

AGENDA
Town of Winchester
Meeting of the Board of Selectmen
P. Francis Hicks Room, 2nd Floor, Town Hall • 338 Main St., Winsted, CT

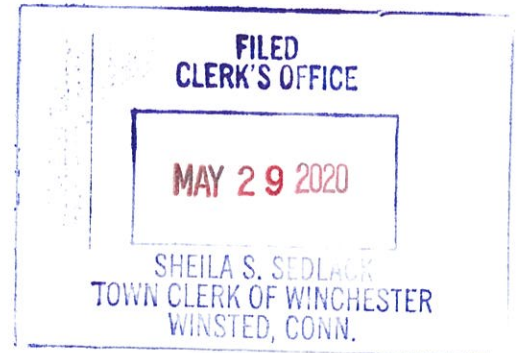
MONDAY, JUNE 1, 2020

7:00 P.M.

1. CALL TO ORDER (Turn your cell phones off)
2. PLEDGE OF ALLEGIANCE
3. AGENDA REVIEW
4. APPROVAL OF MINUTES
 - A) Minutes of Special Meeting on May 14, 2020
 - B) Minutes of Regular Meeting on May 18, 2020
5. TOWN MANAGER'S REPORT
6. CITIZENS' COMMENTS

The Board of Selectmen welcomes public comments but speakers will be limited to three (3) minutes or less and may speak only once. Please call 860-379-3818 to make a public comment when we reach this agenda item. Please give your name and address. All guidelines listed for in-person meetings will apply.
7. CORRESPONDENCE
8. BOARDS AND COMMISSIONS
9. UNFINISHED BUSINESS
 - A) 20-018a Land Swap and Temporary Easement Request at 29 Bridge Street
 - B) 20-022a Easement Request adjacent to 80 South Main Street (rear portion of 85 Rowley Street)
10. NEW BUSINESS
 - A) 20-025 Municipal Suspense Tax List (Town Manager Geiger)
 - B) 20-026 Proposed Line Item Transfers (Town Manager Geiger)
 - C) 20-027 Building Healthier Communities Grant (Mayor Perez)
 - D) 20-028 Engagement of Town Auditor (Town Manager Geiger)
 - E) 20-029 Bid Waiver for Demolition of 512-516 Main Street (Town Manager Geiger)
11. CITIZENS' COMMENTS

The Board of Selectmen welcomes public comments but speakers will be limited to three (3) minutes or less and may speak only once. Please call 860-379-3818 to make a public comment when we reach this agenda item. Please give your name and address. All guidelines listed for in-person meetings will apply.
12. SELECTMEN'S COMMENTS AND REPORTS
13. ADJOURNMENT



**This meeting can be watched live on Spectrum Channel 194,
accessed remotely by selecting the "livestream" link
on the Town of Winchester website or at
<https://www.youtube.com/channel/UCT1ffiBjMTBQM5OEXSgKIqg/videos>**

Town of Winchester
Board of Selectmen & Board of Education
Public Hearing
May 14, 2020

Due to the Coronavirus (COVID-19) epidemic the May 14, 2020 Board of Selectmen's meeting and Public Hearing with the Board of Education was held by ZOOM and all were live streamed via Channel 194 and broadcast on You Tube.

Item 1. Call to Order

The meeting was called to order at 7:00 pm. by Mayor Perez.

Attendance: Sel. Todd Arcelaschi, Sel. Melissa Bird, Sel. Candace Bouchard, Sel. Jack Bourque, Sel. Linda Groppo, Sel. A. Candy Perez, Sel. Steven Sedlack.

Also attending were Town Manager Bob Geiger, Financial Director Bruce Stratford, Town Attorney Kevin Nelligan, Winchester Public Schools Superintendent Melony Brady- Shanley and Superintendent of The Gilbert School Dr. Anthony Serio.

Others in attendance were Winchester Board of Education members Doug Pfenninger, Tara Sundie, Nora Morcarski, Cheryl McGlynn, Dr. Richard Dutton, Michelle Hintz, Kristin Peterson, Business Manager Nancy O'Dea Wyrick, Principal Roseanne Field, Principal Barbara Silverio and Direction of Pupil Personnel Services Seamus Cullinan.

