



TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Regular Meeting Agenda
July 19, 2021-7:00PM
Francis P. Hicks Room
Streamed live on YouTube and Channel 194

1. **CALL TO ORDER** (Turn your cell phones off)
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA REVIEW**
4. **APPROVAL OF MINUTES**
 - A) Minutes of Regular Meeting on July 6, 2021
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. **FINANCE DIRECTOR'S REPORT**
8. **CORRESPONDENCE**
9. **BOARDS AND COMMISSIONS**
10. **NEW BUSINESS**
 - A) 21-49 Consider and possible act on FY22 Capital Improvement Budget Adjustment (Finance Director Stratford)
 - B) 21-50 Consider and possible act on joining the Sustainable CT program (Town manger Kelly)
 - C) 21-51 Refunds as Recommended by Collector of Revenues (Town Manager Kelly)
11. **CITIZENS' COMMENTS**

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

FILED
TOWN CLERK'S OFFICE

JUL 16 2021

SHEILA S. SEDLACK
TOWN OF WINCHESTER, CT

Town of Winchester
Board of Selectmen
July 6, 2021

Item 1. Call to order

Meeting called to order by Mayor Perez at 7:00 p.m.

Attendance: Sel. Arcelaschi, Sel. Bird, Sel. Bouchard, Sel. Bourque, Sel. Groppo, Sel. Perez, Sel. Sedlack. Town Manager Josh Kelly.

Item 2. Pledge of Allegiance

The Pledge of Allegiance was recited.

Item 3. Agenda Review. NONE

Item 4. Approval of Minutes

A). Minutes of regular meeting on June 21, 2021.

Motion by Sel. Bouchard, seconded by Sel. Arcelaschi

To approve the minutes of the June 21, 2021, Board of Selectmen's meeting.

YES (5)

ABSTAINED Sel. Bourque and Sel. Bird.

Executive Session was moved down on the agenda, waiting for the attorneys to be present.

Item 8). Town Manager's Report.

The Town Manager, Josh Kelly presented to the Board all meetings held between June 21st through July 2, along with Long-Term meetings. A question-and-answer period was held.

Motion by Sel. Arcelaschi, seconded by Sel. Bouchard.

To enter into executive sessions with Attorney William Ryan (Public Works Union Contract and Laurel City Revamp LLC with Bob Geiger and Town Manager Josh Kelly at 7:12 p.m.

Item 5. Executive Session.

Motion by Sel. Arcelaschi, seconded by Bouchard

To enter into Executive Sessions with Attorney Paul Ryan and Bob Geiger along with Town Manager Josh Kelly at 7:12 p.m.

UNANIMOUS

Meeting reconvened at 8:30 p.m.

Item 6. Discussion Possible Action Regarding Executive Session.

A). Discussion/possible action strategy and negotiations with respect to the pending litigation Town of Winchester vs. Laurel City Revamp LLC.

Motion by Sel. Perez, seconded by Sel. Bouchard

The Board of Selectmen agrees to release the mortgage of 35 Willow Street, also known as Capitol Products, to Miller Crossing LLC. The release is contingent upon closing and payment of back taxes under the contract of sale submitted to the town for review.

UNANIMOUS

B). Discussion/possible action – Public Works Union Contract.

Motion by Sel. Sedlack, seconded by Sel. Bourque

I move that we accept the contract between the Town of Winchester and the American Federation of State County Municipal Employees AFLCIO Local 1302-44 Winchester Public Works Employees Union Contract to expire June 30, 2026.

UNANIMOUS

Item 7. Citizen Comments NONE

Item 9. Correspondence NONE

Item 10. Boards and Commissions.

Item 10. Boards and Commissions.

Sel. Sedlack placed under consideration Shane Centrella as alternate on the Economic Development Commission.

Sel. Sedlack placed into under consideration Beth Ballentine as a permanent member of the Recreation Board.

Sel. Sedlack placed into nomination Willie Platt (U) as a Permanent member of the Conservation Committee term to expire 5/2025.

Sel. Sedlack placed into consideration Dan Pinton (n/a) as an Alternate to the Board of Assessment Appeals.

Motion by Sel. Sedlack, seconded by Sel. Bouchard.

To appoint Marc Gizzie (D) as a Permanent member of the Conservation Commission term to expire 5/2026.

UNANIMOUS

Motion by Sel. Sedlack, seconded by Sel. Bouchard.

To appoint Joseph Lefkowski (U) as a Permanent member of the Recreation Board term to expire 4/2027.

UNANIMOUS

Motion by Sel. Sedlack, seconded by Sel. Arcelaschi

To appoint Cathy Lacasse (U) as a Permanent member of the Recreation Board term to expire (U) 4/2028.

UNANIMOUS

Sel. Sedlack announced support by the Board for Kevin O'Connell (D) appointed by the Town Manager as an Alternate member of the Economic Development Commission term to expire 4/2026.

Motion by Sel. Sedlack, seconded by Sel. Bouchard.

To appoint John Wiarda (D) as a Permanent member of the Conservation Commission term to expire 5/2025.

UNANIMOUS

Motion by Sel. Sedlack, seconded by Sel. Bourque

To re-appoint Deborah Kessler (R) as a Permanent member of the Soldiers Monument Commission term to expire 6/2025.

UNANIMOUS

Sel. Sedlack acknowledges Noreen Marchand who is not renewing her membership on the Soldiers Monument Commission after ten years of dedicated service.

Sel. Sedlack has placed into consideration the names of the following intentions:

Amanda Hill as a member of the Conservation Commission

Charlene LaVoie as a member of the Planning & Zoning Commission

Kristen Dowler as a member of the Soldier's Monument Commission

Item 11. New Business

A). 21-48 Discussion/possible action-State of Connecticut affordable Housing Plan Grant Application.

Motion by Sel. Sedlack, seconded by Sel. Groppo

I move that the Board of Selectmen adopt Resolution No. 21-48, supporting the State of Connecticut Affordable Housing Plan Application.

UNANIMOUS

Item 12. Citizens' Comments NONE

Item 13. Selectmen's Comments

Sel. Bouchard gave an update on the Concerts in the Park series for this summer.

Sel. Arcelaschi discussed the options of having a registry for disabled persons during severe weather.

Sel. Sedlack questions where we are at with Rockwell Street and no-parking signs and how we respond to such inquiries.

Item 14. Adjournment

Motion by Sel. Sedlack, seconded by Sel. Bouchard

To adjourn the meeting at 9:17 p.m.

