November	736	739	0%
December	851	658	-23%
	8477	7836	-8%

	2020	2021	
January	820	626	-24%
February	698	578	-17%
March	575	708	23%
April	673	709	5%
May	798	764	-4%
June	896	870	-3%
July	962	825	-14%
August	943	822	-13%
September	815	693	-15%
October	748	793	6%
November	739	728	-1%
December	658	776	18%
	7928	7388	-7%

	2021	2022	
January	626	716	14%
February			#DIV/0!
March			#DIV/0!
April			#DIV/0!
May			#DIV/0!
June			#DIV/0!
July			#DIV/0!
August			#DIV/0!
September			#DIV/0!
October			#DIV/0!
November			#DIV/0!
December			
	626	716	14%

<i>Calls for Service</i>	Days	Evening	Mid	Total	Ave
2021					
January	308	199	119	626	209
February	283	197	98	578	193
March	332	258	118	708	236
April	349	254	95	698	233
May	325	270	169	764	255
June	377	316	177	870	290
July	341	292	192	825	275
August	323	319	179	821	274
September	317	221	156	694	231
October	353	296	154	803	268
November	364	216	148	728	243
December	333	274	169	776	258.7
	4005	3112	1774	8891	2963.7

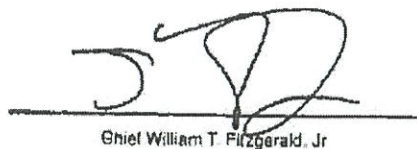
<i>Calls for Service</i>					
Monthly Ave	333.8	259.3	147.8	740.9	2963.7
Weekly Ave	83.4	64.8	37.0	185.2	740.9
Daily Ave	10.4	8.1	4.6	23.2	92.6
Per Off Shift	3.5	2.7	1.5	7.7	30.9
Meal break	1	1	1	2.6	10.3
Shift Hrs	8	8	8	8	8
Free time	1				
Est Call Time Per	3				
Proactive Time	1				
Report Time est	1				
Prelim Invest	2				
	8				

	Days	Evening	Mid	Total	Ave
2022					
January	291	233	192	716	239
February				0	#DIV/0!
March				0	#DIV/0!
April				0	#DIV/0!
May				0	#DIV/0!
June				0	#DIV/0!
July				0	#DIV/0!
August				0	#DIV/0!
September				0	#DIV/0!
October				0	#DIV/0!
November				0	#DIV/0!
December				0	#DIV/0!

	291	233	192	716	238.7
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Monthly Ave	291	233.0	192	59.7	238.7
Weekly Ave	72.75	58.3	48.0	14.9	59.7
Daily Ave	9.1	7.3	6	1.9	7.5
Per Off Shift	3.0	2.4	2.0	0.6	2.5
Meal break	1				
Shift Hrs	8				
Free time	1				
Est Call Time					
Per	3				
Proactive					
Time	1				
Report Time					
est	1.5				
Prelim Invest	1.5				
	8				

Respectfully Submitted,



Chief William T. Fitzgerald, Jr

Chief William Fitzgerald

2019	Jan-19	9	6	\$569.20	\$63.24	\$154.09	\$17.12	21%
2019	Feb-19	7	6	\$340.62	\$48.66	\$85.56	\$12.22	20%
2019	Mar-19	2	1	\$136.24	\$68.12	\$20.54	\$10.27	13%
2019	Apr-19	9	6	\$300.50	\$33.39	\$76.95	\$8.55	20%
2019	May-19	6	4	\$254.77	\$42.46	\$44.41	\$7.40	15%
2019	Jun-19	11	5	\$491.07	\$44.64	\$127.49	\$11.59	21%
2019	Jul-19	13	5	\$524.40	\$40.34	\$153.76	\$11.83	23%
2019	Aug-19	8	5	\$654.08	\$81.76	\$230.37	\$28.80	26%
2019	Sep-19	10	3	\$385.82	\$38.58	\$201.24	\$20.12	34%
2019	Oct-19	8	4	\$413.57	\$51.70	\$266.22	\$33.28	39%
2019	Nov-19	8	5	\$659.55	\$82.44	\$343.67	\$42.96	34%
2019	Dec-19	9	3	\$418.40	\$46.49	\$211.47	\$23.50	34%
2019	Year Total:	100	53	\$5,148.22	\$51.48	\$1,915.77	\$19.16	27%
2020	Jan-20	13	6	\$532.00	\$40.92	\$329.73	\$25.36	38%
2020	Feb-20	8	6	\$391.95	\$48.99	\$260.54	\$32.57	40%
2020	Mar-20	9	4	\$377.92	\$41.99	\$143.34	\$15.93	27%
2020	Apr-20	9	6	\$341.05	\$37.89	\$109.82	\$12.20	24%
2020	May-20	9	5	\$367.22	\$40.80	\$232.64	\$25.85	39%
2020	Jun-20	12	5	\$349.04	\$29.09	\$116.56	\$9.71	25%
2020	Jul-20	10	3	\$231.12	\$23.11	\$99.59	\$9.96	30%
2020	Aug-20	8	4	\$181.74	\$22.72	\$51.99	\$6.50	22%
2020	Sep-20	11	3	\$332.63	\$30.24	\$128.67	\$11.70	28%
2020	Oct-20	6	3	\$149.14	\$24.86	\$36.81	\$6.14	20%
2020	Nov-20	9	4	\$222.71	\$24.75	\$45.33	\$5.04	17%
2020	Dec-20	13	4	\$347.79	\$26.75	\$127.49	\$9.81	27%
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	Year Total:	131	55	\$3,969.70	\$30.30	\$1,421.64	\$10.85	26%
Total		2,932	1,657	\$128,737.81	\$43.91	\$116,666.82	\$39.79	48%