



**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Regular Meeting Agenda
June 7, 2021-7:00PM**

Francis P. Hicks Room ,Streamed live on YouTube

FILED
TOWN CLERK'S OFFICE

JUN - 4 2021

SHEILA S. SEDLACK
TOWN OF WINCHESTER, CT

1. CALL TO ORDER (Turn your cell phones off)
2. PLEDGE OF ALLEGIANCE
3. AGENDA REVIEW
4. APPROVAL OF MINUTES
 - A) Minutes of Regular Meeting on May 17, 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 call 860-738-6958 to make a public comment when we reach this agenda item. Please give your name and address.
6. TOWN MANAGER'S REPORT
7. CORRESPONDENCE
8. BOARDS AND COMMISSIONS
9. NEW BUSINESS
 - A) 21-29 Refunds as Recommended by the Collector of Revenue (Town Manager Kelly)
 - B) 21-30 Proposed Line- Item Transfers (Town Manager Kelly)
 - C) 21-31 Proposed Line- Item Transfers (Town Manager Kelly)
 - D) 21-32 Proposed Line- Item Transfers (Town Manager Kelly)
 - E) 21-33 Proposed Line- Item Transfers (Town Manager Kelly)
 - F) 21-34 Proposed Line- Item Transfers (Town Manager Kelly)
 - G) 21-35 Engagement of Town Auditor (Town Manager Kelly)
 - H) 21-36 Proposed Line- Item Transfers (Town Manager Kelly)
 - I) 21-37 Set Mill Rate for 2021-2022 (Town Manager Kelly)
10. CITIZENS' COMMENTS

The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please call 860-738-6958 to make a public comment when we reach this agenda item. Please give your name and address.
11. SELECTMEN'S COMMENTS AND REPORTS
12. ADJOURNMENT

Winchester 250th Anniversary 1771-2021

Town of Winchester
Board of Selectmen
Regular Meeting Minutes
May 17, 2021 – 7:00 p.m.

Item 1. Call to Order.

The meeting was called to order by Second Selectman, Steve Sedlack, in the absence of Mayor Perez at 7:00 p.m.

Attendance: Sel. Arcelaschi, Sel. Bird, Sel. Bouchard, Sel. Bourque, Sel. Groppo, Sel. Sedlack.
Absent: Mayor Perez.

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 May 3, 2021.

Motion by Sel. Bird, seconded by Sel. Arcelaschi

To approve the minutes of the Regular Meeting on May 3, 2021.

UNANIMOUS

B). Minutes of the Annual Town Budget Meeting on May 10, 2021.

Motion by Sel. Groppo, seconded by Sel. Bouchard

To approve the minutes of the Annual Town Budget Meeting on May 10, 2021

UNANIMOUS

Item 5. Citizens' Comments. John Wiarda.

Item 6. Town Manager's Report.

The Town Manager, Josh Kelly) reported all meetings held between May 3, to May 16th, along with next week's meetings and long-term meetings.

Item 7. Finance Director's Report.

The Financial Director's reported on revenues and expenditures for fiscal year up to and ending April 30, 2021.

Item 8. Correspondence.

Item 9. Boards and Commissions.

Sel. Sedlack placed into nomination Alan Colavecchio (R) as a permanent member of the Economic Development Commission. Voting will take place at next board meeting.

Sel. Sedlack placed into nomination Ronald Dew as a permanent member of the Zoning Board of Appeals. Voting will take place at the next board meeting.

Item 10. New Business>

A). 21-19 Appointment of moderator for May 25th. Special Town Meeting.

Motion by Sel. Bouchard, seconded by Sel. Groppo.

I move that the Board of Selectmen appoint Debbie Angel to serve as the Moderator for the May 25, 2021 Special town Meeting.

UNANIMOUS

B). 21-20 Proposed Line-Item Transfers (Town Manager Kelly).

Motion by Sel. Bourque, seconded by Sel. Bird.

I move that the Board of Selectmen approve the line-item transfer of \$1,000 from Secretarial/Support Staff (110-855-0000) & \$6,100 from Fringe Benefits-Medical (111-900-0002) to Administrative Salaries (111-190-0000) in the amount of \$2,000, Secretarial/Support Staff (111-193-0000) in the amount of \$4,500 and Fringe Benefits-ER FICA (111-900-0001) in the amount of \$600. Town Manager & Board of Selectmen Line Item.

UNANIMOUS

C). 21-21 Proposed Line-Item Transfers (Town Manager Kelly).

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

I move that the Board of Selectmen approve the line-item transfer of \$91,000 from Unnegotiated Settlements (910-388-0000) to Labor Skilled & Professional (210-192-0000) in the amount of \$80,000, Holiday Pay (210-197-0000) in the amount of \$4,000 and Fringe Benefits-FICA (210-900-0001) in the amount of \$6,500. Miscellaneous Fund.

UNANIMOUS

D). 21-22 Bid-Waiver for Soldier's Monument Window Replacement (Town Manager Kelly).

Motion by Sel. Bourque, seconded by Sel. Bird.

I move that the Board of Selectmen grant the bid waiver to Goulet Glass Inc. dba Sullivan's Glass to replace and install 18 windows at Soldier's Monument on Crown Street in Winsted, CT.

UNANIMOUS

E). 21-23 Municipal Suspense Tax List (Town Manager Kelly)

Motion by Sel. Bouchard, seconded by Sel. Groppo.

I move that the Board of Selectmen approve the Town of Winchester Suspense List.
UNANIMOUS

F). 21-24 Refunds as Recommended by the Collector of Revenue, Halaree Monnerat, (Town Manager Kelly).

Motion by Sel. Arcelaschi, seconded by Sel. Bird.

I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue, Halaree Monnerat, in the amount of \$57.09.

UNANIMOUS

G). 21-25 Proposed Line-Item Transfers (Town Manager Kelly).

Motion by Sel. Bourque, seconded Sel. Groppo.

I move that the Board of Selectmen approve the line-item transfer of \$9,000 from General Labor (812-194-0000) to Equipment (812-826-0000) in the amount of \$5,200, and Grounds (812-827-0000) in the amount of \$3,800.

UNANIMOUS

H). 21-26 508 Main Street Building Review Committee.

Discussion took place with the Town Manager with various options as to what can be done with property at 508 Main Street. Discussion to be continued.

I). 21-27 American Rescue Plan Funds Advisory Group.

Motion by Sel. seconded by Sel. no ACTION TAKEN

J). 21-28 Bid Waiver for Collection & Assessment Software.

Motion by Sel. Bourque, seconded by Sel. Bird.

I move that the Board of Selectmen grant the bid waiver and give the Town Manager authority to enter into a contract with a Collection and Assessment Software Company for the years spanning FY 2022/2024.

UNANIMOUS

Item 11. Citizens' Comments NONE

Item 12. Executive Session.

A). Discussion regarding strategy and negotiation for all pending claim and litigation.

Motion by Sel. Bouchard, seconded by Sel. Groppo

To enter into Executive Session at 8:02 p.m. regarding strategy and negotiation for all pending claim and litigation.

UNANIMOUS

Meeting reconvened at 8:25 p.m.

Item 13. Discussion Possible actions regarding Executive Sessions.

No Action Taken

Item 14. Selectmen's Comments and Reports.

Sel. Bouchard, Summarized the placements of the Winchester 250th. banners, also on May 22nd. the VFW will do flag replacements at the local cemeteries.

Sel. Bourque, noted Memorial activities; parade and remarks at Dudley Memorial Park.

Sel. Arcelaschi, reported on National Police Officers week and that the next Awards Ceremony will take place in September of this year or in May of 2022.

Sel. Bird, reported that Laurel Scholarship applications are due on May 19th.

Item 15. Adjournment.

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

To adjourn the meeting at 8:35 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: June 4, 2021
TO: Board of Selectmen
FROM: Joshua Kelly
Town Manager
RE: Town Manager Update

WEEK OF (May 17-May 21):

Monday

- Met with Alex Combers from PW Sewer department
- Met with YMCA, Caitlin Vinuelas
- Met with HHC representatives
- Met with Town Resident about opening a business
- Met with selectmen to update Board & Commission Listings

Tuesday:

- Met with Registrars
- Special NWCog meeting to select new Executive Director
- Met with Treasurer Cindy Rines
- Attended EDC meeting

Wednesday:

- Met with Beth Papermaster (HLWA)
- Met with Eversource, Stephen Silver-critical facilities
- Met with Joanne Ryan from NW Chamber of Commerce
- DEMHS Region 5 meeting

Thursday:

- Manufacturers meeting with EDC
- Hinsdale groundbreaking ceremony
- Held Leadership meeting
- Met with School Superintendent
- Met with taxpayer on permit fees for Florence Street
- Scheduled FOIA Training on July 8th

Friday:

- Tour with Linda Groppo of Winsted Housing Authority facilities

WEEK OF (May 24-May 28):**Monday:**

- Met with Kim & Terry regarding staff time keeping
- Met with Mayor Perez
- Met with PW director-ARPA

Tuesday:

- Health District visit
- Met with Chief of Fire Department and Chief of Police regarding resident issue
- Phone call with prospective business owner

Wednesday:

- Met with PW Director
- Meeting with Town Attorney & Bob Geiger
- Met with Senior Center Director
- Met with EDC regarding manufacturers
- Webinar-CT Trail Finder
- Met with Long Range Planning Committee

Thursday:

- Meeting Q& A concerning software
- Met with Chief of Police
- Met with business owner concerning Enterprise Zone
- Met with Bruce and Mark
- Meeting regarding Collection Software
- Attended a Civil Service meeting

Friday:

- Senior Center for Memorial Day Event

WEEK OF (May31-June 3):

- **Monday: Memorial Day!!**

Tuesday:

- Spoke at Rotary
- Boards and Commissions meeting with Selectmen Groppo & Sedlack

Wednesday:

- Met with EDC members
- Met with Town Residents regarding cemeteries
- Attended Winsted Lions Club meeting

Thursday:

- Meeting with Town Attorney, Assessor and building department regarding lake issues
- Webinar with CCM on ARP
- Met with New Opportunities and Selectmen Perez
- Meeting regarding Collection Software
- Attended a Civil Service meeting

Friday:

- Met with Emergency Management Director-reevaluate Town Hall protocols

LONG-TERM:

- *June 21 Selectmen's meeting*
- *July 8 FOIA training for staff and board members*

Town of Winchester CT

Savings Report by Month

3/31/2021 12:00:00 AM -

Year	Month	Claims	Used	Cost	Rx Cost	Price Savings	Savings	% Savings
2012	Nov-12	36	31	\$1,757.10	\$48.81	\$1,210.44	\$33.62	41%
2012	Dec-12	112	70	\$3,112.50	\$27.79	\$4,235.63	\$37.82	58%
2012	Year Total:	148	101	\$4,869.60	\$32.90	\$5,446.07	\$36.80	53%
2013	Jan-13	127	69	\$5,059.14	\$39.84	\$4,817.35	\$37.93	49%
2013	Feb-13	68	47	\$2,385.06	\$35.07	\$2,457.36	\$36.14	51%
2013	Mar-13	78	47	\$3,349.91	\$42.95	\$3,387.79	\$43.43	50%
2013	Apr-13	82	51	\$2,883.49	\$35.16	\$3,291.89	\$40.15	53%
2013	May-13	76	43	\$3,608.29	\$47.48	\$2,971.01	\$39.09	45%
2013	Jun-13	88	48	\$3,496.06	\$39.73	\$3,664.73	\$41.64	51%
2013	Jul-13	73	50	\$3,001.46	\$41.12	\$4,293.26	\$58.81	59%
2013	Aug-13	81	40	\$3,085.87	\$38.10	\$5,904.89	\$72.90	66%
2013	Sep-13	68	36	\$3,742.42	\$55.04	\$4,482.55	\$65.92	54%
2013	Oct-13	61	31	\$2,720.97	\$44.61	\$2,664.09	\$43.67	49%
2013	Nov-13	49	31	\$2,304.20	\$47.02	\$2,499.53	\$51.01	52%
2013	Dec-13	52	30	\$2,153.22	\$41.41	\$3,358.19	\$64.58	61%
2013	Year Total:	903	523	\$37,790.09	\$41.85	\$43,792.64	\$48.50	54%
2014	Jan-14	57	33	\$2,874.65	\$50.43	\$3,361.59	\$58.98	54%
2014	Feb-14	43	25	\$1,931.50	\$44.92	\$3,140.84	\$73.04	62%
2014	Mar-14	41	18	\$2,092.72	\$51.04	\$1,431.36	\$34.91	41%
2014	Apr-14	47	22	\$2,952.42	\$62.82	\$3,033.06	\$64.53	51%
2014	May-14	40	23	\$2,564.96	\$64.12	\$2,205.39	\$55.13	46%
2014	Jun-14	37	18	\$2,244.08	\$60.65	\$2,102.27	\$56.82	48%
2014	Jul-14	43	22	\$3,354.57	\$78.01	\$2,597.32	\$60.40	44%
2014	Aug-14	40	16	\$2,380.90	\$59.52	\$2,333.11	\$58.33	49%
2014	Sep-14	33	21	\$2,334.82	\$70.75	\$1,061.68	\$32.17	31%
2014	Oct-14	42	20	\$3,597.82	\$85.66	\$2,774.64	\$66.06	44%
2014	Nov-14	31	18	\$1,220.51	\$39.37	\$582.40	\$18.79	32%
2014	Dec-14	38	22	\$1,682.51	\$44.28	\$1,407.72	\$37.05	46%
2014	Year Total:	492	258	\$29,231.46	\$59.41	\$26,031.38	\$52.91	47%
2015	Jan-15	42	27	\$2,456.39	\$58.49	\$1,289.98	\$30.71	34%
2015	Feb-15	30	15	\$1,298.00	\$43.27	\$929.54	\$30.98	42%
2015	Mar-15	32	26	\$1,646.31	\$51.45	\$819.34	\$25.60	33%
2015	Apr-15	33	23	\$1,489.80	\$45.15	\$1,405.95	\$42.60	49%
2015	May-15	34	21	\$2,357.56	\$69.34	\$1,089.57	\$32.05	32%
2015	Jun-15	43	20	\$1,207.38	\$28.08	\$1,517.93	\$35.30	56%
2015	Jul-15	32	20	\$1,556.45	\$48.64	\$1,023.67	\$31.99	40%
2015	Aug-15	36	16	\$1,075.08	\$29.86	\$898.92	\$24.97	46%
2015	Sep-15	32	20	\$1,103.22	\$34.48	\$1,057.74	\$33.05	49%
2015	Oct-15	31	19	\$1,445.28	\$46.62	\$1,250.41	\$40.34	46%
2015	Nov-15	39	20	\$2,063.18	\$52.90	\$1,344.05	\$34.46	39%
2015	Dec-15	35	17	\$1,401.60	\$40.05	\$1,598.66	\$45.68	53%
2015	Year Total:	419	244	\$19,100.25	\$45.59	\$14,225.76	\$33.95	43%
2016	Jan-16	33	20	\$1,972.45	\$59.77	\$1,555.99	\$47.15	44%
2016	Feb-16	19	13	\$708.26	\$37.28	\$739.78	\$38.94	51%
2016	Mar-16	22	16	\$757.61	\$34.44	\$687.09	\$31.23	48%

2016	Apr-16	25	15	\$581.72	\$23.27	\$1,582.32	\$63.29	73%
2016	May-16	33	21	\$1,749.40	\$53.01	\$1,447.03	\$43.85	45%
2016	Jun-16	32	16	\$951.50	\$29.73	\$927.37	\$28.98	49%
2016	Jul-16	29	20	\$1,024.42	\$35.32	\$1,374.01	\$47.38	57%
2016	Aug-16	23	14	\$1,701.43	\$73.98	\$1,019.10	\$44.31	37%
2016	Sep-16	30	16	\$1,167.98	\$38.93	\$1,012.61	\$33.75	46%
2016	Oct-16	30	17	\$858.62	\$28.62	\$1,172.10	\$39.07	58%
2016	Nov-16	13	11	\$1,084.66	\$83.44	\$494.75	\$38.06	31%
2016	Dec-16	12	10	\$363.46	\$30.29	\$633.44	\$52.79	64%
2016	Year Total:	301	189	\$12,921.51	\$42.93	\$12,645.59	\$42.01	49%
2017	Jan-17	21	10	\$660.01	\$31.43	\$1,158.53	\$55.17	64%
2017	Feb-17	8	6	\$277.81	\$34.73	\$547.52	\$68.44	66%
2017	Mar-17	16	10	\$515.94	\$32.25	\$925.06	\$57.82	64%
2017	Apr-17	16	7	\$459.95	\$28.75	\$623.83	\$38.99	58%
2017	May-17	12	8	\$482.39	\$40.20	\$569.15	\$47.43	54%
2017	Jun-17	12	10	\$256.38	\$21.37	\$741.10	\$61.76	74%
2017	Jul-17	20	10	\$620.96	\$31.05	\$1,033.63	\$51.68	62%
2017	Aug-17	12	7	\$360.99	\$30.08	\$297.54	\$24.80	45%
2017	Sep-17	16	11	\$418.02	\$26.13	\$826.72	\$51.67	66%
2017	Oct-17	19	10	\$723.32	\$38.07	\$182.16	\$9.59	20%
2017	Nov-17	16	11	\$903.13	\$56.45	\$308.03	\$19.25	25%
2017	Dec-17	14	10	\$752.40	\$53.74	\$187.46	\$13.39	20%
2017	Year Total:	182	110	\$6,431.30	\$35.34	\$7,400.73	\$40.66	54%
2018	Jan-18	22	7	\$988.32	\$44.92	\$246.86	\$11.22	20%
2018	Feb-18	13	7	\$604.65	\$46.51	\$190.34	\$14.64	24%
2018	Mar-18	11	6	\$415.97	\$37.82	\$174.49	\$15.86	30%
2018	Apr-18	15	8	\$576.93	\$38.46	\$153.36	\$10.22	21%
2018	May-18	11	6	\$456.31	\$41.48	\$176.51	\$16.05	28%
2018	Jun-18	13	6	\$329.34	\$25.33	\$240.05	\$18.47	42%
2018	Jul-18	10	5	\$375.43	\$37.54	\$365.79	\$36.58	49%
2018	Aug-18	5	5	\$323.50	\$64.70	\$79.87	\$15.97	20%
2018	Sep-18	11	5	\$243.04	\$22.09	\$148.58	\$13.51	38%
2018	Oct-18	13	7	\$607.94	\$46.76	\$199.00	\$15.31	25%
2018	Nov-18	6	3	\$291.13	\$48.52	\$77.96	\$12.99	21%
2018	Dec-18	9	6	\$238.81	\$26.53	\$51.92	\$5.77	18%
2018	Year Total:	139	71	\$5,451.37	\$39.22	\$2,104.73	\$15.14	28%
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	Year Total:	36	13	\$1,002.36	\$27.84	\$275.25	\$7.65	22%
Total		2,837	1,615	\$125,770.47	\$44.33	\$115,520.43	\$40.72	48%

Town of Winchester CT

Savings Report by Month

4/30/2021 12:00:00 AM -

Year	Month	Claims	Used	Cost	Rx Cost	Price Savings	Savings	% Savings
2012	Nov-12	36	31	\$1,757.10	\$48.81	\$1,210.44	\$33.62	41%
2012	Dec-12	112	70	\$3,112.50	\$27.79	\$4,235.63	\$37.82	58%
2012	Year Total:	148	101	\$4,869.60	\$32.90	\$5,446.07	\$36.80	53%
2013	Jan-13	127	69	\$5,059.14	\$39.84	\$4,817.35	\$37.93	49%
2013	Feb-13	68	47	\$2,385.06	\$35.07	\$2,457.36	\$36.14	51%
2013	Mar-13	78	47	\$3,349.91	\$42.95	\$3,387.79	\$43.43	50%
2013	Apr-13	82	51	\$2,883.49	\$35.16	\$3,291.89	\$40.15	53%
2013	May-13	76	43	\$3,608.29	\$47.48	\$2,971.01	\$39.09	45%
2013	Jun-13	88	48	\$3,496.06	\$39.73	\$3,664.73	\$41.64	51%
2013	Jul-13	73	50	\$3,001.46	\$41.12	\$4,293.26	\$58.81	59%
2013	Aug-13	81	40	\$3,085.87	\$38.10	\$5,904.89	\$72.90	66%
2013	Sep-13	68	36	\$3,742.42	\$55.04	\$4,482.55	\$65.92	54%
2013	Oct-13	61	31	\$2,720.97	\$44.61	\$2,664.09	\$43.67	49%
2013	Nov-13	49	31	\$2,304.20	\$47.02	\$2,499.53	\$51.01	52%
2013	Dec-13	52	30	\$2,153.22	\$41.41	\$3,358.19	\$64.58	61%
2013	Year Total:	903	523	\$37,790.09	\$41.85	\$43,792.64	\$48.50	54%
2014	Jan-14	57	33	\$2,874.65	\$50.43	\$3,361.59	\$58.98	54%
2014	Feb-14	43	25	\$1,931.50	\$44.92	\$3,140.84	\$73.04	62%
2014	Mar-14	41	18	\$2,092.72	\$51.04	\$1,431.36	\$34.91	41%
2014	Apr-14	47	22	\$2,952.42	\$62.82	\$3,033.06	\$64.53	51%
2014	May-14	40	23	\$2,564.96	\$64.12	\$2,205.39	\$55.13	46%
2014	Jun-14	37	18	\$2,244.08	\$60.65	\$2,102.27	\$56.82	48%
2014	Jul-14	43	22	\$3,354.57	\$78.01	\$2,597.32	\$60.40	44%
2014	Aug-14	40	16	\$2,380.90	\$59.52	\$2,333.11	\$58.33	49%
2014	Sep-14	33	21	\$2,334.82	\$70.75	\$1,061.68	\$32.17	31%
2014	Oct-14	42	20	\$3,597.82	\$85.66	\$2,774.64	\$66.06	44%
2014	Nov-14	31	18	\$1,220.51	\$39.37	\$582.40	\$18.79	32%
2014	Dec-14	38	22	\$1,682.51	\$44.28	\$1,407.72	\$37.05	46%
2014	Year Total:	492	258	\$29,231.46	\$59.41	\$26,031.38	\$52.91	47%
2015	Jan-15	42	27	\$2,456.39	\$58.49	\$1,289.98	\$30.71	34%
2015	Feb-15	30	15	\$1,298.00	\$43.27	\$929.54	\$30.98	42%
2015	Mar-15	32	26	\$1,646.31	\$51.45	\$819.34	\$25.60	33%
2015	Apr-15	33	23	\$1,489.80	\$45.15	\$1,405.95	\$42.60	49%
2015	May-15	34	21	\$2,357.56	\$69.34	\$1,089.57	\$32.05	32%
2015	Jun-15	43	20	\$1,207.38	\$28.08	\$1,517.93	\$35.30	56%
2015	Jul-15	32	20	\$1,556.45	\$48.64	\$1,023.67	\$31.99	40%
2015	Aug-15	36	16	\$1,075.08	\$29.86	\$898.92	\$24.97	46%
2015	Sep-15	32	20	\$1,103.22	\$34.48	\$1,057.74	\$33.05	49%
2015	Oct-15	31	19	\$1,445.28	\$46.62	\$1,250.41	\$40.34	46%
2015	Nov-15	39	20	\$2,063.18	\$52.90	\$1,344.05	\$34.46	39%
2015	Dec-15	35	17	\$1,401.60	\$40.05	\$1,598.66	\$45.68	53%
2015	Year Total:	419	244	\$19,100.25	\$45.59	\$14,225.76	\$33.95	43%
2016	Jan-16	33	20	\$1,972.45	\$59.77	\$1,555.99	\$47.15	44%
2016	Feb-16	19	13	\$708.26	\$37.28	\$739.78	\$38.94	51%
2016	Mar-16	22	16	\$757.61	\$34.44	\$687.09	\$31.23	48%

2016	Apr-16	25	15	\$581.72	\$23.27	\$1,582.32	\$63.29	73%
2016	May-16	33	21	\$1,749.40	\$53.01	\$1,447.03	\$43.85	45%
2016	Jun-16	32	16	\$951.50	\$29.73	\$927.37	\$28.98	49%
2016	Jul-16	29	20	\$1,024.42	\$35.32	\$1,374.01	\$47.38	57%
2016	Aug-16	23	14	\$1,701.43	\$73.98	\$1,019.10	\$44.31	37%
2016	Sep-16	30	16	\$1,167.98	\$38.93	\$1,012.61	\$33.75	46%
2016	Oct-16	30	17	\$858.62	\$28.62	\$1,172.10	\$39.07	58%
2016	Nov-16	13	11	\$1,084.66	\$83.44	\$494.75	\$38.06	31%
2016	Dec-16	12	10	\$363.46	\$30.29	\$633.44	\$52.79	64%
2016	Year Total:	301	189	\$12,921.51	\$42.93	\$12,645.59	\$42.01	49%
2017	Jan-17	21	10	\$660.01	\$31.43	\$1,158.53	\$55.17	64%
2017	Feb-17	8	6	\$277.81	\$34.73	\$547.52	\$68.44	66%
2017	Mar-17	16	10	\$515.94	\$32.25	\$925.06	\$57.82	64%
2017	Apr-17	16	7	\$459.95	\$28.75	\$623.83	\$38.99	58%
2017	May-17	12	8	\$482.39	\$40.20	\$569.15	\$47.43	54%
2017	Jun-17	12	10	\$256.38	\$21.37	\$741.10	\$61.76	74%
2017	Jul-17	20	10	\$620.96	\$31.05	\$1,033.63	\$51.68	62%
2017	Aug-17	12	7	\$360.99	\$30.08	\$297.54	\$24.80	45%
2017	Sep-17	16	11	\$418.02	\$26.13	\$826.72	\$51.67	66%
2017	Oct-17	19	10	\$723.32	\$38.07	\$182.16	\$9.59	20%
2017	Nov-17	16	11	\$903.13	\$56.45	\$308.03	\$19.25	25%
2017	Dec-17	14	10	\$752.40	\$53.74	\$187.46	\$13.39	20%
2017	Year Total:	182	110	\$6,431.30	\$35.34	\$7,400.73	\$40.66	54%
2018	Jan-18	22	7	\$988.32	\$44.92	\$246.86	\$11.22	20%
2018	Feb-18	13	7	\$604.65	\$46.51	\$190.34	\$14.64	24%
2018	Mar-18	11	6	\$415.97	\$37.82	\$174.49	\$15.86	30%
2018	Apr-18	15	8	\$576.93	\$38.46	\$153.36	\$10.22	21%
2018	May-18	11	6	\$456.31	\$41.48	\$176.51	\$16.05	28%
2018	Jun-18	13	6	\$329.34	\$25.33	\$240.05	\$18.47	42%
2018	Jul-18	10	5	\$375.43	\$37.54	\$365.79	\$36.58	49%
2018	Aug-18	5	5	\$323.50	\$64.70	\$79.87	\$15.97	20%
2018	Sep-18	11	5	\$243.04	\$22.09	\$148.58	\$13.51	38%
2018	Oct-18	13	7	\$607.94	\$46.76	\$199.00	\$15.31	25%
2018	Nov-18	6	3	\$291.13	\$48.52	\$77.96	\$12.99	21%
2018	Dec-18	9	6	\$238.81	\$26.53	\$51.92	\$5.77	18%
2018	Year Total:	139	71	\$5,451.37	\$39.22	\$2,104.73	\$15.14	28%
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	Year Total:	47	18	\$1,253.72	\$26.67	\$365.55	\$7.78	23%
Total		2,848	1,620	\$126,021.83	\$44.25	\$115,610.73	\$40.59	48%

Boards & Commissions

NOMINATIONS

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Term Dates	Appointing Authority
06/07/2021	Michael Farrell	Water & Sewer Commission (replacing Tim Moran)	U	Permanent	06/2025	BOS

APPOINTMENTS

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Term Dates	Appointing Authority
6/07/2021	Alan Colavecchio	Economic Development Commission	R	Permanent	5/2026	BOS
06/07/2021	Ronald Dew	Zoning Board of Appeals	U	Permanent	12/2021	BOS
06/07/2021	David Sartirana	Economic Development Commission	R	Move from Permanent to Alternate Position	6/2026	BOS

RE-APPOINTMENTS

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

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

From: michael farrell <103xo301@gmail.com>

To: jtmassi1@aol.com

Sent: Sat, May 22, 2021 7:52 am

Subject: sewer and water proposal

Good morning Mr. Massicotte,

My name is Michael Farrell, and I live at 147 Shore Drive. I received the mailing from the town regarding the proposed upgrades, and would like to commend you and your staff on a very comprehensive, well delivered proposal. I am in full support of this project. Having only moved to town about a year ago, I am only vaguely familiar with the communities utilities, but have interacted with the water division during a hard freeze over the winter, and was wholly impressed with their response.

I am also writing to express my interest in serving with the water and sewer commission, should an opportunity arise in the future. I lived in Avon and Torrington prior to moving up on the lake, and while in Avon I served for 12 years, 7 as the Chairman, on the Avon Water Pollution Control Authority...or as I'd tell people, that's fancy for Sewer Commission! I really miss my work on this board, as I loved interacting with the community, the municipality, and mostly the AWPCA/DPW staff. I see on the website there is a vacancy, and if I could throw my hat into the ring, I'd appreciate that opportunity. I am fully aware of small-town politics, and the concerns with the short time I've resided in Winchester...no one wants some "newbie" coming in and telling those who've earned sweat equity in the town how to do things. Additionally, I am registered "Unaffiliated"- have been since I was 18 (I'm 56 and just retired as a firefighter), accordingly, I may be a tough consideration for an appointment for the local political parties. Regardless, if you think there is some way I can be of value, I'd love an opportunity to be considered.

Thank you in advance for your service, and consideration. I'm quite sure with the quality mailing and successful history of past project management, this latest proposal will be widely accepted amongst the voters. I'd like to speak with you more about this, and the town's infrastructure, if you could find a few quick minutes at some point, I'd appreciate a call to my cell, 860-601-8518.

Regards,

Michael Farrell

Re: WEDC June 1st Meeting

From: David Sartirana (dsart3@hotmail.com)

To: l.grosso@sbcglobal.net

Date: Tuesday, June 1, 2021, 04:57 PM EDT

Hi Linda

After discussion with Dennis I am requesting that I remain on the EDC but get moved to the alternate position to allow for others who wish to move to full time members.

David

David L Sartirana

Broker/Owner

Northwest Ct Realty

98 Main St Winsted Ct 06098

860-806-0225 (Voice/Text) 860-738-9540 (Fax)

Licensed in CT REB0756887

CT Notary Public **

www.nwctrealty.com

Recently featured in Top Agent Magazine

Five Star Agent

CONFIDENTIALITY NOTICE: This communication with its contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use or disclosure is prohibited and may violate applicable laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of the communication.

BOARD OF SELECTMEN ACTION REQUEST

No.: 21-29

Date: June 7, 2021

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 \$1880.64

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 \$1880.64*

Attachment:

Grand List 2019 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.

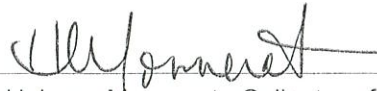


LIST #/GL YR	TAX TYPE	TAXPAYER	AMOUNT OF REFUND/REASON
180170	2019 MV	PATSY J MCDONALD TRUST 1029 S PINE AVE ARLINGTON HEIGHTS, IL 60005	\$18.12 C OF C
60252	2019 MV DESROSIE RS	DAVID J G3 NANNI DR WINSTED, CT 06098	\$16.77 C OF C
MV TOTAL REFUNDS BY TYPE			\$34.89
1460	2019 RE GRAVEL	RONALD & MARYANNE 216 EAST LAKE ST WINSTED, CT 06098	\$193.69 DUPLICATE PAYMENT
3212	2019 RE MARINO	MARY ANN 256 FAIR LAWN DR TORRINGTON, CT 06790	\$1,332.39 DUPLICATE PAYMENT
RE TOTAL REFUNDS BY TYPE			\$1,526.08
40093	2019 SUPP DZIENNIS	JUNE L 145 MOORE AVE WINSTED, CT 06098	\$319.67 C OF C
SUPP TOTAL REFUNDS BY TYPE			\$319.67
NUMBER OF REFUNDS		5	TOTAL REFUNDS \$1,880.64

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

5/26/2021

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

BOARD OF SELECTMEN ACTION REQUEST

No.: 21-30

Date: June 7, 2021

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

From: Joshua Kelly, Town Manager

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

Section 915.

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

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

In accordance with Section 915, Finance Director Bruce Stratford has requested a transfer of funds to cover FY21 year-end deficits.

Fiscal Implications:

FROM: Public Works (311)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
311-194-0000	Street Department Labor	\$6700
TO: Town Hall (127)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
127-827-0000	Maintenance of Structures	\$6700

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$6700 from Public Works, Street Department Labor (311-194-0000) to Town Hall Maintenance of Structures (127-827-0000) in the amount of \$6700.



In accordance with Section 915, Finance Director Bruce Stratford has requested a transfer of funds to cover charges for Town Hall, Maintenance of Structures.

Fiscal Implications: none

FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

Public Works

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$12,000.00 2020-2021

ACCOUNT(S) TRANSFERRED FROM:

	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Street Dept. Labor	311	194	0	\$6,700.00

ACCOUNT(S) TRANSFERRED TO

	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Town Hall Maintenance of Structures	127	827	0	\$6,700.00

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

Due to unstaffed Street Maintainer positions for part of the year, there is a surplus of funds.
The Town Hall cleaning equipment is old and doesn't perform well and repair parts are no longer available.
The new equipment will work on both hard surface floors and carpet. A second vacuum will also be purchased for redundancy.

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

 5/21/2021

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

 5/27/21

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

 5/27/21

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.: 21-31

Date: June 7, 2021

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

From: Joshua Kelly, Town Manager

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

Section 915.

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

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

In accordance with Section 915, Finance Director Bruce Stratford has requested a transfer of funds to cover FY21 year-end deficits.

Fiscal Implications:

FROM: Building Dept. (213)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
213-821-0000	Training and Education	\$800
TO: Building Dept. (213)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
213-821-0000	Maintenance of Vehicles	\$800

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$800 from Building Department, Training and Education (213-811-0000) to Building Department, Vehicle Maintenance (213-821-0000) in the amount of \$800.



In accordance with Section 915, Finance Director Bruce Stratford has requested a transfer of funds to cover charges for Vehicle Maintenance.

Fiscal Implications: none

FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

Building Department

2. TOTAL AMOUNT OF TRANSFER

\$800

ACCOUNT(S) TRANSFERRED FROM:

	DEPT#	OBJECT#	SUB- OBJECT#	AMOUNTS
<u>Training & Education</u>	213	811	0000	\$800.00

ACCOUNT(S) TRANSFERRED TO

	DEPT#	OBJECT#	SUB- OBJECT#	AMOUNTS
<u>Maintenance of vehicles</u>	213	821	0000	\$800.00

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

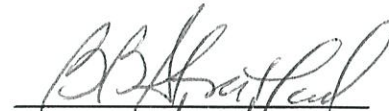
Needed to fix the brakes on the Explorer

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



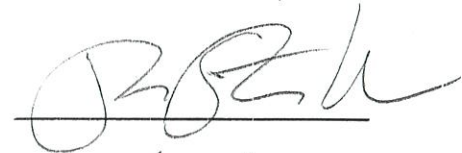
Date 5/21/2021

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



Date 5/24/21

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



Date 5/27/21

7. DATE SUBMITTED TO BOARD OF SELECTMEN

8. DATE APPROVED BY BOARD OF SELECTMEN

BOARD OF SELECTMEN ACTION REQUEST

No.: 21-32

Date: June 7, 2021

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

From: Joshua Kelly, Town Manager

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

Section 915.

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

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

In accordance with Section 915, Finance Director Bruce Stratford has requested a transfer of funds to cover FY21 year-end deficits.

Fiscal Implications:

FROM: Soldiers Monument. (129)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
129-806-0000	Office Supplies	\$800
129-822-0001	Electricity	\$450
129-827-0001	Events & Fundraising	\$1450
TO: Soldiers Monument (129)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
129-827-0000	Maintenance of Structure	\$2700

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$800 from Soldiers Monument, Office Supplies (129-806-0000), \$450 from Soldiers Monument, Electricity (129-822-0001) and \$1450 from Soldiers Monument, Events & Fundraising to Soldiers Monument, Maintenance of Structures in the amount of \$2700.



In accordance with Section 915, Finance Director Bruce Stratford has requested a transfer of funds to cover charges for *Maintenance of Structures*.

Fiscal Implications: none

FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

129- Soldiers Monument

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$2,700

FY21

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

ACCOUNT(S) TRANSFERRED FROM:	Fund:	DEPT#	OBJECT#	OBJECT#	AMOUNTS	
Office Supplies		1	129	806	0000	\$800
Electricity		1	129	822	0001	\$450
Events & Fundraising		1	129	827	0001	\$1,450

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-
OBJECT#

AMOUNTS

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB- OBJECT#	AMOUNTS	
Maintenance of Structures	1	129	827	0000	\$2,700

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

Surplus funds in the contributing accounts are being used to repair monument features.

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

Jack Borque via attached document

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

Ob. Stratford 5/18/21

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

JR 5/27/21

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

transfer for June 7 BOS

Request by the Soldiers' Monument Commission

For 20-21 operating budget

Report as of 4/30/2021

0129-806-0000-0000 office supplies	\$824.00	(800)
0129-822-0001-0000 electricity	\$695.23	(450)
0129-827-0000-0000 maintenance	\$1,825.40	2700
0129-027-0001-0000 events/fund	\$1,500 0	(1450)
Unencumbered balance	\$4,845.63	

Requested end-of-the-year transfers:

Transfer from supplies \$800 to maintenance

Transfer from electricity \$450 to maintenance

Transfer from events \$1,450 to maintenance

Total to maintenance \$2,700

Maintenance of structure: \$2,700

With current \$1,825

Total available \$4,525

Encumber into 21-22 year \$4,200

P.O. for Allstate Waterproofing for interior repairs/crack sealant

John Bunker, Chair
Soldiers Monument Commission

BOARD OF SELECTMEN ACTION REQUEST

No.: 21-33

Date: June 7, 2021

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

From: Joshua Kelly, Town Manager

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

Section 915.

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

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

In accordance with Section 915, Finance Director Bruce Stratford has requested a transfer of funds to cover FY21 year-end deficits.

Fiscal Implications:

FROM: Town Manager (111)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
111-385-0000	Annual Report & Budget	\$200
111-900-0002	Fringe Benefits & Medical	\$800
TO: Town Manager (111)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
111-806-0000	Office Supplies	\$1000

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$200 from Town Manager, Annual Report & Budget (111-385-0000), and \$800 from Town Manager, Fringe Benefits & Medical (111-900-0002) to Town Manager, Office Supplies (111-806-0000) in the amount of \$1000.



In accordance with Section 915, Finance Director Bruce Stratford has requested a transfer of funds to cover charges for *Office Supplies*.

Fiscal Implications: none

FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

111 - Town Manager

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$1,000

FY21

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

Annual Report & Budget		1	111	385	0000	\$200
Fringe Benefits - Medical		1	111	900	0002	\$800

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

Office Supplies		1	111	806	0000	\$1,000

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

Surplus in Accounts 900-0001 and 385-0000 allow for providing supplies for the new Town Manager.

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

Levy A. Wal

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

Bruce B. Stratford 6/2/21

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

[Signature] 6/2/21

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.: 21-34

Date: June 7, 2021

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

From: Joshua Kelly, Town Manager

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

Section 915.

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

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

In accordance with Section 915, Finance Director Bruce Stratford has requested a transfer of funds to cover FY21 year-end deficits.

Fiscal Implications:

FROM: Senior Center (813)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
813-192-0000	Labor Skilled & Professional	\$5000
813-193-0000	Secretarial/Support Staff	\$5000
813-197-0000	Overtime	\$4000
TO: Senior Center (813)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
813-827-0000	Maintenance of Structures	\$12000
813-800-00021	Healthy Aging Programs	\$2000

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$5000 from Senior Center, Labor Skilled & Professional (813-81-0000), \$5000 from Senior Center, Secretarial/Support Staff (813-193-0000) and \$4000 from Senior Center, Overtime (813-197-0000) to Senior Center, Maintenance of Structures (813-827-0000) in the amount of \$12000 and to Senior Center, Healthy Aging Programs in the amount of \$2000.



In accordance with Section 915, Finance Director Bruce Stratford has requested a transfer of funds to cover charges for *Maintenance of Structures and Healthy Aging Programs*.

Fiscal Implications: none

FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

813 - Senior Center

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$14,000

FY21

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

ACCOUNT(S) TRANSFERRED FROM:	Fund:	DEPT#	OBJECT#	OBJECT#	AMOUNTS
Labor Skilled & Professional		1	813	192	0000 \$5,000
Secretarial/ Support staff		1	813	193	0000 \$5,000
Overtime		1	813	197	0000 \$4,000

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

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Maintenance of Structures	1	813	827	0000 \$12,000
Healthy Aging Programs	1	813	800	0001 \$2,000

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

Labor costs have been reduced this year due to scaled back pandemic operations producing excess budget funds. The generator transfer switch needs to be replaced. Two quotes place the cost at just under \$10,000. The estimate for establishing the south property line with a hedge requires another \$2,000 over the April 19 budget transfer request. The Healthy Aging program needs funding to provide additional learning technology for the "No Senior Left Behind" class.


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

See Jen Kelley signatures attached.

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:



6/2/21

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

FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER 813 - Senior Center

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER \$10,000 FY21

ACCOUNT(S) TRANSFERRED FROM:	Fund:	DEPT#	OBJECT#	OBJECT#	AMOUNTS
Labor Skilled & Professional		1	813	192	0000 \$3,000
Secretarial/ Support staff		1	813	193	0000 \$3,000
Overtime		1	813	197	0000 \$4,000

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Maintenance of Structures	1	813	827	0000 \$10,000

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

Labor costs have been reduced this year due to scaled back pandemic operations producing excess budget funds. The generator transfer switch needs to be replaced. Two quotes place the cost at just under \$10,000.

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

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY TO FUND THIS REQUEST:
Bruce B Stratford 5/19/21

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

Part 2

FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER 813 Senior Center

2. TOTAL AMOUNT OF TRANSFER \$4000. FY21

ACCOUNT(S) TRANSFERRED FROM:	DEPT#	OBJECT#	OBJECT#	AMOUNTS
Labor, Skilled + Professional	813	192	0000	\$2000
Secretarial / Support Staff	813	193	0000	2000

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Maintenance of Structure	813	827	0000	\$2000
Healthy Aging Programs	813	800	0000	2000

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:
 (ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)
 Labor costs reduced this year due to scaled back covid operations, producing excess budget funds

(827) Landscaping
 (800) - Technology program
 4. REQUESTING DEPARTMENT HEAD SIGNATURE: Jerrilyn Kelley
 (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

TOWN OF WINCHESTER
BUDGET REPORT - EXPENDITURES
FROM 7/01/2020 TO 5/31/2021

FUND	DEPT/OBJ/PROG	DESCRIPTION	AMENDED BUDGET	MONTH TO DATE EXPENDITURES	YEAR TO DATE EXPENDITURES	YTD PERCENT	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	UNEXPENDED BALANCE
0111	001 000	GENERAL FUND							
0111	190-0000-0000	ADMINISTRATIVE SALARIES	126,848.00	4,615.39	111,441.58	87.85	15,406.42	15,406.42	
0111	193-0000-0000	SECRETARIAL/SUPPORT STAFF	68,172.00	2,423.08	60,108.53	88.17	8,063.47	8,063.47	
0111	385-0000-0000	ANNUAL REPORT AND BUDGET	500.00		248.51	49.70	251.49	251.49	
0111	806-0000-0000	OFFICE SUPPLIES	500.00	151.93	352.66	70.53	147.34	147.34	
0111	814-0000-0000	MEMBERSHIP, DUES & SUBSCRIPTIONS	1,100.00	337.00	831.00	75.55	269.00	269.00	
0111	900-0001-0000	FRINGE BENEFITS - FICA	15,023.00	536.22	13,138.63	87.46	1,884.37	1,884.37	
0111	900-0002-0000	FRINGE BENEFITS-MEDICAL BENEFITS	7,400.00	57.55	6,475.98	87.51	924.02	924.02	
0111	900	FRINGE BENEFITS	22,423.00	593.77	19,614.61	87.48	2,808.39	2,808.39	
0111		TOWN MANAGER	219,543.00	8,121.17	192,596.89	87.73	26,946.11	26,946.11	
		TOTAL EXPENDITURES	219,543.00	8,121.17	192,596.89	87.73	26,946.11	26,946.11	

-200
+1000

-800

TOWN OF WINCHESTER
B U D G E T R E P O R T - E X P E N D I T U R E S
FROM 7/01/2020 TO 5/31/2021

FUND	DEPT/OBJ/PROG	GENERAL FUND DESCRIPTION	AMENDED BUDGET	MONTH TO DATE EXPENDITURES	YEAR TO DATE EXPENDITURES	YTD PERCENT	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	UNEXPENDED BALANCE
0813		SENIOR CITIZENS/FAMILY SERVICES							
	0813-190-0000-0000	ADMINISTRATIVE SALARIES	69,414.00	2,669.79	60,833.07	87.64		8,580.93	8,580.93
	0813-192-0000-0000	LABOR, SKILLED AND PROFESSIONAL	30,441.00	637.50	15,071.78	49.51		15,369.22	15,369.22
	0813-193-0000-0000	SECRETARIAL/SUPPORT STAFF	26,042.00	633.00	14,220.40	54.61		11,821.60	11,821.60
	0813-197-0000-0000	OVERTIME	5,000.00					5,000.00	5,000.00
	0813-800-0001-0000	HEALTHY AGING PROGRAMS	3,900.00		966.28	24.78		2,933.72	2,933.72
	0813-806-0000-0000	OFFICE SUPPLIES	2,000.00	73.40	1,520.39	76.02	378.72	100.89	479.61
	0813-806-0002-0000	COPIER	600.00		511.38	85.23		88.62	88.62
	0813-807-0000-0000	TELEPHONE	2,600.00	73.40	2,031.77	78.15	378.72	189.51	568.23
	0813-808-0000-0000	POSTAGE	390.00	117.28	1,742.28	84.91		309.72	309.72
	0813-811-0000-0000	TRAINING AND EDUCATION	100.00	86.85	86.85	86.85		.05	.05
	0813-814-0000-0000	MEMBERSHIP, DUES & SUBSCRIPTIONS	200.00		140.84	70.42		13.15	13.15
	0813-819-0000-0000	VEHICLE ALLOWANCE	200.00				56.00	200.00	200.00
	0813-820-0000-0000	VEHICLE:GAS,OIL & GREASE	1,500.00	69.07	1,043.27	69.55		456.73	456.73
	0813-821-0000-0000	MAINTENANCE OF VEHICLES	2,500.00		1,700.07	68.00		799.93	799.93
	0813-822-0000-0000	ELECTRICITY	8,250.00	432.36	5,032.78	61.00	3,217.22		3,217.22
	0813-823-0000-0000	HEATING FUEL	8,250.00	709.87	7,348.05	89.07	901.95		901.95
	0813-824-0000-0000	WATER AND SEWER RENT	2,500.00		1,750.41	70.02		749.59	749.59
	0813-827-0000-0000	MAINTENANCE OF STRUCTURES	14,000.00	110.00	3,406.50	24.33	10,153.90	439.60	10,593.50
	0813-832-0000-0000	CONTRACTED LABOR	19,127.00	1,345.39	14,290.51	74.71	5,654.77	818.28	4,836.49
	0813-841-0000-0000	CELEBRATIONS	2,000.00	152.58	1,874.99	93.75		125.01	125.01
	0813-846-0000-0000	TIRES	1,000.00		1,070.05	107.01		70.05	70.05
	0813-900-0001-0000	FRINGE BENEFITS - FICA	10,014.00	300.41	7,067.03	70.57		2,946.97	2,946.97
	0813-900-0002-0000	FRINGE BENEFITS-MEDICAL BENEFITS	1,100.00	7.80	1,085.80	98.71		14.20	14.20
	900	FRINGE BENEFITS	11,114.00	308.21	8,152.83	73.36		2,961.17	2,961.17
0813		SENIOR CITIZENS/FAMILY SERVICES	210,580.00	7,345.30	141,152.68	67.03	20,362.56	49,064.76	69,427.32
		TOTAL EXPENDITURES	210,580.00	7,345.30	141,152.68	67.03	20,362.56	49,064.76	69,427.32

BOARD OF SELECTMEN ACTION REQUEST

No.: 21-35

Date: June 7, 2021

Topic: New Business (G)- Letter of Engagement of Town Auditor (with attachments)

From: Josh Kelly, Town Manager

Background: King, King & Associates has served as our auditing agency for the last 8 fiscal years. The attached correspondence is the specific letter of engagement to perform the 2020-2021 annual audit. The fee for the audit will not exceed: \$49,820, which will be allocated to the Town (\$27,720.00), the Board of Education (\$14,400), and the Water and Sewer Commission (\$7,700).

A representative of King, King & Associates may be available to provide additional information (if necessary) and to respond to questions.

Requested Action: The Board of Selectmen should authorize the Town Manager to sign the letter of engagement with King, King & Associates to provide municipal auditing services for the 2020-2021 fiscal year.

Fiscal Implications: As described earlier, the fee proposed by King, King & Associates for the Town is \$27,720.

Manager's Recommendation: I recommend that the Board of Selectmen authorize the Town Manager to sign the letter of engagement with King, King & Associates, for the terms described in correspondence dated May 14, 2021, to complete the 2020-2021 audit.

Recommended Motion: *I move that the Board of Selectmen authorize the Town Manager to sign the letter of engagement with King, King & Associates, for the terms described in correspondence dated May 14, 2021, to complete the 2020-2021 audit.*

Attachments:

Correspondence, R. King to Board of Selectmen (May 14, 2021)

May 14, 2021

Board of Selectmen
Town of Winchester, Connecticut
338 Main St
Winsted, CT 06098

CLIENT COPY

We are pleased to confirm our understanding of the services we are to provide Town of Winchester, Connecticut for the year ended June 30, 2021. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Town of Winchester, Connecticut as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Winchester, Connecticut's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Winchester, Connecticut's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Revenues & Expenditures – Budget & Actual – General Fund
3. Schedules of Changes of Net Pension Liability, Net OPEB Liability, and Related Ratios
4. Schedule of Funding Progress
5. Schedule of Investment Returns
6. State Teacher's Retirement System and Municipal Employees' Retirement System – Proportionate Share of Net Pension Liability and Schedule of Contributions
7. State Teacher's Retirement System – Schedule of Proportionate Share of Net Other Post Employment Liability

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Winchester, Connecticut's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements or in a report combined with our auditor's report on the financial statements:

1. Schedule of Expenditures of Federal Awards
2. Schedule of Expenditures of State Financial Assistance
3. Combining Fund Financial Statements
4. Schedule of Water and Sewer Rates Levied, Collected, and Outstanding
5. Schedule of Property Taxes Levied, Collected & Outstanding

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

1. Statistical Section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, laws, regulations, and the terms and conditions of federal and state awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal and State Awards* (Uniform Guidance), and the Connecticut State Single Audit Act.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance and the Connecticut State Single Audit report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the Connecticut State Single Audit Act. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance and the Connecticut State Single Audit, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance and the Connecticut State Single Audit Act, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to Board of Selectmen of the Town of Winchester, Connecticut. We cannot provide assurance that unmodified opinions will be expressed.

Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards, schedule of expenditures of state financial assistance; federal award programs; state award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and,

accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and the Connecticut State Single Audit Act, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the Connecticut State Single Audit Act.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*, and the Uniform Guidance and the Connecticut State Single Audit Act.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Winchester, Connecticut's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and the Connecticut State Single Audit act requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, laws, regulations, and the terms and conditions of federal and state awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* and the *Connecticut State Single Audit Act Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Town of Winchester, Connecticut's major programs. The purpose of these procedures will be to express an opinion on Town of Winchester, Connecticut's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the Connecticut State Single Audit Act.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, schedule of expenditures of state financial assistance, and related notes of Town of Winchester, Connecticut in conformity with U.S. generally accepted accounting principles and the Uniform Guidance and the Connecticut State Single Audit based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, schedule of expenditures of state financial assistance, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

We will perform procedures included in the Connecticut State Department of Education review package, which we agreed to by the State Department of Education (SDE)'s solely to assist the SDE in evaluating certain school year grant data as printed in the SDE's internet application in connection with education reimbursements submitted by Town of Winchester, Connecticut for the year ended June 30, 2021.

Additional work outside the scope of the audit will be billed at standard rates, which currently range from **\$95-\$165 per hour** depending on the level of expertise required for their performance. Please keep in mind that the occasional phone calls and assistance will not be billed, and will be considered part of the services we provide to the Town as auditors.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls—including internal controls over federal and state awards—relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state financial assistance, and all accompanying information in conformity with U.S. generally accepted accounting principles; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; and for compliance, for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, schedule of expenditures of state financial assistance, and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements (including award agreements).

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit under the Uniform Guidance and the Connecticut State Single Audit Act, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance and the Connecticut State Single Audit Act, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, laws, regulations, and the terms and conditions of federal and state awards, take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings, promptly follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards, schedule

of expenditures of state financial assistance (including notes and noncash assistance received) in conformity with the Uniform Guidance and the Connecticut State Single Audit Act. You agree to include our report on the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards and schedule of expenditures of state financial assistance no later than the date the schedule of expenditures of federal awards and schedule of expenditures of state financial assistance are issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance in accordance with the Uniform Guidance and the Connecticut State Single Audit Act; (2) you believe the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance, including their form and content, are stated fairly in accordance with the Uniform Guidance and the Connecticut State Single Audit; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, the schedule of expenditures of state financial assistance, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, the schedule of expenditures of state financial assistance, and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to Town of Winchester, Connecticut; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of King, King & Associates, CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Office of Policy & Management or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of King, King & Associates, CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Office of Policy & Management. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

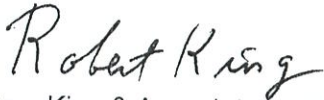
Christopher King, CPA, CGMA is the engagement partner and is responsible for supervising the engagement.

Our fee for these services will be at our standard hourly rates and is not expected to exceed **\$49,820.00**. The Town will be billed **\$27,720.00**, the Board of Education will be billed **\$14,400.00** and the WPCA will be billed **\$7,700.00**. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses

and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we may prepare additional invoices at our standard hourly rates.

We appreciate the opportunity to be of service to Town of Winchester, Connecticut and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



King, King & Associates, CPAs

RESPONSE:

This letter correctly sets forth the understanding of Town of Winchester, Connecticut.

Management signature: _____

Title: _____

Date: _____

BOARD OF SELECTMEN ACTION REQUEST

No.: 21-36

Date: June 7, 2021

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

From: Joshua Kelly, Town Manager

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

Section 915.

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

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

In accordance with Section 915, Finance Director Bruce Stratford has requested a transfer of funds to cover FY21 year-end deficits.

Fiscal Implications:

FROM: Police Dept. (210)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
210-811-0003	Emergency Response Team	\$2000
TO: Police Dept. (210)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
210-811-0001	Armorer & Range	\$2000

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$2000 from Police Department, Emergency Response Team (210-811-0003) to Police Department, Armorer & Range (211-811-0000) in the amount of \$2000.



In accordance with Section 915, Finance Director Bruce Stratford has requested a transfer of funds to cover charges for Armorer & Range.

Fiscal Implications: none

FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

210 - Police

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$2,000

FY21

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

ACCOUNT(S) TRANSFERRED FROM:	Fund:	DEPT#	OBJECT#	OBJECT#	AMOUNTS
Emergency Response Team	1	210	811	0003	\$2,000

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-
OBJECT#

AMOUNTS

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB- OBJECT#	AMOUNTS
Armorer & Range	1	210	811 0001	\$2,000

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

Transferring excess ERT funds to cover required expenditures in Armorer and Range.
Firearm qualifications for the police force begins this month.

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

See attached email. OK per Chief Fitzgerald request on Jun 2.

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

BB Hatfield 6/3/21

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

[Signature] 6/4/2021

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

Bruce Stratford

From: William Fitzgerald
Sent: Thursday, June 3, 2021 3:34 PM
To: Bruce Stratford
Subject: Re: Bean Bag Rounds & Targets

Yes thanks

William T Fitzgerald Jr
Chief of Police
Winchester Police Department
338 Main Street
Winchester CT

On Jun 3, 2021, at 2:54 PM, Bruce Stratford <bstratford@townofwinchester.org> wrote:

Hi Chief – As of May 31 your Account 210-811-0001-0000 Armorer & Range has an unencumbered balance of \$2,970.69. If we transfer \$2,000 from Account 210-811-0003-0000 Emergency Response Team, which has \$2,500 available to spend, to the Armorer & Range account, that would be enough to cover the \$4,564 required to fund the two quotes for the targets and bean bag rounds. Will that work for you? If so, I can draw up the budget transfer form for your signature today and we can present it Monday night for Board of Selectmen approval.

Bruce B. Stratford CPA CFE CFF

Director of Finance
Town of Winchester
338 Main Street
Winsted, CT 06098
860-738-6961

From: William Fitzgerald <WFitzgerald@townofwinchester.org>
Sent: Wednesday, June 2, 2021 11:55 AM
To: Bruce Stratford <bstratford@townofwinchester.org>
Cc: Josh Kelly <jskelly@townofwinchester.org>; Kathy Venezia <kvenezia@townofwinchester.org>
Subject: RE: Bean Bag Rounds & Targets

Bruce;

We have our state firearm qualifications beginning in the middle of this month. Therefore, we need to purchase supplies. Any suggestions as to fund transfers to accomplish this effort? Thanks

<image001.jpg>

William T. Fitzgerald, Jr.
Chief of Police
Winchester, CT Police Department
338 Main Street
Winsted, Connecticut 06098
860-379-2721 Office

The quote I received for the Super Sock Bean Bag rounds came to a total of \$2,903.00
The quote I received for the Targets and Cardboard Backing came to a total of \$1,661.34
The total amount for these 2 items come to \$4,564.34.

If we use the \$1,300.00 and \$3,100.00 for the Range and Ammo line items, it will leave a deficit of -\$164.34. This money can come from the \$4,800.00 Taser line item to cover the deficit. The remaining money in the Taser line (\$4,635.66) item will cover the yearly lease of the Tasers for \$2,800.00 and will leave \$1,835.66 to purchase Taser batteries and cartridges out of the Taser line item.

Let me know your thoughts before I submit the quotes for purchase orders.

Greg Lopardo

BOARD OF SELECTMEN ACTION REQUEST

No.: 21-37

Date: June 7, 2021

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

From: Josh Kelly, Town Manager

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

Section 1109.

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

On May 29, 2021, the budget was adopted by town referendum, 215 (ayes) to 20 (nays).

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

Fiscal Implications: To produce the amount of property tax revenue budgeted (\$24,140,000) requires a tax rate of 33.54 mills (based upon the October 1, 2020 Grand List and projected collection rate).

Manager's Recommendation: I recommend that the Board of Selectmen set the tax rate for the fiscal year commencing on July 1, 2021.

Recommended Motion: I move that the Board of Selectmen set the tax rate for the fiscal year commencing July 1, 2021, at 33.54 based upon the Grand List of October 1, 2020.

Attachment:

Proposed Rate Bill



COLLECTOR OF REVENUES

RATE BILL

At a meeting of the Board of Selectman of said Town of Winchester held on June 7st 2021
It was:

VOTED: "That the tax rate for Real Estate, Personal Property, and Motor Vehicle will be set at 33.54 mills based on the Grand List of **October 1, 2020.**

PAYMENTS ON ACCOUNTS TO BE MADE AS FOLLOWS:

Real Estate	Due July 1, 2021 and January 1, 2022
Personal Property Taxes	Due July 1, 2021 and January 1, 2022
Motor Vehicle	Due July 1, 2021
Supplemental M.V.	Due January 1, 2022

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

Dated at Winsted, Connecticut on this 7th day of June 2021.

Board of Selectman