UNANIMOUS

ATTEST:

Sheila S. Sedlack CCTC CMC



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

OFFICE OF THE TOWN MANAGER

DATE: July 14, 2021

TO: Board of Selectmen

FROM: Joshua Kelly
Town Manager

RE: Town Manager Update

WEEK OF (July 5-July 09):

Monday: Closed in Observance of July 4th

Tuesday:

- Met with Superintendent of Streets
- Met with PT Town Clerk
- Meeting with Civic Lift
- Meet & Greet at Community Health and Wellness
- Board of Selectmen meeting

Wednesday:

- Met with NWCCC president
- Call with Kurt Moffett
- Met with Shaw Izikson
- FEMA Reimbursement call

Thursday:

- Site visit at Vons Lane with Enforcement officer
- Leadership meeting
- Interviews in the afternoon-Budget Analyst
- Meeting with Assessor
- FOIA training

Friday:

- TEAMS meeting-Region 5 Virtual Emergency Operation Center
- Met with Rista Malanca
- Met with multiple business owner regarding Main Street development
- Mad River Recreation Area zoom meeting
- Unified Command meeting

WEEK OF (July 12- -July 18):

Monday:

- Met with staff member and union representative
- Met with Bob Geiger
- Met with Social service coordinator for update
- Met with union representative regarding contracts and personnel
- Met with John Wiarda regarding Conservation Commission
- Met with Town Clerk regarding Assistant Clerk's position
- Met with Public Works Director and Building Department regarding electrical connection on Main Street

Tuesday:

- Police meeting regarding body and in car cameras
- Met with Public Works Director
- Met with Pam on Plan of Conservation & Development and Sustainable CT
- Working on 508 Main Street and American Rescue Act plan

Wednesday:

- Stopped by Coffee with a cop event
- Met with Kevin Nelligan regarding Main Street contract
- Spoke with Recreation Director regarding camp issues
- Call with Titan Energy
- Housatonic Valley Convo with Jim Rollins, Tim Abbott and Jen Perga
- Worked on ARPA proposal

Thursday:

- Away from the office
- Call with Mayor regarding Board of Selectmen meeting agenda
- Call with Kurt Moffett
- Reviewed emails remotely

Friday:

- Away from the office
- Reviewed emails remotely

LONG-TERM:

- *August 2 Board of Selectmen meeting*

TOWN OF WINCHESTER
B U D G E T R E P O R T - R E V E N U E
FROM 7/01/2020 TO 6/30/2021

FUND	DEPT/OBJ/PROG	GENERAL FUND DESCRIPTION	AMENDED BUDGET	MONTH TO DATE REVENUE	YEAR TO DATE REVENUE	YTD PERCENT	TO BE COLLECTED
0999	REVENUES - TOWN GENERAL FUND						
0999-700-0000-0000	PROPERTY TAXES - CURRENT		23,850,000.00	100,374.79	24,210,165.02	101.51	360,165.02-
0999-700-0001-0000	PROPERTY TAXES - PAST DUE		325,000.00	14,510.54	218,415.14	67.20	106,584.86
0999-700-0011-0000	BOS SUPPLEMENTAL TAX 1/1/14			7.05	85.15		85.15-
	700 TAXES						
0999-701-0000-0000	INTEREST AND LIEN FEES		24,175,000.00	114,892.38	24,428,665.31	101.05	253,665.31-
0999-701-0001-0000	SUSPENSE INTEREST		200,000.00	17,194.28	151,118.80	75.56	48,881.20
	701 REVENUES						
0999-710-0004-0000	DISTRESSED MUNICIPALITIES GRANT			1,336.04	14,065.78		14,065.78-
0999-710-0007-0000	TAX RELIEF-THE ELDERLY & DISABLED		300,021.00				
0999-710-0010-0000	TOWN AID - IMPROVED ROADS		27,324.00		27,324.00		
0999-710-0012-0000	PILOT - COLLEGES & HOSPITALS		49,474.00		49,474.00		
0999-710-0013-0000	PEQUOT-MOHEGAN GRANT		16,491.34		59,944.00		
0999-710-0015-0000	STATE PROPERTY		26,000.00		28,352.98	109.05	2,352.98-
0999-710-0024-0000	TELECOMMUNICATIONS PROPERTY TAX				6,875.00		6,875.00-
0999-710-0090-0000	SOS COVID ELECTIONS REIMBURSEMENT		140,000.00-		1,531.25	153.13	140,000.00-
0999-710-0096-0000	STATE REVENUE - MISCELLANEOUS		1,000.00				
0999-710-0125-0000	JUDICIAL PAYMENT 51-56A		5,000.00				
0999-710-0179-0000	STATE OF CT EMERGENCY PLANNING		105,432.00		105,432.00		
0999-710-0198-0000	MUNICIPAL STABILIZATION GRANT		306,204.00		306,204.00		
0999-710-0199-0000	GRANTS FOR MUNICIPAL PROJECTS				686.75		686.75-
0999-710-0200-0000	SOS COMPUTER EQUIPMENT GRANT 2020						
0999-710-0210-0001	TASK FORCE INCENTIVE		10,000.00		5,045.21	50.45	4,954.79
	710 STATE OF CONNECTICUT						
0999-720-0007-0000	EDUCATION EQUALIZATION (ECS)		750,399.00		906,192.64	120.76	155,793.64-
0999-739-0000-0000	PAVEMENT RESTORATION FEE		7,823,991.00		7,862,973.00	100.50	38,982.00-
0999-740-0000-0000	ROAD OPENING PERMIT FEE		1,000.00		24,000.00		24,000.00-
0999-741-0000-0000	DRIVEWAY PERMIT FEE			50.00	1,250.00	125.00	250.00-
0999-742-0000-0000	POLICE PERMITS		5,000.00		325.00		325.00-
0999-742-0004-0000	POLICE - FEDERAL ASSET FORFEITURE		20,000.00		14,462.85	189.26	9,462.85-
0999-742-0005-0000	POLICE - CT SNTF ASSET FORFEITURE						
	742 REVENUES						
0999-745-0000-0000	PARKING FINES		25,000.00		2,640.12		2,640.12-
0999-746-0000-0000	BUILDING PERMITS		4,000.00		17,102.97	68.41	7,897.03
0999-746-0001-0000	HOUSING INSPECTION FEES-RENTALS		110,000.00		1,150.00	28.75	2,850.00
0999-746-0002-0000	PLANNING AND ZONING FEES		2,000.00		162,011.21	147.28	52,011.21-
0999-746-0003-0000	ZONING BOARD OF APPEALS FEES		2,500.00		1,000.00		1,000.00
0999-746-0004-0000	INLAND WETLANDS APPLICATION FEES		3,000.00		8,130.00	125.20	5,630.00-
0999-746-0007-0000	PLANNING OFFICE REVENUE		2,000.00		14,380.00	179.33	11,380.00-
0999-746-0009-0000	BUILDING DEPARTMENT COPIES				2,330.00	116.50	330.00-
	746 BUILDING DEPARTMENT FEES						
0999-747-0000-0000	CIRMA DISTRIBUTION		122,000.00		196,201.21	160.82	74,201.21-
0999-748-0000-0000	INCOME ON INVESTMENTS		35,000.00		15,019.00	42.91	19,981.00
0999-749-0000-0000	CEMETERIES		75,000.00		16,028.25	21.37	58,971.75
0999-749-0002-0000	CEMETERY FOUNDATION INSPECTION FEE		10,000.00		23,225.00	132.25	13,225.00-
	749 CEMETARY						
0999-750-0000-0000	GRAVE OPENINGS		10,000.00		23,525.00	135.25	13,525.00-
0999-751-0000-0000	TOWN CLERK REVENUE		20,000.00		21,675.00	108.38	1,675.00-
0999-753-0000-0000	MISCELLANEOUS REVENUE - TOWN		137,000.00		321,326.89	134.55	184,326.89-
0999-753-0011-0000	LAND LEASE REVENUE		1,000.00		348.88	118.84	24,188.38-
0999-753-0034-0000	BURNING PERMITS-FIRE DEPARTMENT		2,343.00		2,256.24	96.30	86.76
	753 MISCELLANEOUS REVENUE						
			200.00		340.00	170.00	140.00-
			3,543.00		27,784.62	184.21	24,241.62-