Item 2. Pledge of Allegiance:

The Pledge of Allegiance was recited.

Mayor Perez opened the meeting by explaining the rules that would govern the Public Hearing.

Mayor Perez introduced Dr. Anthony Serio who presented an overview of the 2020/2021 budget for The Gilbert School.

Mayor Perez introduced Melony Brady –Shanley who presented an overview of the 2020/2021 budget for the Winchester Public Schools.

Item 3. Public Comment on Education

Following the presentations there was a lengthy period of questions and answers involving Selectmen, Board of Education members and the Superintendents. Mayor Perez then opened up the Public Comment portion of the hearing to anyone having questions or comments. Comments were made by Craig Schroeder.

Item 4. Hearing and Public Comment on the Town Budget

Mayor Perez introduced Town Manager Robert Geiger who presented an overview of the 2020/21 budget for the Town of Winchester.

Following the presentation there were questions and answers with the Selectmen. The floor was opened to further discussion. Comments were made by Stefan Kosinski

Item 5. Adjournment.

Motion by Sel. Sedlack, seconded by Sel. Bourque

To adjourn the meeting at 10:05 p.m.

UNANIMOUS

ATTEST:

Sheila S. Sedlack, CCTC, CMC

Board of Selectmen
Regular Meeting
Minutes
May 18, 2020

Due to the Coronavirus (COVID-19) epidemic the May 18, 2020 Board of Selectmen's meeting was held by ZOOM and all Selectmen were live streamed via Channel 194 and broadcast from home.

Item 1. Call to Order

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

Attendance: Sel. Arcelaschi, Sel. Bird, Sel. Bouchard, Sel. Bourque, Sel. Groppo, Sel. Perez and Sel. Sedlack. Town Manager, Bob Geiger and Financial Director, Bruce Stratford.

Item 2. Pledge of Allegiance

The Pledge of Allegiance was recited.

Item 3. Agenda Review - NO CHANGE

Item 4. Approval of Minutes.

Motion by Sel. Bouchard, seconded by Sel. Groppo

To approve the minutes of the Regular Meeting on May 4, 2020

UNANIMOUS

Item 5. Citizen's Comments. NONE

Item 6. Town Manager's Report.

The Town Manager, Bob Geiger reviewed of all meetings held between May 4, 2020 through May 17,2020 giving a report on each such meeting.

Item 7. Finance Director's Report

The Finance Director, Bruce Stratford gave a review of 2019/2020 Fiscal Year Budget, going over General Fund activities.

Item 8. Correspondence NONE

Item 9. Boards and Commissions.

Sel. Sedlack placed into nomination the name of Mary Ann Marino as a member of the Inland Wetland & Watercourses Commission. Action will be taken at the next meeting.

Item 10. Unfinished Business

A) 20-002 2020-2021 Town of Winchester Budget and Public Comment.

Mayor Perez asked the following people for any comments on the proposed budget and each spoke briefly;

Superintendent of The Gilbert School, Dr Anthony Serio.

Superintendent of the Winchester Public Schools, Melony Brady-Shanley.

Town Manager, Robert Geiger.

Additional public comment on the budget; Mayor Perez read a letter from resident Ellen C. Marino.

Discussion on the budget continued.

Motion by Sel. Bourque

To ask the Town Manager to prepare a prioritized list of potential budget reductions from the town budget in the amount of \$240,000 for the May 2st 1 Board of Selectmen’s meeting. MOTION FAILED FOR LACK OF A SECOND.

Item 11. New Business

A) 20-022 Easement Request at 80 South Main Street (Town Manager Geiger)

Motion by Sel. Sedlack, seconded by Sel. Bouchard

I move that the Board of Selectmen refer the easement request at 80 South Main Street to the Planning & Zoning Commission for review and comment.

UNANIMOUS

B) 20-023 Proposed Line Item Transfers (Town Manager Geiger).

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

I move that the Board of Selectmen approve the Line-item transfer of \$150 from Healthy Aging Programs (813-800-0001-0000) to Training & Education (813-811-0000-0000)l.

UNANIMOUS

C) 20-24 Refunds as Recommended by the Collector of Revenue (Town Manager Geiger)

Motion by Sel. Arcelaschi, Seconded by Sel. Groppo

To approve the refunds as recommended by the Collector of Revenue, Halaree Monnerat, in the amount of \$797.33.

UNANIMOUS

Item 12. Citizens’ Comments Bryan Sundie and Stephan Kosinski

Item 13. Selectmen’s Comments and Reports

Sel. Bourque – that the Soldiers Monument Commission will conduct a virtual celebration for

Memorial Day on Monday, May 25th. 2020. Commission members have prepared a video for broadcast on channel 194.

Sel. Bouchard – asked the Town Manager, to report to the Board pertaining to the Road

Plan to go into effect in the Spring.

Item 14. Adjournment

Motion by Sel. Sedlack, seconded by Sel. Bird

To adjournment the meeting at 8:31 pm.

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: May 29, 2020
TO: Board of Selectmen
FROM: Robert Geiger
Town Manager
RE: Town Manager Update

Overall day-to-day operations are primarily driven based on fluctuations and demands related to the current pandemic crisis

LAST WEEK (May 18 - 24):

Monday: Chief Fitzgerald regarding mini parade on Memorial Day; resident regarding noise complaint on High Street; J. Rollins regarding Woodland Avenue drainage issue; meeting regarding Woodland Avenue neighbor dispute; **Board of Selectmen via Zoom**

Tuesday: J. Rollins regarding personnel issues; Chief Fitzgerald regarding incident reviews; Northwest Community Foundation Zoom meeting; planning office regarding restaurant opening process for permits; Rotary Zoom meeting; telephone conference with Selectman Bourque regarding updates

Wednesday: Land Use office and Emergency Preparedness Director regarding business opening plans; beach site visit in preparation of opening; telephone conference with Selectman Groppo regarding updates; meeting with staff regarding Town Hall opening plans; site visit regarding potential town-owned lot purchase; conference call with the Governor's office regarding COVID-19

Thursday: T. Risucci regarding beach opening process; Public Works regarding Sucker Brook bridge opening; blight meeting with demolition contractor; Attorney Ryan regarding Police Union contract negotiation; Chamber of Commerce Zoom meeting; **Public Hearing via Zoom on 2020-2021 Board of Education and Town of Winchester budget**

Friday: Public Works regarding Sucker Brook bridge opening

THIS WEEK (May 25 - 31):

Monday *Town Hall Closed for Memorial Day holiday*

Tuesday:

- Attorney Ryan regarding Police Union negotiations
- Attorney regarding solar project and siting council

Wednesday:

- Public Works regarding paving projects and meeting with S&S Paving
- Site visit of building at boat marina
- Site visit to blighted properties at 146 and 109 Marshall Street
- Site visit with J. Rollins and B. Clark to solar project site

The Town of Winchester is an equal opportunity provider, employer and lender.

Thursday:

- Site visit to new owners of Health Food Corner
- Attorney Stedronsky regarding senior apartment updates

Friday:

- Chief Fitzgerald regarding review of Saturday beach opening

NEXT WEEK (June 1 - 7):

- **Monday:** Economic Development Commission and local businesses vis Zoom regarding COVID issues; Attorney Stedronsky regarding senior apartment updates; **Hinsdale School Renovation meeting via Zoom; Board of Selectmen via Zoom**

LONG-TERM:

June 17: State Department of Labor regarding Police grievance

Boards & Commissions

NOMINATIONS

Date	Name	Board/Commission	Vote	Term Dates

APPOINTMENTS

Date	Name	Board/Commission	Vote	Term Dates
6/1	Mary Ann Marino	IWWC		

RE-APPOINTMENTS

Date	Name	Board/Commission	Vote	Next Term Exp

RESIGNATIONS

Date	Name	Board/Commission	Term Expiration Date
6/1	Caitlyn McSherry	EDC	4/2023

Laurie Bessette

From: Linda Groppo <l.groppo@sbcglobal.net>
Sent: Monday, May 18, 2020 4:58 PM
To: Laurie Bessette; Dennis Dressel
Subject: Fwd: EDC Membership

FILED
CLERK'S OFFICE

MAY 19 2020

WILSON
TOWN CLERK OF WINCHESTER
NEW HAMPSHIRE

This sender is trusted.

Laurie-- see below EDC resignation notice from Caitlyn McSherry. Please attach to June 1 BOS packet and add name to Boards & Commissions form. Thanks !

Linda Groppo

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

Subject: EDC Membership
From: Caitlyn McSherry <caitlynmcsherry@gmail.com>
Sent: Monday, May 18, 2020, 1:33 PM
To: Dennis Dressel <Dennis.Dressel@assuredpartners.com>, l.groppo@sbcglobal.net
CC:

Good afternoon,

I hope this email finds you well. After much thought and consideration I have decided the best decision for me right now is to tender my resignation with the EDC. I do not feel I have the time right now to be a fully committed and productive member of the organization. Rather than continue a lackluster performance, I have decided to step aside.

Thank you for the opportunity to be a part of the commission. I have enjoyed my time and the connections I have made along the way. I will always be a friend to the committee and support the work you are doing. Wishing you all the best.

Caitlyn McSherry

BOARD OF SELECTMEN ACTION REQUEST

No.: 20-018a

Date: June 1, 2020

Topic: Unfinished Business (A)- Request for Land Swap and Temporary Easement at 29 Bridge Street (with attachments)

From: Robert Geiger, Town Manager

Previous Information: The Department of Public Works has been closely examining the traffic at the intersection of Bridge Street and Charles Street. The property owner has been offered a "land swap" to relocate his driveway onto Maple Street and allow the Town to establish a one-way traffic pattern on Bridge Street.

The Town Attorney has reviewed the documents and has no objections to the request.

Additional Background: At their April 20, 2020 meeting, the Board of Selectmen referred the request to the Planning and Zoning Commission. At the May 28th meeting, the Planning and Zoning Commission reviewed and unanimously supported the proposed action.

Requested Action: The Board of Selectmen should consider proceeding to Step 5 of the attached Steps for Sale of Town-Owned Property. This step authorizes the Board of Selectmen to schedule a Special Meeting to act on the proposal.

Fiscal Implications: none

Manager's Recommendation: I recommend that the Board of Selectmen schedule a Special Meeting on July 6 to act on the proposal.

Recommended Motion: *I move that the Board of Selectmen schedule a Special Meeting July 6 to act on the proposal.*

Attachments:

- Steps for Sale of Town-Owned Property
- Planning and Zoning Commission CGS 8-24 Referrals
- Correspondence, Bart Clark, P.E. (April 13, 2020)
- Property Survey Map (March 2020)
- Temporary Work Area Easement (April 9, 2020)
- Temporary Easement and Land Transfer Agreement (April 13, 2020)

STEPS FOR SALE OF TOWN-OWNED PROPERTY

1. Upon request to sell, lease, abandon or obtain an easement concerning Town-owned property, the Board of Selectmen reviews the request and determines if it is in the best interest of the Town.
2. If so, the Board of Selectmen refers the request to the Planning & Zoning Commission. In addition to the Planning and Zoning Commission, the Board of Selectmen may refer the proposed sale to any of the following agencies: Assessor, Inland Wetlands and Watercourses Agency, Department of Public Works, Winchester Land Trust, Chief of Police, Economic Development Commission, Winchester Housing Authority, Recreation Department, Community Planning and Development Office. Each Agency shall report back to the Board of Selectmen within thirty-five (35) days of the submission of the proposal. Failure of any agency to report back to the Board within thirty-five (35) days shall be taken as approval of the proposal. A disapproval of the proposal by an Agency shall contain the reasons therefore. The disapproval, however, shall not prevent the Board of Selectmen from continuing with the process to seek approval of the proposed sale.
3. After the agencies render their reports, or after the passage of thirty-five (35) days if no reports are submitted, the Board of Selectmen shall instruct the purchasing agent to place the sale of the property out to bid and shall notify in writing all abutting owners of the proposed sale. **If an easement or abandonment, skip to Step 5.**
4. In awarding the bid the Town may consider, in addition to price, the following: whether the bidder abuts the proposed parcel, whether the bidder will merge the proposed parcel to make it more conforming to Planning and Zoning Regulations, whether the bidder is current with all taxes and user fees due to the Town of Winchester, whether the proposed property and any other reasons the Board feels best promotes the well being of the Town, including long term use potential for the Town, the economic benefits or loss for the Town, the environmental value and the aesthetic value of the subject premises.
5. If the Board of Selectmen decides to accept the bid, it will schedule a Special Town Meeting to be held not less than thirty (30) days, nor more than forty-five (45) days to act on the proposal. Notice of the hearing shall be published in a newspaper having a general circulation in such municipality where the real property that is the subject of the hearing is located at least twice, at intervals of not less than two (2) days, the first not more than fifteen (15) days or less than ten (10) days and the last not less than two (2) days before the date set for the hearing. The municipality shall also post a sign conspicuously on the real property land that is the subject of the public hearing.
6. At the Town Meeting, an affirmative vote of a majority of those electors attending the special town meeting shall be sufficient to approve the sale.
7. The buyer must take title to the property within forty-five (45) days of the vote of the Special Town Meeting unless granted an extension by the Board of Selectmen. Should the buyer not take title to the property within forty-five (45) days and the Board of Selectmen not grant an extension, then the Board may accept the next highest competent bidder or may re-bid the property as it deems in the Town's best interest. The buyer must pay all closing costs of the town, including but not limited to attorney's fees and broker commissions.





TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

TO: Planning & Zoning Commission
FROM: Office of the Town Manager
DATE: April 22, 2020
RE: CGS 8-24 Referral

Property located at: 29 Bridge Street

And being that property known as:

Map # 110 Block # 057 Lot(s) 001 Zone: TCR

PROPOSAL:

Land swap of 29 Bridge Street for 8 Charles Street (MBL: 110/057/003)
and Temporary easement

Attached is a sketch of the property with reference to market and assessed valuations.

The amount of back taxes is: \$ _____
Assessed Value is: \$ _____
Current indicated Market Value is: \$ _____
Current Sales Ratio is: \$ _____

Please consider this request and provide a report back to me so this matter can be referred to the Board of Selectmen.

Approval _____ Disapproval _____

Comments:

Dated: _____ Signature: _____
Chairman, Planning & Zoning

Laurie Bessette

From: Bart Clark
Sent: Monday, April 13, 2020 3:33 PM
To: Laurie Bessette
Cc: Jim Rollins
Subject: Bridge St Land Swap
Attachments: 167-102.pdf; Bridge St 29 - signed temp easement.pdf; Bridge St - 29 land swap agreement signed.pdf

Hi Laurie:

We have been working with the Land owner at 29 Bridge St to allow us to establish one-way traffic pattern on Bridge St. We offered him a land swap to allow him to relocate his driveway off of Bridge St and onto Maple St and to give us a temporary easement across his land to do some work associated with the changes to the road.

The land swap needs consent of the Planning Commission as an 8-24 referral and approval at a Town meeting. After these approvals are in place, I will have the deed drafted and have a mylar map for filing in the Land Records.

I am trying to understand the best way to approach the approvals. Is this something that Bob would bring to the Commission and Town meeting, or, would we do that. Possibly, there may be something in between.

Let me know what you and Bob think is the right way to move ahead. Thanks,

Bart Clark, P.E.
Project Administrator
Town of Winchester, Public Works
189 Rowley Street
Winsted, CT 06098
Tel. (860) 379-4070
Fax.(860) 738-3509

LEGEND

- BOUNDARY LINE
- RETAINING WALL
- FENCE
- IRON PIN
- CURB CATCHBASIN
- CURBLESS CATCHBASIN
- UTILITY POLE
- UTILITY POLE WITH GUY
- SANITARY MANHOLE

MAP REFERENCES

- "PLAN OF A PIECE OF LAND LYING SOUTH OF WINSTED DEPOT LAID OFF INTO STREETS AND LOTS OCT. 1853 FOR LYMAN CASE BY ASRAU CHAMBERLAIN COUNTY SURVEYOR" