



**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING**

**Regular Meeting Agenda
May 3, 2021-7:00PM**

Francis P. Hicks Room ,Streamed live on YouTube
& ZOOM

[https://us02web.zoom.us/j/89334676853?pwd=Sk1QdWlR
WmZTcnR6NGlEVG1RMWlqdz09](https://us02web.zoom.us/j/89334676853?pwd=Sk1QdWlR
WmZTcnR6NGlEVG1RMWlqdz09)

Meeting ID: 893 3467 6853

Passcode: 516401

1. CALL TO ORDER (Turn your cell phones off)

2. PLEDGE OF ALLEGIANCE

**FILED
TOWN CLERK'S OFFICE**

3. AGENDA REVIEW

APR 30 2021

4. APPROVAL OF MINUTES

- A) Minutes of Special Meeting on April 15, 2021
- B) Minutes of Regular Meeting on April 19, 2021
- C) Minutes of Special Meeting on April 26, 2021

**SHEILA S. SEDLACK
TOWN OF WINCHESTER, CT**

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

- A) Winsted Phoenix Letter of Support

8. BOARDS AND COMMISSIONS

9. UNFINISHED BUSINESS

- A) Budget Discussion

10. NEW BUSINESS

- A) 21-14 Proposed Line- Item Transfers (Town Manager Kelly)
- B) 21-15 Proposed Line- Item Transfers (Town Manager Kelly)
- C) 21-16 Proposed Line- Item Transfers (Town Manager Kelly)
- D) 21-17 Resolution - Agreement for EMPG Grant Program (Town Manager Kelly)

11. CITIZENS' COMMENTS

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

12. SELECTMEN'S COMMENTS AND REPORTS

13. ADJOURNMENT

Winchester 250th Anniversary 1771-2021

Town of Winchester
Board of Selectmen
Special Meeting
April 15, 2021

Item 1. Call to order.

Meeting called to order at the Winsted Senior Center at 5:00 p.m. by Mayor Perez. The meeting was also broadcast over Zoom and You Tube because of the Covid pandemic and was conducted with Covid protocols in place.

Attendance: Sel. Arcelaschi, Sel. Bird, Sel. Bouchard, Sel. Bourque, Sel. Groppo, Sel. Perez, and Sel. Sedlack. Town Manager, Bob Geiger and Finance Director, Bruce Stratford were also in attendance as were Superintendent of Schools Melony Brady-Shanley and Superintendent of the Gilbert School, Dr. Anthony Serio (via Zoom).

Item 2. Pledge of Allegiance.

The Pledge of Allegiance was led by Mayor Perez.

Item 3. Discussion, Possible Action on the 2021-2022 Municipal Budget

Sel. Sedlack did not participate in discussions regarding the education budget because of his membership on the W.L. Gilbert School Corporation.

Town Manager Geiger and Finance Director Stratford updated the selectmen on suggested budget adjustments since the April 12th meeting.

General discussion about the budget took place. Attention focused on the education budget proposal with ideas about how to increase revenue and reduce expenditures.

Consensus was reached in a number of areas and will be presented for further deliberation by the board at the April 19th regular meeting of the board.

Item 4. Adjournment.

Motion by Sel. Sedlack, seconded by Sel. Bird.

To adjourn the meeting at 6:35 pm.

UNANIMOUS.

ATTEST:

Sheila S. Sedlack, CCTC, CMC

Town of Winchester
Board of Selectmen
Regular Meeting
April 19, 2021

Item 1. Call to order.

Meeting called to order at 7:01 p.m. by Mayor Perez.

Attendance: Sel. Arcelaschi, Sel. Bird, Sel. Bouchard, Sel. Bourque, Sel. Groppo, Sel. Perez, and Sel. Sedlack. Town Manager, Josh Kelly and Finance Director, Bruce Stratford. Also present was former Town Manager Robert Geiger.

Item 2. Pledge of Allegiance.

The Pledge of Allegiance was recited.

Item 3. Agenda Review. No changes.

Item 4. Approval of Minutes

A), Minutes of the Special Meeting on March 29, 2021.

Motion by Sel. Bouchard, seconded by Sel. Arcelaschi

To approve the minutes of the Special Meeting on March 29, 2021, as presented.

UNANIMOUS

Motion by Sel. Bouchard, seconded by Sel. Arcelaschi

To approve the minutes of the Regular Meeting on April 5, 2021, as presented.

UNANIMOUS

Motion by Sel. Bouchard, seconded by Sel. Arcelaschi

To approve the minutes of the Special Meeting on April 12, 2021, as corrected.

(Item 3. Paragraph 3 should read "General discussion about the proposed budget took place")

UNANIMOUS

Item 5. Citizens' Comments. NONE

Item 6. Town Manager's Report.

Town Manager Josh Kelly introduced himself to the public and spoke briefly about the transition taking place and he thanked out-going Town Manager Bob Geiger and the staff for welcoming him.

Item 7. Finance Director's Report

Finance Director Bruce Stratford noted that the board will be asked to pass a resolution to approve funding for the proposed water project and to send it to a referendum.

He and former Town Manager Bob Geiger reviewed a number of budget adjustments to the necessary prior to action on the proposed 20210-22 budget.

Item 8, Correspondence. No comments.

Item 9. Boards and Commissions.

Sel. Sedlack placed into nomination Jacqueline Mulvey for re-appointment as a permanent member of the Inland, Wetlands and Watercourses Commission with a term to expire in April of 2024.

UNANIMOUS

Item 10. Unfinished Business.

A.) Budget Discussion

The board decided to take action on the recommendations of the Town Manager and Director of Finance regarding General Fund Budget Adjustments.

Motion by Sel. Perez, seconded by Sel. Arcelaschi

To approve Department-Revenue 999-700-0000, Property Taxes-Current at \$24,140,000.

UNANIMOUS

Motion by Sel. Perez, seconded by Sel. Bouchard

To approve Department-Revenue 999-710-0012, Pilot-Colleges and Hospitals at \$65,642.

UNANIMOUS

Motion by Sel. Perez, seconded by Sel. Bourque

To approve Department-Revenue 999-710-0015, State Property at \$144,006.

UNANIMOUS

Motion by Sel. Perez, seconded by Sel. Bourque

To approve Department-Revenue 999-790-0000, Fund Balance-Unassigned at \$229,000.

UNANIMOUS

Motion by Sel. Perez, seconded by Sel. Bird

To approve Department-Revenue 999-790-0003, Fund Balance-BoE Non-Lapsing at \$85,000.

UNANIMOUS

Motion by Sel. Perez, seconded by Sel. Groppo

To approve Department-Revenue 999-796-0000, Water Sewer Administration at \$270,000.

UNANIMOUS

Motion by Sel. Perez, seconded by Sel. Bouchard

To approve Department-Probate Court 112-804-000, Transfer to District for Expenses at \$6,860.

UNANIMOUS

Motion by Sel. Perez, seconded by Sel. Sedlack

To approve Department-Highway 311-844-0000, Main Street Maintenance at \$25,000.

UNANIMOUS

Motion by Sel. Perez, seconded by Sel. Groppo

To Approve Department-Highway 311-859-0000 Salt at \$205,000.

UNANIMOUS

Motion by Sel. Perez, seconded by Sel. Arcelaschi

To approve Department-Miscellaneous 910-388-0000, Unnegotiated Settlements at \$64,523

UNANIMOUS

Motion by Sel. Perez, seconded by Sel. Bouchard

To approve Department-Miscellaneous 910-804-0000, Transfer to Capital Improvement Fund at \$1,075,000.

UNANIMOUS

Motion by Sel. Perez, seconded by Sel. Groppo

To Approve Department-Miscellaneous 910-804-0001, Town Support of Education at \$686,000.

UNANIMOUS

Motion by Sel. Perez, seconded by Sel. Sedlack

To approve Department-Retirement 918-203-0004, Annuity Police Chief at \$5.856.

UNANIMOUS

Motion by Sel. Perez, seconded by Sel. Bourque

To Approve Department-Board of Education 1000-100-1000, BoE Expenditures (MBR) at \$20,261,686.

UNANIMOUS

After more discussion the board decided to take action on the adoption of the overall budget.

Motion by Sel. Perez, seconded by Sel. Arcelaschi

That the board of selectmen set our recommended budget at \$34,890,658 and send the budget to be considered at the annual town budget meeting on May 10.

UNANIMOUS

Item 11. New Business

A) 21-09 Authorization for grant application for Senior enter Wheelchair accessible van

Motion by Sel. Sedlack, seconded by Sel. Arcelaschi

Move that the Board of Selectmen adopt Resolution No. 21-09

UNANIMOUS

B) 21-10 Appointment of Moderator for May 10 annual town budget meeting

Motion by Sel. Bouchard, seconded by Sel. Bourque

Move that the Board of Selectmen appoint Debbie Angell to serve as the moderator for the 2021 Annual Town Budget Meeting.

UNANIMOUS

C) 21-11 Refunds as Recommended by the Collector of Revenue (Town Manager Geiger).

Motion by Sel. Bouchard, seconded by Sel. Bird

Move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue, Halaree Monnerat, in the amount of \$7299.79.

UNANIMOUS

D) 21-12 Proposed Line-Item Transfers

Motion by Sel. Bouchard, seconded by Sel. Bird

Move that the Board of Selectmen approve the following line-item appropriation transfers of \$1,000 from Miscellaneous – Other Expenditures (910-877-0000) to Social Services – Office Supplies (510-806-0000) in the amount of \$500 and Telephone (510-807-0000) in the amount of \$500. Transfer of \$60,000 from Municipal Insurance (919-

381-0001) Workers Compensation to Deferred Charges (911-202-0000) Sick and Vacation Pay Accruals in the amount of \$60,000. Transfer of \$4500 from Planning & Development-Administrative Salaries (148-190-0000) to Inland Wetlands Commission-Secretary Support Staff (136-193-0000) in the amount of \$200 and Inland Wetlands Commission-Fringe Benefits-FICA (136-900-0000) in the amount of \$300.
UNANIMOUS

E) 21-13 Proposed Line-Item Transfers

Motion by Sel. Bouchard, seconded by Sel. Bird

Move that the Board of Selectmen approve the line-item transfer of \$2,599 from Vehicle Gas, Oil and Grease (813-820-0000) and \$2,500 Vehicle Maintenance (813-821-0000) to Maintenance of Structures (813-827-0000).
UNANIMOUS

Motion by Sel. Bouchard, seconded by Sel. Groppo

Move that the Board of Selectmen approve the line-item transfer of \$25,000 from Accounting – Labor Skilled and Professional (114-192 to Accounting and Temp Help (114-193-0000)-0000).
UNANIMOUS

Motion by Sel. Bouchard, seconded by Sel. Arcelaschi

Move that the Board of Selectmen approve the line-item transfer of \$15,000 from Legal - Town Attorney (119-845-0000) to Legal - Environmental Counsel (119-845-0000).
UNANIMOUS

Motion by Sel. Bouchard, seconded by Sel. Sedlack

Move that the Board of Selectmen approve the line-item transfer of \$2,000 from Heating (812-823-0000) to Grounds (812-827-0000).
UNANIMOUS

Item 12. Citizens' Comments - None

Item 13. Selectmen Comments and Reports

Sel. Bouchard invited participation in Earth Day sponsored by Friends of Main Street which will be held this Saturday from 9:30-12:00.

Sel. Bourque gave details on Memorial Day activities including a brief parade conducted by the VFW at 11:30 and remarks to be held in East End Park following at approximately 12:00

Sel. Bird noted that the Laurel Commission is still in the process of determining activities for this year's June festival.

Item 14. Adjournment.

Motion by Sel. Sedlack, seconded by Sel. Arcelaschi.

To adjourn the meeting at 8:19 p.m.

UNANIMOUS

ATTEST:

Sheila S. Sedlack, CCTC, CMC

Board of Selectmen
Special Meeting
April 26, 2021

Item 1. Call to Order

The meeting was called to order at 5:00 p.m. by Mayor Perez.

Attendance: Sel. Arcelaschi, Sel. Bird, Sel. Bouchard, Sel. Bourque, Sel. Groppo, Sel. Perez, Sel. Sedlack. Town Manager, Josh Kelly and Finance Director, Bruce Stratford.

The Pledge of Allegiance was recited.

Item 2. Discussion/possible regarding Resolution 21-02 to consider and possibly act upon a proposed appropriation and borrowing authorization for costs related to Water Mains and Water Tanks Replacements and Improvements Project and to call a Town Meeting and referendum to act on such appropriation and borrowing authorization.

Motion by Sel. Perez, seconded by Sel. Bird

To waive the entire reading of the document and to have our Financial Director give us a synopsis of each of the points.

UNANIMOUS

Sel. Bourque read into the minutes the Resolution as follows...

RESOLVED, that the Board of Selectmen of the Town of Winchester hereby adopts the resolution presented to this meeting approving an appropriation of \$6,200,000, for costs related to replacements and improvements to water mains and water storage tanks of the Winsted Water Works, including the removal and replacement of watermains generally located at Thibault Avenue, Greenwoods Avenue, Center Street, Case Avenue and Holabird Avenue, replacement and removal of the water storage tank located on Wallens Hill, the addition of a water storage tank to be located at the Crystal Lake Water Treatment Plant. The appropriation may be spent for acquisition, design, construction and installation costs, equipment, furnishings, materials, utilities, relocation costs, engineering fees, consultants' fees, administrative costs, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project or its financing and approving the authorization of \$6,200,000 bonds and notes to finance the appropriation. A copy of the resolution shall be attached to the minutes of this meeting and made a part thereof.

FURTHER RESOLVED, that the Board of Selectmen of the Town of Winchester hereby approves the setting of the dates for a Special Town Meeting and referendum to act on the appropriation and borrowing authorization approved above, as reflected in the notice of such Special Town Meeting and referendum presented to this meeting, which notice, to the extent of its references to the aforesaid appropriation and borrowing authorization, is hereby approved. A copy of the notice shall be attached to the minutes of this meeting and made a part thereof.

FURTHER RESOLVED, that said project be referred to the Planning and Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes.

FURTHER RESOLVED, that, in her discretion, the Town Clerk is authorized to prepare and distribute a concise explanatory text regarding the referendum question on the appropriation and borrowing authorization approved above, and that, in his discretion, the Town Manager is authorized to prepare and distribute additional explanatory materials regarding such question, such texts and explanatory material to be subject to the approval of the Town Attorney and to be prepared and distributed in accordance with Section 9-369b of the General Statutes of Connecticut, Revision of 1958, as amended.

Motion by Sel. Bourque, seconded by Sel. Sedlack

To approve Resolution 21-02.

UNANIMOUS

.....
Motion by Sel. Perez, second by Sel. Bouchard

That the Board of Selectmen approve the explanatory text from the Water Works referendum vote on Saturday May 29th. 2021 as presented by the Finance Director, Bruce Stratford.

UNANIMOUS

Item 3. Discussion Hinsdale interim financing option recommendation.

The Finance Director said that he would notify the Bank of America to draw up the legal agreement so he can review it with the Board at their next meeting.

Item 3. Adjournment.

Motion by Sel. Sedlack, seconded by Sel. Bird.

To adjourn the meeting at 5:35 p.m.

UNANIMOUS

ATTEST:

Sheila S. Sedlack, CCTC, CMC

RESOLUTION APPROPRIATING \$6,200,000 FOR COSTS RELATED TO REPLACEMENTS AND IMPROVEMENTS TO WATER MAINS AND WATER STORAGE TANKS OF THE WINSTED WATER WORKS SYSTEM; AND AUTHORIZING THE ISSUE OF BONDS AND NOTES TO FINANCE THE PORTION OF THE APPROPRIATION NOT DEFRAID FROM GRANTS

RESOLVED,

1. That the Town of Winchester appropriate SIX MILLION TWO HUNDRED THOUSAND DOLLARS (\$6,200,000), for costs related to replacements and improvements to water mains and water storage tanks of the Winsted Water Works, including the removal and replacement of watermains generally located at Thibault Avenue, Greenwoods Avenue, Center Street, Case Avenue and Holabird Avenue, replacement and removal of the water storage tank located on Wallens Hill, the addition of a water storage tank to be located at the Crystal Lake Water Treatment Plant. The appropriation may be spent for acquisition, design, construction and installation costs, equipment, furnishings, materials, utilities, relocation costs, engineering fees, consultants' fees, administrative costs, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project or its financing. The First Selectman and the Town Manager, or either of them, and the Chairman of the Water Sewer Commission are authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the project as so reduced or modified.

2. That the Town issue bonds or notes in an amount not to exceed SIX MILLION TWO HUNDRED THOUSAND DOLLARS (\$6,200,000) to finance in part the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project to the extent that such grants are not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Sections 7-369 and Chapter 102 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed SIX MILLION TWO HUNDRED THOUSAND DOLLARS (\$6,200,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

4. That the First Selectman and the Town Manager, or either of them, and the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds or notes. The First Selectman and the Town Manager, or either of them,

and the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The First Selectman and the Town Manager, or either of them, and the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

6. That the First Selectman and the Town Manager, or either of them, and the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

7. That the First Selectman, the Town Manager, the Director of Finance and the Water Sewer Commission are authorized to apply for and accept or reject state grants for the project. The First Selectman, the Town Manager, the Director of Finance and the Water Sewer Commission are authorized to file applications with the State, to execute grant agreements for the project, and to file such documents as may be required by the State to obtain grants for the costs of financing the project. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes or temporary notes.

8. That the First Selectman, the Town Manager, the Director of Finance, the Water Sewer Commission and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds and notes and obtain grants to finance the aforesaid appropriation.



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

OFFICE OF THE TOWN MANAGER

DATE: April 30, 2021
TO: Board of Selectmen
FROM: Joshua Kelly
Town Manager
RE: Town Manager Update

WEEK OF (April 19-April 23):

Monday:

- Transition and introductions to volunteers, business owners and residents with Bob Geiger

Tuesday:

- Met with Town Hall staff concerning Technology and software needs
- Attended the EDC meeting
- Scheduled meetings with all department heads
- Attended a police sergeant meeting with Chief Fitzgerald

Wednesday:

- Met with Emergency Management Director regarding pending storm
- Meeting with COST Board of Directors
- Met with Mayor Perez
- Region 5 CEO & EMDs call
- Met with Sandy at Whiting Mills regarding repaving of Whiting Street
- Governor's COVID-19 emergency management call
- Received aftermath report for EMD about storm damage

Thursday:

- Met with Town Hall supervisors about reopening plans
- Met with the Town Attorney regrading blight and raffles

Friday:

- Attended Bob Geiger farewell event
- Met with Labor Attorney and Bob Geiger

WEEK OF (April 26- April 30):

Monday:

- Met with Recreation Director regarding introductions, background, and departmental plans
- Met with Emergency Management Director regarding introductions, background, and departmental plans
- Met with Public Works Director and Labor Attorney regarding labor contract
- Met with Social Services Coordinator regarding introductions, background, and departmental plans
- Met with Tax Collector regarding introductions, background, and departmental plans
- Board of Selectmen's Special meeting

Tuesday:

- Met with Purchasing agent, Mark Douglass regarding background, procedures, and technology
- Met with Building Official regarding introduction, background, building department updates and finalized Town Hall reopening plan
- 5:30 pm ZOOM meet & greet with the residents

Wednesday:

- 8:00 am ZOOM meet and greet with the residents
- Meeting with the Fire Chief regarding introduction, background, and fire department updates
- Winchester Fire department tour with Peter Marchand
- Released Town Hall reopening plan to staff

Thursday:

- Met with Assessing office regarding software
- Met with Mayor for agenda review
- Released Town Hall opening plan to the public

Friday:

- Met with Bob Geiger regarding Town owned property
- Interview with UCONN Communications Office
- Met with Tax Assessors regarding introduction, background, and department updates
- Met with the Town Clerk regarding introduction, background, and departmental plans

NEXT WEEK (May 3-7):**Monday: Board of Selectmen meeting via Zoom**

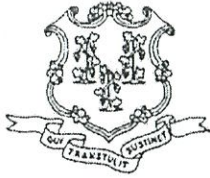
Leadership Team Meeting with all Department Directors regarding goals and expectations

LONG-TERM:

May 10: Annual Town Budget meeting @ Pearson school-7:00PM

May 25: Special Meeting for Bonding of Water Works projects @ Pearson School-7:00PM

Correspondence



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

April 21, 2021

Mr. Joshua Steele Kelly
Town Manager
Town of Winchester
Winchester Town Hall
338 Main Street
Winsted, Connecticut 06098

Dear Mr. Kelly:

Subject: Local Transportation Capital Improvement Program (LOTICIP)
Commitment to Fund
Roadway Reconstruction
State Project No. L162-0001
Holabird Avenue
Town of Winchester

The Department of Transportation (Department) has received the LOTICIP application prepared by the Town of Winchester (Municipality) and submitted through the Northwest Hills Council of Governments (COG) relative to the subject project. The Department has reviewed the application materials along with the revised cost estimate provided by the Municipality and subsequently endorsed by the COG.

The LOTICIP application for this project has been approved. The Department hereby commits to fund eligible project costs as follows:

| | LOTICIP Participating | LOTICIP Non-Participating (100% Municipal) | Total |
|--|-----------------------------|--|-----------------------------|
| Rights of Way: | \$ 0 | \$ 0 | \$ 0 |
| Utilities: | \$ 0 | \$ 0 | \$ 0 |
| Contract Items: | \$ 1,000,000 | \$ 187,000 ^[2] | \$ 1,187,000 |
| Contingencies (10% of contract items): | \$ 100,000 | \$ 18,700 | \$ 118,700 |
| Incidentals to Construction (10% of contract items): | \$ 100,000 | \$ 18,700 | \$ 118,700 |
| Total Estimated Costs: | \$ 1,200,000 ^[1] | \$ 224,400 | \$ 1,424,000 ^[3] |

- [1] Maximum total LOTCIP participation as capped by COG. Balance of total project cost to be funded by the Municipality. Actual distribution of capped amount of LOTCIP funds among eligible line items shown above may be subject to adjustment based on future estimates, low bid, etc.
- [2] Non-participating amount includes the cost for LOTCIP ineligible item (Test Pits @ \$19,074.80 from application estimate, as revised), as well as contract items costs over the LOTCIP funding cap imposed by the COG.
- [3] Total corrected project cost based on estimate prepared by the Municipality [including ten percent (10%) Contingencies and ten percent (10%) Incidentals to Construction, per LOTCIP Guidelines].

This Commitment to Fund is subject to funding availability and general conditions including, but not limited to, the following:

1. The project is to be administered by the Municipality in accordance with the *Local Transportation Capital Improvement Program Guidelines*, dated March 2019, as may be revised. The guidelines are available on the Department's LOTCIP web page at <http://portal.ct.gov/DOT/Office-of-Engineering/Highway-Design---Local-Roads---LOTCIP>
2. The project costs identified in this Commitment to Fund letter are based on estimates provided by the Municipality and endorsed by the COG. These costs are to be considered capped until adjustment, based on low bid or otherwise revised, in accordance with the LOTCIP guidelines. **The COG has capped the maximum LOTCIP participation in this project at \$1,200,000. All project costs above the cap will be the responsibility of the Municipality.**
3. Any scope revisions and/or twenty percent (20%) changes in cost identified during the design phase must be approved by the COG and the Department, as specified in the LOTCIP guidelines.
4. Upon completion of project design activities, the Municipality must forward to the Department, through the COG, a Final Design Submission along with supporting documentation and certifications, as defined in the LOTCIP guidelines.
5. The Municipality must execute and deliver a Project Authorization Letter (PAL) issued pursuant to the Master Municipal Agreement for Construction Projects and comply with its terms. The PAL will be forwarded to the Municipality for execution, subsequent to the receipt of the Final Design Submission package by the Department.

This commitment is further subject to the following project-specific conditions:

1. This project may require environmental permits. In accordance with the LOTCIP guidelines, the Municipality will be responsible for the acquisition of all environmental permits that may be required. Please be advised that any project that involves work within waters or wetlands may require State and/or Federal environmental permits. **It is critical that the Municipality or their consultant contact the Connecticut Department of Energy and Environmental Protection (DEEP) - Inland Water Resources Division early in the design process to discuss permitting requirements, and to identify specific environmental concerns and design**

considerations. Failure to establish early coordination with DEEP may result in significant time delays in the permitting process due to the need for design changes and/or denial of permit applications. Please note the Department hosts a monthly Interagency Coordination (Municipal) meeting where municipalities (and their consultants) can discuss municipal projects with the various regulatory agencies relative to permitting requirements, identification of specific environmental concerns and design considerations.

2. This project is anticipated to require right of way acquisitions. The application materials indicate that the municipal staff and/or a consultant hired by the Municipality will be responsible for all right of way acquisition activities for this project, and that the Municipality will not seek reimbursement for costs associated with the acquisitions. All right of way acquisitions are to be performed in accordance with LOTCIP guidelines even if cost reimbursement will not be requested. All matters relative to right of way for this project are to be coordinated through the following Department contact:

Mr. Thomas H. Melzen
Supervising Property Agent
(860) 594-2451
Thomas.Melzen@ct.gov

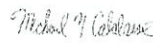
3. This project will require utility relocations. Coordination with utility companies who have facilities in the project area, as well as with any utilities that currently do not have facilities present but may have plans to expand service to the area, should begin early in the design process. Costs for relocation of privately-owned utility facilities on municipally-owned roadways, including adjustment of utility gates, are the responsibility of the affected utility and are ineligible for LOTCIP participation.

Please be informed that, in accordance with the LOTCIP guidelines, the Department will initiate an Environmental Screening Review for this project to assist the Municipality in identifying items relative to natural resources, historic/archaeological resources, etc. that may need to be investigated or addressed during the design phase. The Environmental Screening Review is expected to be completed within approximately sixty (60) days. The results will be forwarded to the Municipality and the COG, when received.

If the Municipality accepts this Commitment to Fund, please sign below and return a copy of this letter to this office within thirty (30) days. Transmission via e-mail is acceptable.

If you have any questions, please contact the Project Manager, Mr. William Grant, P.E., at (860) 594-3229 or by e-mail at William.E.Grant@ct.gov.

Very truly yours,


Digitally signed by
Michael N. Calabrese,
P.E.
Date: 2021.04.20
20:56:22-04'00'

Michael N. Calabrese, P.E.
Division Chief of Highway Design
Bureau of Engineering and Construction

Mr. Joshua Steele Kelly

-4-

April 21, 2021

Accepted By: _____

Date _____

Mr. Joshua Steele Kelly
Town Manager

cc: Mr. Bart Clark, P.E., Public Works - Project Administrator, Town of Winchester
Mr. Rick Lynn, Executive Director, Northwest Hills Council of Governments



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

TO: All Staff

FROM: Josh Kelly, Town Manager
Steve Williams, Emergency Management Director

SUBJECT: Town Hall Reopening Schedule

DATE: April 28, 2021

Dear all,

I'm writing to you today to inform you that, effective immediately and after much consultation with department heads and other employees, all Town facilities, *with the exception of the Senior Center*, will follow the following reopening schedule and guidelines:

Starting May 3, 2021

- Town facilities will be open on an appointment-only basis.
 - Facility doors will remain locked, but this protocol will allow for each Department Director, using their own judgement and discretion, to permit members of the public to enter Town facilities for the purposes of conducting business that could not otherwise be completed remotely or virtually.
 - Any work that can be conducted remotely or virtually should be done that way, and each department should schedule no more than one appointment at a time.
 - Masks and 6-foot social distancing within the building shall be required at all times for visiting members of the public, and violators of either protocol will first be asked to correct their behavior and, in the event of continued violation, then be asked to leave the premises. Masks must be worn and social distancing must be adhered to by all staff members when working with members of the public.
- Public meetings with an anticipated attendance of 25 or fewer (including board/commission members themselves) will be permitted to be held in-person so long as some type of remote access to the meeting is also provided (e.g. Zoom, livestream, etc). The holding of public meetings in-person is not specifically required.
 - Masks must be worn at all times, and individuals in the audience must maintain 6-foot social distancing. Members of the public violating either protocol will first be asked to correct their behavior and, in the event of continued violation, they shall be asked to leave. Board members/commissioners may sit within 6-feet of each other at their own risk.

Winchester 250th Anniversary 1771-2021

Starting May 19, 2021

- Town facilities will be open to the public.
 - Any work that can continue to be conducted remotely or virtually should be done in that manner until further notice, and residents uncomfortable with visiting facilities in-person will be accommodated to the greatest extent possible.
 - Masks and general social distancing within the building shall be required at all times for visiting members of the public, and violators of either protocol will first be asked to correct their behavior and, in the event of continued violation, then be asked to leave the premises. Masks must be worn and social distancing must be adhered to by all staff members when working with members of the public.
 - One or more meeting rooms on the second floor will, during business hours, be converted into a “waiting room” to help ensure social distancing in offices that see numerous visitors at once.
- Public meetings will be permitted to be held in-person so long as remote access of some kind is also provided. The holding of public meetings in-person thereafter shall be in accordance with state law and the Governor’s executive orders.
 - Masks must be worn at all times, and individuals in the audience must maintain general social distancing. Members of the public violating either protocol will first be asked to correct their behavior and, in the event of continued violation, they shall be asked to leave.

General Information

Office Sanitization: The CDC currently recommends that all hard surfaces that are high points of contact be sanitized at least once a day. While our cleaning staff will work to ensure this happens, I recommend that Department Directors reach out to Steve Williams if they wish to have the capability to sanitize their own spaces more regularly.

Common Space Sanitization: Each common space (meeting room, etc) has a laminated paper on it that helps indicate if a room has been sanitized or has not been sanitized. After making use of a space for any amount of time, even for a few minutes with masks on, you are required to flip that paper over to help the cleaning staff know that sanitization is required in that space.

Illness: In the event any individual has symptoms of COVID-19, we ask that they refrain from entering Town facilities, stay home, and get tested. While vaccines are highly effective at preventing severe disease, it is still possible for anyone to be hospitalized with the virus.

Further Updates: As more guidance is released from the CDC and the Governor’s Office, these guidelines will be amended. Unless you hear otherwise, however, the policies outlined in this memo will be effective. The Senior Center will have its own reopening process and is exempt from the timeline outlined above.

Vaccinations: The sooner residents and staff members alike get vaccinated, the sooner we can relax restrictions and return to “normal.” While it is not required for work, I recommend in the strongest possible terms that you each get vaccinated and that you encourage others around you to get vaccinated. Please reach out to the Health District at 860-489-0436 if you have questions about the vaccination process, side effects, or science.

Winchester 250th Anniversary 1771-2021



Town of Winchester
Public Works Department

189 Rowley Street
Winsted, CT 06098
Phone: (860) 379-4101
Fax: (860) 738-3509

MEMORANDUM

Date: 4/29/2021

To: Josh Steele Kelly, Town Manager

From: Bart Clark

Re: Sue Grossman Trail/ Still River Greenway Progress Report
CPAP 2016-17 Contract, Project DEPPA00030600003

Based on conversations with our design consultant, I have prepared this status report. This progress report shows that the design has been delayed due to additional work that was found to be necessary due to defects in the original topographic survey performed by our previous consultant. This delay should not impact the anticipated construction currently planned for the Early Summer of 2022.

| | Task Description | Original Task Completion Date | Revised Task Completion Date | Status/Comments |
|----|--------------------------------------|--------------------------------------|-------------------------------------|--|
| 1. | Review Background Information | 2/19/2021 | Completed | |
| 2. | Site Walk / Field Survey | 3/26/2021 | Complete | The surveying performed by Cardinal Engineering identified inaccuracies in the existing survey in critical locations. The errors in the survey would cause problems during permitting and construction. Additional survey was authorized to have a survey that will correct the inaccuracies. This additional work will delay the project design by about 6 weeks. |
| 2a | Additional Field Survey | N/A | 4/23/2021 | |

| | Task Description | Original Task Completion Date | Revised Task Completion Date | Status/Comments |
|----|--|-------------------------------|------------------------------|--|
| 2b | Additional Survey Map Preparation | N/A | 4/30/2021 | Work is currently in progress. Weather has delayed completing the work, but, completion is expected shortly. |
| 3 | Subsurface Soils Investigation | 3/19/2021 | Completed | |
| 4. | Final Design Work Items | | | Some final design tasks are being completed at the same time as survey work is being done. |
| 4a | Update existing Base mapping to current scale requirements | 2/26/2021 | Complete | |
| 4b | Adjust Horizontal Alignment - Determine Wetlands Impacts | 3/26/2021 | 5/7/2021 | A draft has been completed, but, this will need to be updated based on completion of additional survey. |
| 4c | Bridge / Structural Design | 4/16/2021 | 5/28/2021 | Waiting completion and Town approval of new layout when completed. |
| 4d | Final Design Plans and Details | 4/16/2021 | 6/11/2021 | Waiting completion and Town approval of new layout when completed. |
| 4e | Project Manual / Special Provisions | 4/09/2021 | 6/04/2021 | |
| 4f | Cost Opinion | 4/16/2021 | 6/04/2021 | |
| 4g | Winchester Staff Review | 4/23/2021 | 6/18/2021 | |
| 5 | Permitting | | | |
| 5a | Local Wetlands | | 9/2021 | We will delay submission to the Town Wetlands Commission to allow the first round of permit review to be performed by the State Permitting Agencies. A permit was previously issued by the IWWC; however, our changes to the design will require a new permit. |
| 5b | CTDEEP | | 11/2021 | Permit review will take several months to complete. Current review times have been generally slower than in the past. |
| 5c | Army Corps of Engineers | | 11/2021 | Our goal is to have the wetlands disturbances allow for the simplest permit called Self-verification; however, ACE must concur with this determination after a review |

| | Task Description | Original Task Completion Date | Revised Task Completion Date | Status/Comments |
|----|--|-------------------------------|------------------------------|---|
| 5d | CTDOT encroachment and Drainage | | 11/2021 | of the submitted materials. Review of permit materials is taking a lot longer than normal. The Town's previous consultant had performed some permitting review with the CTDOT. This will likely need to start fresh due to the new design work being performed. |
| 6 | Construction Documents | | | |
| | Revise Drawings, Project Manual and Cost Opinion | | 11/2021 | Revisions are typically required based on permitting review comments. |
| 7 | Bidding and Award | | | |
| | Advertise for Bids | | 1/2022 | |
| | Open Bids | | 2/2022 | |
| | Award Bid | | 3/2022 | |
| 8 | Construction | | 5/2022 | |

Once we have draft design plans available, we will contact you to discuss with the Selectman.