TOWN OF WINCHESTER
B U D G E T R E P O R T - R E V E N U E
FROM 7/01/2020 TO 6/30/2021

FUND 001 000	GENERAL FUND	DEPT/OBJ/PROG	DESCRIPTION	AMENDED BUDGET	MONTH TO DATE REVENUE	YEAR TO DATE REVENUE	YTD PERCENT	TO BE COLLECTED
0999	REVENUES - TOWN GENERAL FUND							
0999-754-0000-0000	SALE OF LAND AND EQUIPMENT			150,000.00		100.00	.07	149,900.00
0999-755-0000-0000	RECREATION REVENUE			20,000.00	10,000.00	10,000.00	50.00	10,000.00
0999-755-0250-0000	WINCHESTER 250 REVENUE			6,350.00				6,350.00
755	RECREATION ACCOUNTS			26,350.00	10,000.00	10,000.00	37.95	16,350.00
0999-758-0000-0000	FIRE MARSHAL REVENUE			60.00	60.00	1,180.00		1,180.00-
0999-764-0000-0000	ANIMAL CONTROL REVENUE			30.00	30.00	415.00		415.00-
0999-768-0000-0000	AMBULANCE REVENUE			55,000.00	50.10	58,997.78	107.27	3,997.78-
0999-783-0000-0000	WINCHESTER HOUSING IN LIEU OF TAX			35,000.00	41,048.00	80,983.00	131.38	45,983.00-
0999-796-0000-0000	SEWER-WATER ADMINISTRATION			260,000.00	21,663.00	260,000.00		
0999-796-0002-0000	SEWER DEBT SERVICE			239,865.00	3,217.66	239,844.66	99.99	20.34
0999-796-0003-0000	EMPLOYEE MEDICAL CONTRIBUTIONS			499,865.00	24,880.66	459,844.66	100.00	20.34
796	SEWER-WATER REVENUES			34,148,148.00	608,425.07	34,679,923.91	101.56	531,775.91-
0999	REVENUES - TOWN GENERAL FUND							
				34,148,148.00	608,425.07	34,679,923.91	101.56	531,775.91-
	TOTAL REVENUE							

MONTHLY STATUS REPORT

Month Ending June 30, 2021
Function: Fire Marshal's Office
Function Head: Steven J. Williams Fire Marshal
Hours per Week: 35
Finances: YTD Budget: Under Building Dept. Budget

FIRE DEPARTMENT RESPONSES/ INVESTIGATIONS:

- 6/20/21 Structure fire 148A Colebrook River Road

INSPECTIONS:

- 9 Fire code inspections of apartments during rental C.O. inspections
- 1 Annual fire code inspection of 80-unit apartment building
- 1 Annual fire code inspection of 20-unit apartment building
- 1 Annual fire code inspection of 5-unit apartment building
- 3 Annual fire code inspections of 3 family homes
- 2 Annual fire code inspections of summer camps (Greenwood Trails and Camp Wahnee)
- 1 Inspection of installation of spray booth at 152 Colebrook River Road
- 1 Pre-opening inspection of new business 100 New Hartford Road
- 1 Annual inspection for renewal of liquor license Sophia's Pizza Restaurant
- 1 Inspection of 11-unit rooming house for fire code violations
- 1 Inspection of day care center for fire code violations

ENFORCEMENT ACTON

PLAN REVIEWS:

- 1 Plan review of remodeling of Mercury fuel to Cumberland Farms
- 1 Plan review of P&Z application to convert mixed use building into a 2 family home 351 N Main Street

REQUIRED INSERVICE TRAINING FOR FIRE MARSHAL CERITIFICATION:

- Accessibility Requirements Under the Fire Code 3 credits. Not yet updated by OEDM
Total credit hours for this cycle 77.0

CURRENT STATUS OF OFFICE:

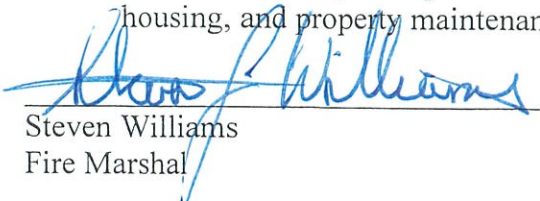
- The Fire Marshal's Office continues to work to complete required inspections within the time allotted for the office, giving preference to completing liquor license and annual licensing inspections in an expedient manner.

NEXT STEPS:

- The office continues inspections of residential occupancies of 3 family or more for 2021.
- The office continues inspections for liquor license renewals and other licensing inspections.

ISSUES (WITH SUPPORTED RESOLUTION):

- The Housing Inspector position needs to be filled to handle rental C.O. inspections, housing, and property maintenance complaints the office receives.


Steven Williams
Fire Marshal



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: July 8, 2021
RE: Monthly Report – **June 2021**

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
- Speed enforcement on Main Street and N. Main Street. Highland Lake

Other Considerations:

- Appointed two Acting Sergeants in patrol to alleviate overtime due to Sgt. C. Roy's retirement. Appointed Acting Sgt. Scott Twombly and Acting Sgt. Mike Gagne.
- -Ofc. Gagne's schedule has been changed to C. Roy's schedule to alleviate excessive overtime issues.
- **4 arrests: 2** were from Domestic Violence / Family Offense cases; **1** motor vehicle offense, and **1** arrest by warrant.
- **21-3222:** Person found dead. 85 year old woman (Natural causes)
- There was a total of **316** calls for service for the evening shift during the month June. Of those calls **33** were Medical Emergencies or Medical Assist / Ambulance Request / well-being check calls; **8** Emergency committals, Suicide threat, Emotionally Disturbed Person; **6** Domestic Violence or Offense / Intimidation complaints; **7** Intrusion Alarms; **10** Disturbance calls; **46** General Inquiries.

Medical Drop Off Box

Total since Implementation:

- 834.3 lbs. Ave -Weekly 13.6 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	12	4	8	6/2/2021
	143	17	79	

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			
	2530	2601	3%

COVID 19	Calls for Service	All Shifts	
Monthly	2019	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%
	2766	2621	-5%

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.

Training Unit

June 1, 2021: Received confirmation from CT Police Academy that Ofc. Michael Gagne was approved to attend *Police Engagement Program* (PEP) training scheduled for June 9, 2021.

June 7, 2021: Received notification from the sponsored training agency that the *Basic Crime Scene Procedure* class scheduled for June 9-11, 2021 and hosted by Wallingford PD was canceled for personal reason related to the instructor. Ofc. Anthony Horton was scheduled to attend.

June 8, 2021: Monthly Policy Review: Department policy 1.1.28 *CJI Media Protection* was distributed to the shift supervisors for review with their respective personnel.

June 9, 2021: Notified New Hampshire Drug Abuse Resistance Education (DARE) coordinator that we are no longer able to fill the seat they were holding for us in their September DARE Instructor training class. Ofc. Joshua Blass, who initially expressed interest in attending, declined the opportunity for personal reasons.

June 10, 2021: Registered Ofc. Tom Smith and Ofc. Jessica Luzefski for a *Youth Mental Health First Aid* – training class at the CT. Police Academy September 1, 2021.

June 13, 2021: Dispatcher Derek Symmonds submitted his letter of resignation effective June 20, 2021.

June 15, 2021: Ofc. Justin Waltzer completed a 7 hour Breath Alcohol Instructor certification training class on-line through State of CT DESPP – Division of Scientific Services and is now one of two Breath Alcohol Instructors for the department.

June 17, 2021: Posted training opportunity for anyone interested becoming a Glock Armorer for the department. Training became available August 3rd and/or 4th, 2021 at Tactical Arms, Torrington, CT. Sgt. Jason Hermenau, Sgt. Robert Varasconi, Scott Twombly, Ofc. Anthony Hermenau, and Ofc. John Cummings expressed interest.

June 18, 2021: Received confirmation from Joann Peterson of CT. Police Academy, that they are holding two seats for us in the in 373rd recruit training class scheduled to begin Sept 10, 2021.

June 21, 2021: Received confirmation from CT Police Academy that Ofc. Joshua Blass was accepted into the Field Training Officer (FTO) class scheduled for July 6-9. 2021 at the CT. Police Academy.

June 23, 2021:

- Posted a training notice seeking people interested in attending Crash Reconstruction training hosted by Torrington PD August 9-20, 2021. Ofc. Tom Smith was the only person who expressed interest. Due to reduced staffing levels however, he will not be attending.
-

Posted training notice for a Triple Instructor Certification in Baton (*Straight and Expandable*), Handcuffing and OC Spray hosted by the CT Department of Corrections at their Maloney Training Center facility in Cheshire, CT. August 23, 2021 – August 27, 2021. Due to reduced staffing levels however, he will not be attending.

- Scheduled WPD firearms instructor Sgt. Robert Varasconi for a Patrol Rifle Instructor Pre-Test July 6, 2021. He must pass the pre-test to become eligible for Patrol Rifle Instructor training scheduled for August 2-8, 2021.
- In communication with Department of Homeland Security (DHS) to obtain Flying Armed training material for members of WPD Special Operations Unit.

June 24, 2021: Sgt. Kevin Kinahan (Investigative Services Division) attended *“Death Investigations: An Overview of Cause and Manner of Death with case studies”* at Hartford PD.

June 29, 2021: Registered Ofc. Scott Twombly and Ofc. Anthony Horton for the Glock Armorers mentioned above.

NOTES:

The department underwent firearms training/qualifications and familiarization with duty weapon and with the new Colt M4 rifle at the WPD range. Department firearms instructors were Sgt. Robert Varasconi and Ofc. Greg Lopardo who adhered to the following training schedule:

June 11th: Sgt. Mark Blanchette, Ofc. Scott Twombly, Ofc. Joshua Blass, Ofc. Justin Waltzer

June 14th: Sgt. Jason Hermenau, Sgt. Kim Boyne, Sgt. Peter Delouis, Ofc. John Cummings

June 15th: Sgt. Kevin Kinahan, Sgt. Robert Varasconi, Ofc. Ryan Failla, Ofc. Brandon Simmons, Ofc. Anthony Horton

June 16th: Greg Lopardo, Ofc. Dan Pietrafesa, Ofc. Tom Smith, Ofc. Mike Gagne, Ofc. Jessica Luzefski

June 30th: Chief William Fitzgerald

ADDITIONAL NOTES: Police Officer Trainee Joy Mikulski continues her training at the Milford Regional Police Academy. Her graduation date will likely be during the first or second week of November 2021.

Functions Assigned:

Patrol Commander / Final Report Review: 875

Fleet: 92

Function Status Update:

Patrol Commander: No significant information during reporting period.

FLEET: No issues

Functions Assigned:

(932)- Communications

(932)- Scheduling

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

Special Considerations:

Whiteley on authorized leave from June 1st- 8th, 2021

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 Whitely- Evidence, property management.

New Cases Assigned:

Larceny case from patrol (21-3474)

Background investigation on new custodian

Drowning incident at Winchester Lake

Domestic violence incident involving five children, parent.

Function Status Update:

Sgt. Kinahan- Search warrant for medical records for possible DUI case; called in to investigate domestic violence incident involving 5 children and their mother, interviews, photographs, arrest warrant for accused individual for violation of protective orders; background investigation on new custodian; assist patrol with recovery of stolen property; arrest warrant served on larceny of scrap metal; use of force review (21-3538); policy review (1.2.8 Extra Duty); evidence management during B. Whiteley' s leave time; make copies of digital evidence (911 calls, photographs) for

SAO cases (Part B); review and make copies of surveillance images from town hall for town manager; off hours contact on illegal cultivation case.

E/O Whitely- Evidence returns, processing, compliance orders to court.

TRAFFIC

For the month of June, there were a total of **81** motor vehicle stops. **49** verbal warnings, **17** infractions, **9** verbal warnings, **5** misdemeanor summonses. One stop led to a D.U.I. arrest. There was a total of **27** motor vehicle crashes and **7** parking tickets were issued.

(932)- 1033 Program- Inventory performed

- 1033- Sgt. Boyne Inventory performed

DARE/Crime Prevention- Sgt.Varasconi and Off. Pietrafesa instructors schools closed no DARE.