WINSTEDPHOENIX

[HOME](#) [WINSTED](#) [NORFOLK](#) [BARKHAMSTED](#) [COLEBROOK](#) [NEW HARTFORD](#) [TORRINGTON](#) [NORTHWEST CORNER](#)

April 22, 2021

Dear Mayor Candy A. Perez:

We are asking for a letter of support for *The Winsted Phoenix*, the last locally published newspaper in the City of Winsted and the Town of Winchester.

We are applying for a Northwest Connecticut Community Foundation grant of \$5,000 in order to continue publishing, which includes the printing of the paper, maintaining a web-site and the cost of associated software, along with paying for the editor who edits, writes, and puts together both the newspaper and the newspaper's website.

This town has had a rich history of local newspapers: *The Winsted Evening Citizen*, *The Winsted Voice*, and *The Winsted Journal*. However, over time all of these newspapers have closed and now there is only one newspaper that is still publishing in Winsted that covers local and regional news, events and community resources, and offers this information for free to local residents.

We are a non-profit organization 501(c)(3) formed to serve the public interest and the need for news and information in the Northwest Corner of Connecticut. What we are looking for is a letter of support from you and any members of the Board of Selectmen who wish to join you in support of our community newspaper.

The deadline for the grant application is April 30. We appreciate your time, and thank you for your consideration in this matter.



David Blitz, President of the Board
The Winsted Phoenix

Board members: JoAnn Ryan, Jeannette Brodeur, Darcy Abbott, Erica Taylor,
J Timothy Quirk, Sandy Evans, Robert Bailey

Terry Hall

From: Candace Bouchard <135riverton@gmail.com>
Sent: Wednesday, April 28, 2021 1:42 PM
To: Josh Kelly; Josh Kelly
Cc: Mark Douglass; Jim Rollins; Candy Perez; Terry Hall
Subject: Fwd: Winsted Down Town
Attachments: CWV-UNIFLOW2_ctor1-4235-1_1802_001.pdf

Caution! This message was sent from outside your organization.

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Subject: Update from Eversource on repair/replacement of lights and poles on Main Street

Hi Josh,

I received a call from Bob Axelrod this morning. He told me that they concluded a meeting today regarding Winchester's needs.

He stated that Eversource has placed an order for 57 Lights (**Luminaire, LED,**) and two poles. They expect them to be received and installed by end of June/July.

I also asked that when a final selection of the pole is made to give their "Materials" sheet so that that can be stored/recorded with Purchasing/Public Works to identify what the Town of Winchester will order, should another pole be hit and damaged.

I also reminded him that I was advised by a resident that the Eversource pole next to H&R Block has been out for approx 4 years. I am going to get the pole numbers for the Eversource poles that are not operational on Main Street i.e. H&R Block, Morsel Munk and I think there I one other and make sure that they have been reported as not operational and follow that up with an email to Bob so that every light on Main Street is working by the end of July

Also, on another subject, I was advised that the new banners are to be shipped on May 5 and as soon as I have that delivery date I will work with Purchasing to get all the new banners up

Candace

----- Forwarded message -----

From: **Axelrod, Robert G** <robert.axelrod@eversource.com>
Date: Fri, Apr 16, 2021 at 8:26 AM
Subject: Winsted Down Town
To: Candace Bouchard (135riverton@gmail.com) <135riverton@gmail.com>, TownManager@TownofWinchester.org
<TownManager@townofwinchester.org>
Cc: Silver, Stephen F <stephen.silver@eversource.com>, Sargent, Cayle G <cayle.sargent@eversource.com>

Good Morning

I have attached the three choices of streetlights offered by Eversource for your review. All new lights would be offered in LED only.

In the past when Winsted reviewed this list they went with the 601904 model which has been installed at several locations. Please review the choices and after deciding which is your best choice please forward me a letter from Winsted with your decision on the light head . Please include the model number with your choice on the towns letter head .

Thank you and we are looking forward to getting these lights repaired and replaced.

If you have any questions please feel free to give me a call.

Bob

Robert Axelrod

Account Executive

Strategic Accounts

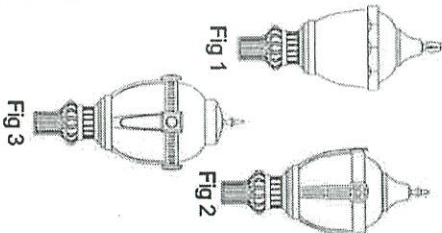
860-496-5119 office

860-496-5285 fax

robert.axelrod@eversource.com

Report electric power outages or problems to: CT: 1-800-286-2000

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| DESCRIPTION | MFG OR SUPPLIER | CATALOG NUMBER | STANDARD PACKAGE UNIT | ITEM NUMBER | ILLUSTRATION |
|---|---|--|----------------------------------|---|--|
| <p>► LUMINAIRE, LED, PREMIUM DECORATIVE, 51W, 120 volts, acorn base, Type III refractor, frosted lens, w/quick disconnect.</p> <p>No cage, nostalgic top, Victorian finial, all black finish.</p> <p>Classical cage, black, Architectural top (black w/white top), architectural finial, black.</p> <p>Classical cage, black, Architectural top, architectural finial, all black finish.</p> | <p>Cooper</p> <p>Cooper</p> <p>Cooper</p> | <p>ACN080LED-D50-U33 -X-6-1-BK-4-U78913</p> <p>ACN080LED-D50-U33 -1-7-3-4-U78914</p> <p>ACN080LED-D50-U33 -1-7-3-BK-4-U78915</p> | <p>1EA</p> <p>1EA</p> <p>1EA</p> | <p>601904</p> <p>601905</p> <p>601906</p> | <p>D</p>  <p>Fig 1</p> <p>Fig 2</p> <p>Fig 3</p> |

Date Approved 07/18
 Approved by 

Eversource Energy Material Standard

January 2019 Edition

MAT L-24

TOWN OF WINCHESTER
NOTICE OF SPECIAL TOWN MEETING -- TUESDAY, MAY 25, 2021
REFERENDUM -- SATURDAY, MAY 29, 2021

A special town meeting of the electors and citizens qualified to vote in town meetings of the Town of Winchester, Connecticut, will be held at the Isabelle M. Pearson Middle School, 2 Wetmore Avenue, in Winsted, Connecticut, on Tuesday, May 25, 2021 at 7:00 P.M. for the following purposes:

1. To consider a resolution,

(a) to appropriate \$6,200,000, for costs related to replacements and improvements to water mains and water storage tanks of the Winsted Water Works, including the removal and replacement of watermains generally located at Thibault Avenue, Greenwood Avenue, Center Street, Case Avenue and Holabird Avenue, replacement and removal of the water storage tank located on Wallens Hill, the addition of a water storage tank to be located at the Crystal Lake Water Treatment Plant. The appropriation may be spent for acquisition, design, construction and installation costs, equipment, furnishings, materials, utilities, relocation costs, engineering fees, consultants' fees, administrative costs, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project or its financing. The First Selectman and the Town Manager, or either of them, and the Chairman of the Water Sewer Commission are authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the project as so reduced or modified;

(b) to authorize the issue of bonds or notes of the Town in an amount not to exceed \$6,200,000 to finance in part the appropriation; to provide that the amount of bonds or notes authorized to be issued shall be reduced by any grants received for the project to the extent that such grants are not separately appropriated to pay additional project costs; and to authorize the issue of temporary notes of the Town in an amount not to exceed \$6,200,000 in anticipation of such bonds or notes and the receipt of grants; to authorize the First Selectman and the Town Manager, or either of them, and the Director of Finance of the Town to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes; to take such action to allow temporary advances of available funds which the Town reasonably expects will be reimbursed from the proceeds of borrowings; and to authorize a majority of the Selectmen and the Treasurer to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by the resolution if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years; and to authorize the First Selectman and the Town Manager, or either of them, and the Director of Finance to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes; and

(c) to authorize the First Selectman, the Town Manager, the Director of Finance and the Water Sewer Commission are authorized to apply for and accept or reject state grants for the project. The First Selectman, the Town Manager, the Director of Finance and the Water Sewer

Commission are authorized to file applications with the State, to execute grant agreements for the project, and to file such documents as may be required by the State to obtain grants for the costs of financing the project.; and to authorize the First Selectman, the Town Manager, the Director of Finance and officials of the Town to take all other action which is necessary or desirable to complete the project and to issue bonds and notes and obtain grants to finance the aforesaid appropriation.

2. Pursuant to Sections 305, 313, 916 and 1001 of the Town Charter, said town meeting shall be adjourned at its conclusion to submit the aforesaid resolution to be presented under item 1 of this notice to referendum vote between the hours of 8:00 A.M. and 8:00 P.M. on Saturday, May 29, 2021. Electors and persons qualified to vote in town meetings who are not electors shall vote at the following polling place:


Isabelle M. Pearson School
2 Wetmore Avenue
Winsted, Connecticut

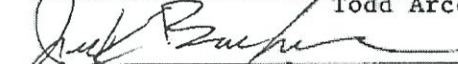
The resolution will be placed on the ballots under the following heading:

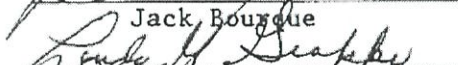
“SHALL THE TOWN OF WINCHESTER APPROPRIATE \$6,200,000 FOR COSTS RELATED TO REPLACEMENTS AND IMPROVEMENTS TO WATER MAINS AND WATER STORAGE TANKS OF THE WINSTED WATER WORKS SYSTEM; AND AUTHORIZE THE ISSUE OF BONDS AND NOTES TO FINANCE THE PORTION OF THE APPROPRIATION NOT DEFRAID FROM GRANTS?”

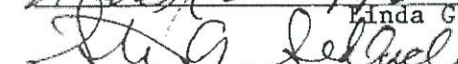
Voters approving the resolution will vote “Yes” and those opposing said resolution will vote “No.” Absentee ballots will be available from the Town Clerk’s office.

Dated at Winchester, Connecticut, this 27 day of April, 2021.




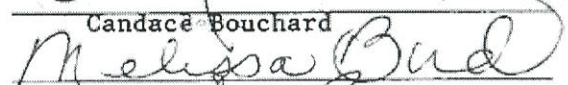
Todd Arcelaschi



Jack Bourque


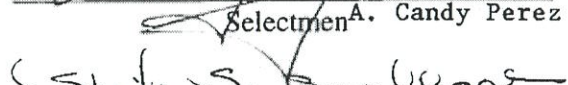
Linda G. Groppo


Steven Sedlack



Candace Bouchard


Melissa Bird


A. Candy Perez
Selectmen


Sherita S. Ballew
Town Clerk

Boards & Commissions

NOMINATIONS

| Date | Name | Board/Commission | Permanent /Alternate | Term Dates |
|------|------|------------------|----------------------|------------|
| | | | | |
| | | | | |

APPOINTMENTS

| Date | Name | Board/Commission | Permanent /Alternate | Term Dates |
|------|------|------------------|----------------------|------------|
| | | | | |
| | | | | |

RE-APPOINTMENTS

| Date | Name | Board/Commission | Permanent/Alternate | Next Term Exp |
|----------|----------------|--------------------------|---------------------|---------------|
| 05/03/21 | Joseph Nichols | Civil Service Commission | Permanent | 5/2027 |
| | | | | |
| | | | | |
| | | | | |

RESIGNATIONS

| Date | Name | Board/Commission | Term | Expiration Date |
|---------|------------------|--|------|-----------------|
| 5/03/21 | Christine Hunter | Inland Wetlands & Watercourse Commission | | 4/2021 |

Terry Hall

From: joseph nichols <jbkarjoe@sbcglobal.net>
Sent: Tuesday, April 20, 2021 7:41 AM
To: Terry Hall

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Bob,
In reference to serving on the Civil Service Commission, I am interested in the consideration for re-appointment. Thank you.
Respectfully ,
Joe Nichols

JB Appliance

500 Main St.
Winsted, CT 06098
860-379-3348
860-379-3349 fax
www.myjbappliance.com

Terry Hall

From: Pam Colombie
Sent: Tuesday, April 20, 2021 8:23 AM
To: Josh Kelly; Terry Hall
Subject: FW: Inland Wetlands April 21st Regular Meeting

Follow Up Flag: Follow up
Flag Status: Flagged

FYI. Please note that with her opting to not be reappointed, the IWWC is left with two vacancies.

Thanks,
Pam

From: Pam Colombie
Sent: Tuesday, April 20, 2021 8:20 AM
To: 'Christine A. Hunter' <chrishunter@snet.net>
Subject: RE: Inland Wetlands April 21st Regular Meeting

Good morning,

What a shame...you will be missed. I will forward this email to the Town Manager's office who will advise the Board of Selectmen that through your decision to not be reappointed, a second vacancy will exist. (The Commission is comprised of nine members and they had yet to fill one of the spots.)

I know it was a consuming 2020 with the Highland Lake deep drawdown and the avalanche of applications that were reviewed. Those marathon meetings would take a toll on anyone!

Volunteer commissioners are the lifeblood of any town. Thank you so much for serving these last three years. You were always so very dependable and gracious on the occasions that a Special Meeting was necessary, too.

Sincerely,
Pam

From: Christine A. Hunter <chrishunter@snet.net>
Sent: Monday, April 19, 2021 2:40 PM
To: Pam Colombie <pcolombie@townofwinchester.org>
Subject: Re: Inland Wetlands April 21st Regular Meeting

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Pam, my 3 yr term is up April 2021, this month. This will be my last meeting. Real estate is so busy I cant seem to keep up and I cant keep my eyes open during the zoom meetings that get longer and longer. I'm guessing with the 3 newest members I wont be missed. Is this something that gets brought up under "other business"?

Christine A. Hunter,
Hunter Real Estate, LLC.
Po Box 159 Winchester, CT. 06094
860-480-5591 cell

BOARD OF SELECTMEN ACTION REQUEST

No.: 21-014

Date: May 03, 2021

Topic: New Business (A)- 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> |
| 311-859-0000 | Street Department Salt | \$12,000 |
| TO: Public Works (311) | | |
| <u>Line</u> | <u>Description</u> | <u>Amount</u> |
| 311-862-00000 | Bituminous | \$12,000 |

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$12,000 from Street Department Salt (311-859-0000) to Bituminous (311-862-0000).



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

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. Salt | | | 311 | 859 | 0 | \$12,000.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

ACCOUNT(S) TRANSFERRED TO

| DEPT# | OBJECT# | SUB-OBJECT# | AMOUNTS |
|-------|---------|-------------|---------|
|-------|---------|-------------|---------|

| | | | | | | |
|-------------------------|--|--|-----|-----|---|-------------|
| Street Dept. Bituminous | | | 311 | 862 | 0 | \$12,000.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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

Winter is over so no more salt will be purchased this season.

FY-21 Road maintenance is expended due to excessive tree work which is where asphalt is typically purchased from.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:

(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

J. Rolla 4/26/21

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

Bruce B. Stratford 4/26/21

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:

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

J. Rolla 4/27/21

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.: 21-015

Date: May 03, 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: Fire Department (211) | | |
|------------------------------------|-------------------------------|---------------|
| <u>Line</u> | <u>Description</u> | <u>Amount</u> |
| 211-190-0000 | Administrative Salaries | \$10,000 |
| 211-192-0000 | Labor, Skilled & Professional | \$20,000 |
| TO: Fire Department (211) | | |
| <u>Line</u> | <u>Description</u> | <u>Amount</u> |
| 211-826-0000 | Maintenance of Equipment | \$30,000 |

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$10,000 from Administrative Salaries (211-190-0000) & \$20,000 Labor, Skilled & Professional (211-192-0000) to Maintenance of Equipment (211-826-0000).



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

Fiscal Implications: none



FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER Fire Department

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER \$30,000 2021

| ACCOUNT(S) TRANSFERRED FROM: | DEPT# | OBJECT# | OBJECT# | AMOUNTS |
|-------------------------------|-------|---------|---------|-------------|
| Administrative Salaries | 211 | 190 | 0000 | \$10,000.00 |
| Labor, Skilled & Professional | 211 | 192 | 0000 | \$20,000.00 |
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| ACCOUNT(S) TRANSFERRED TO | DEPT# | OBJECT# | SUB-OBJECT# | AMOUNTS |
|---------------------------|-------|---------|-------------|-------------|
| Maintenance of Equipment | 211 | 826 | 0000 | \$30,000.00 |
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3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:
 (ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)
 To install equipment on Chief vehicle, Extensive repairs on Tower 1.

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

Paul Seymour

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

BB Hatfield 4/27/21

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

JB 4/27/21

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.: 21-016

Date: May 03, 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: Tax Collector (117) | | |
|----------------------------------|--------------------|---------------|
| <u>Line</u> | <u>Description</u> | <u>Amount</u> |
| 117-819-0000 | Vehicle Allowance | \$1,300 |
| TO: Tax Collector (117) | | |
| <u>Line</u> | <u>Description</u> | <u>Amount</u> |
| 117-806-0000 | Office Supplies | \$1,300 |

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$1,300 from Vehicle Allowance (117-819-0000) to Office Supplies (117-806-0000)



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

117 - Tax Collector

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$1,300

FY21

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

| ACCOUNT(S) TRANSFERRED FROM: | Fund: | DEPT# | OBJECT# | OBJECT# | AMOUNTS |
|------------------------------|-------|-------|---------|---------|---------|
| Vehicle Allowance | 1 | 117 | 819 | 0000 | \$1,300 |
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| | | | | | |

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

| ACCOUNT(S) TRANSFERRED TO | DEPT# | OBJECT# | SUB-OBJECT# | AMOUNTS |
|---------------------------|-------|---------|-------------|---------|
| Office Supplies | 1 | 117 | 806 0000 | \$1,300 |
| | | | | |
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| | | | | |

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

Additional supplies needed to complete the fiscal year.
Small portion of vehicle allowance balance used because in person meeting/training/classes have been limited due to COVID.


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



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



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



7. DATE SUBMITTED TO BOARD OF SELECTMEN _____

8. DATE APPROVED BY BOARD OF SELECTMEN _____

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

BOARD OF SELECTMEN ACTION REQUEST

No.: 21-17

Date: May 3, 2021

Topic: New Business (D)- Proposed Resolution No. 21-17: Authorization for Town Manager to sign two awards for the annual Emergency Management Performance Grant (EMPG) and the EMPG Supplemental Grant (with attachments)

From: Joshua Kelly, Town Manager

Background: The Town annually adopts the proposed resolution to utilize Region 5 for any Connecticut Department of Emergency Services and Public Protection (DESPP) subgrant funds and that the Town will serve as the possible custodial owner of any assets purchased with said subgrant funds.

Requested Action: The Board of Selectmen should consider proposed Resolution 21-17.

Fiscal Implications: None. Any funds related to the proposed Resolution are federal & state grant funds.

Manager's Recommendation: I recommend that the Board of Selectmen adopt proposed Resolution No. 21-17.

Recommended Motion: *I move that the Board of Selectmen adopt Resolution No. 21-17.*

Attachments

DESPP Letter

Proposed Resolution No. 21-17.



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



April 21, 2021

Mr. Robert Geiger
Town Manager
Town of Winchester
338 Main Street
Winsted, CT 06098-

Dear Mr. Geiger:

I am pleased to forward for your signature the **Emergency Management Performance Grant** – sub-grant award 020E162A in the amount of **\$10,739.00** (of which **\$5,369.50** is federal funding and **\$5,369.50** is sub-grantee match) and the **EMPG Supplemental Grant** in the amount of \$13,473.90 (of which \$6,736.95 is federal funding, \$0 subgrantee match and state in-kind match of \$6,736.95). For EMPG Supplemental, since an in-kind match has been provided, the municipality only needs to expend the federal share amount, on eligible expenses retroactive to October 1, 2020 to be reimbursed 100% of the federal share.

Please review both awards carefully and pay particular attention to the general and special grant conditions which apply to both subgrant awards. Afterwards, sign and date the award, initial as indicated, and return it to by scan/ email to the DEMHS Regional Office at at: john.field@ct.gov, henry.paszczuk@ct.gov. There is no need to mail original hardcopies.

Consistent with previous years, these sub-grant awards are based on your approved grant application and your community's population.

Audit quality documentation of allowable expenditures must accompany reimbursement requests, under each subgrant award and should be submitted to John Field, DEMHS Region 5 Coordinator, for processing. Please note that all requests must include the signature of the local finance director or someone of equal authority on the EMPG SLA Financial Tool.

You will be sent a fully executed copy of both subgrant awards for your files. We thank you for your participation in the EMPG program and your community's continued commitment to the protection of our citizens.

Sincerely,

Regina Y. Rush-Kittle
Deputy Commissioner
Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security

CC:

Mr. Steven Williams, Emergency Management Director
John Field, DEMHS Region 5 Coordinator