Juvenile Unit Liaison- Nothing to report

Animal Control

Animal Complaints	26	
Dog Bites	1	
Quarantine Animals	1	

Follow Up Investigations	4	
Roaming Dogs	10	
Wildlife Calls	7	
Written Warning Issued	0	
Verbal Warning Issued	3	
Infractions Issued	0	
Other- Dog vs Dog	1	0

Monthly Overtime Cost Analysis: Fiscal Year

FY 2020-2021	Amount	HOLIDAYS	TRAINING	Marine Patrol	DUI Grant	Special Detail	Cover Dispatch	Cover LCD	COVID 19	ACTUAL OT
Month										
July	\$42,298.53	\$4,934.97	\$2,602.31	\$2,651.89	\$0.00	\$3,033.26	\$7,433.40	\$2,129.20	\$0.00	\$19,513.50
August	\$31,528.48	\$420.34	\$3,053.12	\$1,880.34	\$0.00	\$0.00	\$-	\$0.00	\$2,876.73	\$23,297.95
September	\$28,446.82	\$5,195.57	\$2,606.96	\$966.27	\$799.91	\$259.12	\$4,900.02	\$0.00	\$0.00	\$13,718.97
October	\$31,898.99	\$3,734.45	\$3,694.93	\$0.00	\$0.00	\$1,993.96	\$4,900.02	\$0.00	\$0.00	\$17,575.63
November	\$18,806.64	\$5,994.94	\$4,586.15	\$0.00	\$0.00	\$567.41	\$0.00	\$0.00	\$0.00	\$7,658.14
December	\$23,904.78	\$9,923.05	\$873.33	\$0.00	\$0.00	\$15,921.00	\$0.00	\$0.00	\$4,643.00	(\$7,455.60)
January	\$28,904.36	\$20,178.98	\$873.33	\$0.00	\$0.00	\$489.35	\$836.99	\$0.00	\$200.16	\$6,325.55
February	\$20,965.14	\$5,436.34	\$709.58	\$0.00	\$0.00	\$467.25	\$1,424.37	\$436.66	\$0.00	\$12,490.94
March	\$21,550.44	\$5,609.53	\$2,353.38	\$0.00	\$0.00		\$499.10	\$0.00	\$0.00	\$13,088.43
April	\$27,040.14	\$4,272.90	\$1,401.83	\$0.00	\$0.00	\$517.23	\$2,760.46	\$0.00	\$1,409.21	\$16,678.51
May	\$30,451.76	\$315.65	\$8,631.83	\$0.00	\$0.00	\$1,434.56	\$107.89	\$0.00	\$0.00	\$19,961.83
June	\$29,295.13	\$5,608.33	\$4,400.45	\$659.32	\$0.00	\$373.41	\$54.70	\$0.00	\$0.00	\$18,198.92
	\$335,091.21	\$71,625.05	\$35,787.20	\$6,157.82	\$799.91	\$25,056.55	\$22,916.95	\$2,565.86	\$9,129.10	\$161,052.77
Ave	\$27,924.27	\$659.32	\$2,982.27	\$513.15	\$66.66	\$2,277.87	\$2,083.36	\$213.82	\$760.76	\$13,421.06

Majority of OT was due to use of sick personnel for replacement of non-work-related injuries and or COVID 19 quarantine protocols of officers and staff. Dispatcher and ACO were out on non-work-related injuries. In House training was conducted highlighted new police accountability law enacted.


Calls For Service

	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				0	#DIV/0!
August				0	#DIV/0!
September				0	#DIV/0!
October				0	#DIV/0!
November				0	#DIV/0!
December				0	#DIV/0!
	1974	1494	776	4244	1414.7

Calls for Service

Monthly Ave	329.0	249.0	129.3	353.7	1414.7
Weekly Ave	82.3	62.3	32.3	88.4	353.7
Daily Ave	10.3	7.8	4.0	11.1	44.2
Per Off Shift	3.4	2.6	1.3	3.7	14.7
Meal break	1	1	1	1.2	4.9
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				

Respectfully Submitted,



Chief William T. Fitzgerald Jr

Chief William Fitzgerald

Boards & Commissions

NOMINATIONS

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Term Dates	Appointing Authority
07/19/2021	Amanda Hill	Conservation Committee	U	Permanent	5/2025	BOS
07/19/2021	Charlene Lavoie	Planning & Zoning Commission	U	Alternate	10/2026	BOS
7/19/2021	Kristen Dowler	Soldier's Monument Commission	R	Permanent	6/2025	Bos
7/19/2021	Renata (Renee) Waldron	Conservation Commission	D	Permanent	05/2025	BOS
7/19/2021	Gary Paganelli	Inland Wetland & Water Courses	U	Permanent	05/2025	BOS
7/19/2021	Feliks Vine	Planning & Zoning	R	Alternate	10/2026	BOS

APPOINTMENTS

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Term Dates	Appointing Authority
07/19/2021	Willie Platt	Conservation Committee	U	Permanent	5/2025	BOS
7/19/2021	Willie Platt	Planning & Zoning	U	Permanent (From alternate position)	10/2021 (replacing Art Melycher)	

Boards & Commissions

RE-APPOINTMENTS

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Next Term Exp	Appointing Authority
07/19/2021	Jack Bourque	Soldier's Monument Commission	D	Permanent	6/2025	BOS
7/19/2021	Russell Davenport	IWWC	U	Permanent	4/2024	BOS

RESIGNATION

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Next Term Exp	Appointing Authority
7/19/2021	Art Melycher	Planning & Zoning	D	Permanent	10/2021	BOS

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 members.

LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Conservation Commission

NAME: Amanda Hill

ADDRESS: 1500 Spencer Hill Rd 186 Spencer

HOME PHONE #: N/A CELL PHONE #: (203) 910-4725 E-MAIL: amanda.920@att.net

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

PRIOR CIVIC INVOLVEMENT: N/A

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST: new land owner, currently working with a contractor to establish a wildlife forest management plan.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? N/A Name: —

Signature: Amanda Hill Date: 7/2/21

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
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LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Planning + Zoning

NAME: Charlene LaVoie

ADDRESS: 14 John St.

HOME PHONE #: _____ CELL PHONE #: _____ E-MAIL: charlenelavoie@aol.com

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

PRIOR CIVIC INVOLVEMENT: Plenty

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST: Public Interest Lawyer for 30 years in Winsted. Familiar with all aspects of P+Z law, regulation, procedure.

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

Signature: Charlene LaVoie Date: 7/2/2021

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

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LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Soldier's Monument Commission

NAME: Kristin Dowler

ADDRESS: 123 Skinner Road Winchester, CT 06098

HOME PHONE #: _____ CELL PHONE #: 860-488-1444 E-MAIL: kr.dowler@yahoo.com

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

PRIOR CIVIC INVOLVEMENT: 8

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? yes Name: Jack Bourque of Soldiers' Monument Commission

Signature: [Handwritten Signature] Date: 07/08/2021

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

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 fill out the application below. This application will be reviewed by the Board of Selectmen. The Board of Selectmen is responsible for making appointments whenever a vacancy occurs in the area of your interest.

LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Conservation Commission

NAME: Renata (Renee) Waldron

ADDRESS: 111 Standard Ave., Winsted

HOME PHONE #: _____ CELL PHONE #: (860)309-4808 E-MAIL: waldronjrs@gmail.com

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

PRIOR CIVIC INVOLVEMENT: Girl Scout Leader, WACCC Board of Directors

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

As a resident of Winsted for 20 years I've always had an interest in serving the community and I felt that now is the right time. For the past 30 years I have worked as an educator in Torrington first as a paraprofessional, then as a teacher. Currently I am pursuing a position in the area of educational administration. Over the years I've raised three children in Winsted and my goal is to build a thriving community for future generations.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? No Name: _____



Signature: _____ Date: 7/13/2021

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

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WINCHESTER, CONNECTICUT

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LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Inland Wetlands & Watercourses

NAME:

Gary B. Paganelli

ADDRESS:

856 W. Wakefield Blvd - Box 1055 Winsted, CT 06096

HOME PHONE #:

CELL PHONE #:

860-205-1147

E-MAIL:

gpaganelli@paganelliconstruct
101.com

ARE YOU A REGISTERED VOTER IN THE TOWN OF WINCHESTER?

yes

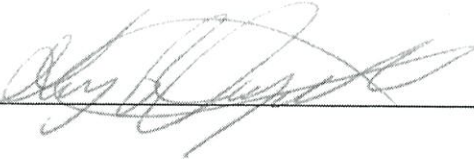
PRIOR CIVIC INVOLVEMENT:

Saffield Police Commissioner

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? NO Name: _____

Signature:



Date:

07/13/2021

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

Gary R. Paganelli
856 W. Wakefield Blvd.
PO Box 1055
Winsted, Connecticut 06098

July 13, 2021

Inland Wetlands and Watercourses Commission

To Whom It May Concern:

My expertise in this area was developed by the fact that I own and operate a Construction Company. I have been involved in every aspect of construction for the past forty years. Within that scope, I have been general contractor on multiple environmental projects working directly with the DEEP; many of those projects we worked within the water course. I have an excellent understanding of site plans and specifications.

My wife and I have owned a vacation home at Highland Lake for the past twelve years: in January of 2020 we moved to 856 W. Wakefield Blvd full time making Winsted our town of residence.

I look forward to volunteering my time on this commission.

Sincerely,



Gary R. Paganelli

APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION
WINCHESTER, CONNECTICUT

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

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LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Wetlands / Planning + Zoning

NAME: Feliks Viner

ADDRESS: 262 Perch Rock Trail, Winsted CT 06098

HOME PHONE #: _____ CELL PHONE #: 860-916-1312 E-MAIL: fviner@firstworld.com

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

PRIOR CIVIC INVOLVEMENT: 2nd VP of CT Mortgage Bankers Assoc.
Co-Chairman of The Kids of Summer Foundation

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

As a mortgage executive I specialize in Real Estate + development as well as financing. My personal interests = spending time w/ family at Highland Lake where I reside full time
Have you contacted any current members or attended any meetings on the Board/Commission that interests you? Wetlands Name: Pam Columbia + self.

Planning + Zoning

Signature: [Signature] Date: 7/13/21

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

Anna Viner-REALTOR
Sheaffer & Co. Real Estate
200 Birge Park Road Suite 6
Harwinton, CT 06791
Cell: 860-508-2194
Office: 860-605-9400
annavinerrealtor@gmail.com

Terry Hall

From: j b <jjb06098@yahoo.com>
Sent: Thursday, July 8, 2021 6:44 PM
To: Terry Hall
Subject: Soldiers' monument

Caution! This message was sent from outside your organization.

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

Hi Terry,

Thank you for reminding me about my reappointment to the Soldiers' Monument Commission.

Yes, I would like to be reappointed for a complete term with action on the reappointment by the Board of Selectmen at its July 19 meeting.

I do appreciate your actions in updating the membership list for this commission as well as all the boards and commissions in town.

Sincerely,

Jack Bourque, Chairman
Soldiers' Monument Commission

Jack. (from my mobile)

Terry Hall

From: Pam Colombie
Sent: Monday, July 12, 2021 7:10 AM
To: Sheila Sedlack; Terry Hall
Subject: FW: Resignation from the Planning and Zoning Commission

Hi Sheila,
Please see Art Melycher's reply below regarding his resignation.
Thanks,
Pam

From: nuconceptshome@charter.net <nuconceptshome@charter.net>
Sent: Sunday, July 11, 2021 11:20 PM
To: Pam Colombie <pcolombie@townofwinchester.org>; 'george.closson@snet.net' <george.closson@snet.net>
Subject: RE: Resignation from the Planning and Zoning Commission

Warning! This message was sent from outside your organization and we are unable to verify the sender.

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

Pam: Sorry just getting back to you, but it has been crazy.

I formally send in my resignation from the Planning and Zoning Commission effective immediately. This has been one of the most interesting boards I have served on. The present group are very dedicated and have many new changes facing them in the up coming year. There will be plenty of meetings in the 2022 year.

Pam you have been a great asset to us board members and have run the Planning and Zoning Office with the greatest dedication and attention to detail that I have seen in my 30 plus years living in town and being on various boards and committees. I wish you and your family the best.

Art Melycher

From: "Pam Colombie"
To: "Art Melycher", "Sheila Sedlack"
Cc:
Sent: Friday July 9 2021 12:24:23PM
Subject: Resignation from the Planning and Zoning Commission

Hi Art,

I recall you saying at the last Planning and Zoning Commission regular meeting that it would be your last meeting. At that meeting, the Commission wished you well with your move from Winsted and thanked you for your many, many years of service to the Town. I checked with Sheila Sedlack earlier today to determine whether anyone had been appointed by the Board of Selectmen to fill your role as a full member. She indicated that she had not yet received your resignation.

Would you kindly confirm in a reply to this email that you have resigned from the Planning and Zoning Commission?

And again, Art, on behalf of everyone here...thank you again for your service. You will be sorely missed.

Thanks,

Pam Colombie, Land Use

Office of Community Planning and Development

Town of Winchester

338 Main Street, Winsted, CT 06098

phone: (860) 738-6593 cell phone: (860) 960-7003

BOARD OF SELECTMEN ACTION REQUEST

No.: 21-49

Date: July 19, 2021

Topic: New Business (A)- Request to approve the FY22 Capital Improvement Budget Adjustment

From: Bruce Stratford, Finance Director

Background: The Department of Public Works states the Pratt Street Culvert needs immediate repairs and Public Works has devised a plan to repair it using Dept 311 labor. The transfer takes Road Maintenance funds to pay for material costs for the repair. The payloader quote came in at \$202,000 vs. the \$250,000 budgeted by switching to a Volvo machine instead of a Case machine.

The \$48,000 savings can

1. Provide \$20K for two used SUVs-one each for the PW Director and the engineer (4,000 mile/year/vehicle)
2. Enhance the PW Pickup truck with a dump body for an additional \$6500 and be used by the Building Maintainer.

The existing Bldg. Maintainer truck will be used by the street foremen

Net impact is taking funds for 2 vehicles and getting 4 vehicles.

Old PW director truck to be used for parts.

Requested Action: The Board of Selectmen should consider approval of the FY22 Capital Improvement Budget Adjustment

Fiscal Implications: none.

Manager's Recommendation: I recommend that the Board of Selectmen approve the FY22 Capital Improvement Budget Adjustment

Recommended Motion: I move that the Board of Selectmen approve the FY22 Capital Improvement Budget Adjustment

Attachments:

FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

Fund 179 - Capital Improvements

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$126,500

FY22

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

ACCOUNT(S) TRANSFERRED FROM:	Fund:	DEPT#	OBJECT#	OBJECT#	AMOUNTS	
Annual Road Maintenance		179	311	100	2201	\$100,000
Payloader		179	311	100	2205	\$26,500

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

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS	
Pratt St Culvert & Sidewalk	1	311	100	2107	\$100,000
PW Truck (from Director to Bldg Maintainer)	1	311	100	2204	\$6,500
PW Director SUV	1	311	100	TBD	\$10,000
PW Engineer SUV	1	311	100	TBD	\$10,000

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

Pratt Street Culvert needs immediate repairs and PW has devised a plan to repair it using Dept 311 labor. This transfer takes Road Maint funds to pay for material costs for the repair. The Payloader quote came in at \$202,000 vs the \$250,000 budgeted by switching to Volvo machine instead of Case. The \$48k in savings can

- 1) Provide \$20k for 2 used SUVs to one each for the PW Director and the engineer. (4,000 miles/year/vehicle)
- 2) enhance the PW Pickup truck with a dump body for an additional \$6,500 and be used by the Bldg Maintainer.

The existing Bldg Maintainer truck will be used by the Street Foreman. Net impact is taking funds for 2 vehicles and getting 4 vehicles. Old PW director truck to be used for parts.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:



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



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

7. DATE SUBMITTED TO BOARD OF SELECTMEN _____

8. DATE APPROVED BY BOARD OF SELECTMEN _____

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

BOARD OF SELECTMEN ACTION REQUEST

No.: 21-50

Date: July 19, 2021

Topic: New Business (B)- Proposed Resolution No. 21-50: Consideration and approval of resolution to join Sustainable CT program.

From: Joshua Kelly, Town Manager

Background: As indicated in the attached correspondence,

Adoption of this resolution would allow the Town of Winchester to join Sustainable CT, a state-wide program designed to help Connecticut municipalities adopt more sustainable policies and practices, to recognize municipalities that excel in their commitment to sustainable practices, and to provide funding to Connecticut towns in need. These opportunities are not provided to towns that are not members of Sustainable CT, but membership is free and comes with no requirements or strings attached. Once Winchester indicates that it wishes to be a part of the program, it will be up to us to determine how much or how little we decide to take advantage of what it has to offer.

To date, Sustainable CT has 122 towns participating (out of 169, or over 72%) in the program, has awarded 64 towns with certifications in sustainable practices, and has awarded dozens of towns and nonprofits with hundreds of thousands of dollars in grants. More information can be found on their website at sustainablect.org.

In order to join the program, Sustainable CT requires each prospective town to adopt a resolution stating that they wish to be a part of the program and that identifies a board/commission that will act as the primary "sustainability group" and an individual that will act as the primary contact for the town with Sustainable CT. After conversations with Pam Colombie in the town's Department of Planning & Development and Jen Perga, the prior Chair of the Conservation Commission, it is our opinion that the "sustainability group" responsibility should be assigned to the Winchester Conservation Commission and that Pam Colombie should serve as the primary liaison to the Sustainable CT organization. These recommendations are reflected in the draft resolution. Both Pam and Jen have expressed great interest and support in the Town joining this program.

Requested Action: I request that the Board of Selectmen consider adopting Resolution 21-50, supporting the Town of Winchester joining the Sustainable CT program.

Manager's Recommendation: I recommend that the Board of Selectmen approve proposed Resolution No. 21-50 supporting the application for Sustainable CT funds. In the event the Board would like to hear about the program directly from a member of the Sustainable CT staff or needs more information from the Town Manager's Office before adopting this resolution, I would recommend tabling the item until the next meeting in August.

Recommended Motion: I move that the Board of Selectmen adopt Resolution No. 21-50, supporting the Town of Winchester joining the Sustainable CT program.

Attachments

Draft Resolution

Sustainable CT Brochure



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

Town of Winchester, CT Resolution Supporting Participation In the Sustainable CT Municipal Certification Program

WHEREAS, Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision that: *Sustainable CT communities strive to be thriving, resilient, collaborative, and forward-looking. They build community and local economy. They equitably promote the health and well-being of current and future residents. And they respect the finite capacity of the natural environment;* and

WHEREAS, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities; and

WHEREAS, the Town of Winchester embraces an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT; therefore be it

RESOLVED, by the Board of Selectmen of the Town of Winchester, that we do hereby authorize Pam Colombie to serve as Winchester's Sustainable CT contact person for the Sustainable CT Municipal Certification process and authorize her to complete Municipal Registration on behalf of Winchester; and

RESOLVED, that to focus attention and effort within Winchester on matters of holistic sustainability, and in order to promote Winchester's local initiatives and actions toward Sustainable CT Municipal Certification, the Board of Selectmen designates the Winchester Conservation Commission to serve as the Sustainable CT-required "Sustainability Team;" and

RESOLVED, that the first meeting of the Sustainability Team must be held within 90 days of passing this resolution and that the Sustainability Team shall meet as frequently as needed, but no less than quarterly; and

RESOLVED, that the Sustainability Team shall report annually to the Board of Selectmen on the progress of its activities toward Sustainable CT certification, with reports and presentations made publicly available.

SS: _____

Date: _____

Winchester 250th Anniversary 1771-2021

Take action,
Make an impact.
 Get recognized!

Work with us to take your community to the next level.



Pass a resolution and establish a Sustainability Team.



Register your community as a Sustainable Community.



Review the list of actions.

Identify those that you've already completed or use our tools and resources to implement new projects.



Optimize for equity. Start working on action 11. Optimize for equity. This action is optional for certification.



Implement at least one action of your choice in categories 1-11. Category 12 will be required beginning in 2022, but it is eligible for points now.



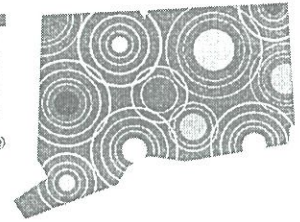
Successfully complete actions totaling **200 or more points** for Bronze certification, or **400 or more points** for Silver.



Submit online for certification. There are two certification opportunities each year, with deadlines in April and August.

Sustainable CT

Local Actions. Statewide Impact.®



Sustainable CT is a free, voluntary certification program that inspires, supports, and celebrates thriving and resilient Connecticut communities.

An independently funded, grassroots, municipal effort, Sustainable CT provides a wide-ranging menu of best practices, technical support and funding, and certification to recognize municipal sustainability achievements.

Why Participate?

- » Recognition
- » Funding & resources
- » Community building & equity
- » Cost savings
- » Peer learning
- » Partnerships

Find Out More:

sustainablect.org
 info@sustainablect.org
 860.465.0258



FOUNDING FUNDERS



2021 Sustainable CT Actions

Sustainable CT actions and points may be subject to change. For the most recent list, visit sustainablect.org.

1. INCLUSIVE AND EQUITABLE COMMUNITY IMPACTS

1.1	Optimize for Equity (REQUIRED)	10-50 pts
1.2	Participate in Equity Training	10 pts
1.3	Develop and Adopt a Statement on Equity	15 pts

2. THRIVING LOCAL ECONOMIES

2.1	Support Redevelopment of Brownfield Sites	5-90 pts
2.2	Implement Sustainable Purchasing	5-45 pts
2.3	Inventory and Promote Local Retail Options	5-30 pts
2.4	Provide Resources and Supports to Local Businesses	5-20 pts
2.5	Promote Sustainable Workforce Development	5-25 pts
2.6	Participate in and Promote the C-PACE Program	5-20 pts

3. WELL-STEWARDED LAND AND NATURAL RESOURCES

3.1	Provide Watershed Education	5-25 pts
3.2	Create a Watershed Management Plan	10-30 pts
3.3	Engage in Watershed Protection and Restoration	15-45 pts
3.4	Develop an Open Space Plan	5-55 pts
3.5	Create a Natural Resource and Wildlife Inventory	10-20 pts
3.6	Manage for Drought and Municipal Water Use	5-15 pts
3.7	Provide Education on Water Conservation	5 pts
3.8	Implement Low Impact Development	5-105 pts
3.9	Manage Woodlands and Urban Forests	5-15 pts
3.10	Facilitate Invasive Species Education and Management	5-20 pts
3.11	Implement Green Grounds and Maintenance Program	5-25 pts
3.12	Enhance Pollinator Pathways	5-40 pts
3.13	Promote Dark Skies	5-35 pts

4. VIBRANT AND CREATIVE CULTURAL ECOSYSTEMS

4.1	Map Tourism and Cultural Assets	5-15 pts
4.2	Support Arts and Creative Culture	10-25 pts
4.3	Develop a Creative Placemaking Plan	10-15 pts
4.4	Provide an Arts and Culture Program for Youth	20-25 pts

5. DYNAMIC AND RESILIENT PLANNING

5.1	Integrate Sustainability into Plan of Conservation and Development	5-60 pts
5.2	Adapt Permitting Process to Promote Sustainable Development	5-20 pts
5.3	Develop Agriculture-Friendly Practices	5-35 pts
5.4	Assess Climate Vulnerability	5-25 pts
5.5	Inventory and Assess Historic Resources	5-55 pts
5.6	Streamline Solar Permitting for Small Solar Installations	10-20 pts
5.7	Plan for Long-Term Recovery	5-15 pts



BRONZE CERTIFICATION

- Complete **1 Equity Toolkit** in action 1.1.
- Implement at least **1 action** of your choice **in categories 1-11**.
- Successfully complete actions totaling **200 or more points**.



SILVER CERTIFICATION

- Complete **3 Equity Toolkits** in action 1.1.
- Implement at least **1 action** of your choice **in categories 1-11**.
- Successfully complete actions totaling **400 or more points**.

6. CLEAN AND DIVERSE TRANSPORTATION SYSTEMS AND CHOICES

6.1	Implement Complete Streets	5-80 pts
6.2	Promote Effective Parking Management	10-45 pts
6.3	Encourage Smart Commuting	10-15 pts
6.4	Support Zero Emission Vehicle Deployment	5-35 pts
6.5	Promote Public Transit and Other Mobility Strategies	5-55 pts
6.6	Manage Municipal Fleets	10 pts

7. RENEWABLE AND EFFICIENT ENERGY INFRASTRUCTURE AND OPERATIONS

7.1	Benchmark and Track Energy Use	5-10 pts
7.2	Reduce Energy Use Across All Municipal Buildings	10-100 pts
7.3	Achieve High Energy Performance for Individual Buildings	5-140 pts
7.4	Increase Use of Renewable Energy in Municipal Buildings	10-50 pts
7.5	Develop a Municipal Energy Plan	10-20 pts
7.6	Install Efficient Exterior Lighting	5-40 pts
7.7	Implement a Community Energy Campaign	10 pts
7.8	Benchmark Energy and Water Use for Multifamily Housing	5-15 pts

8. INCLUSIVE ENGAGEMENT, COMMUNICATION AND EDUCATION

8.1	Hold a Sustainability Event	5-15 pts
8.2	Provide Effective Community Communications	15 pts
8.3	Train Municipal Representatives	5-15 pts
8.4	Support Community Match Fund Project and Civic Engagement	5-30 pts
8.5	Collaborate with Other Municipalities	10-60 pts

9. STRATEGIC MATERIALS MANAGEMENT

9.1	Report Materials Management Data and Reduce Waste	5-55 pts
9.2	Implement Save Money and Reduce Trash (SMART) Program	5-30 pts
9.3	Recycle Additional Materials and Compost Organics	10-40 pts
9.4	Develop Food Waste Prevention and Food Scraps Recovery Campaigns	5-15 pts

10. OPTIMAL HEALTH AND WELLNESS OPPORTUNITIES

10.1	Encourage Healthy and Sustainable Food Networks	10-35 pts
10.2	Conduct Health Impact Assessments	5-25 pts
10.3	Improve Air Quality in Public Spaces	10-45 pts
10.4	Develop and Promote Community Growing Spaces	15 pts

11. HEALTHY, EFFICIENT AND DIVERSE HOUSING

11.1	Design and Implement an Affordable Housing Plan	10-55 pts
11.2	Grow Sustainable and Affordable Housing Options	10-60 pts
11.3	Implement Policy for Sustainable, Diverse Housing Options	20-60 pts

12. EFFECTIVE, COMPASSIONATE HOMELESSNESS PREVENTION

12.1	Increase Public Awareness and Support for Efforts to End Homelessness	5-15 pts
12.2	Strengthen Municipal Workforce Capacity to Address Homelessness	5-30 pts
12.3	Collect and Share Homelessness Data	5 pts
12.4	Coordinate Municipal Services to Address Homelessness	5 pts
12.5	Provide or Mobilize Resources to Address Homelessness	5-20 pts
12.6	Improve Outcomes for People Experiencing Homelessness	TBD

13. INNOVATIVE STRATEGIES AND PRACTICES

13.1	Implement Your Own Sustainability Action	5-40 pts
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NEW CATEGORY!

12. Effective, Compassionate Homelessness Prevention will be required for certification beginning 2022.

It is currently eligible for points.

BOARD OF SELECTMEN ACTION REQUEST

No.: 21-51

Date: July 19, 2021

Topic: New Business (C)- 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 \$75.33

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 \$75.33.*

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
13208 2020	MV GUBETTA	SARAH 117 ROCKWELL ST WINSTED, CT 06098	\$75.33 C OF C
MV TOTAL REFUNDS BY TYPE			\$75.33
NUMBER OF REFUNDS	1	TOTAL REFUNDS	\$75.33

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

7/15/2021

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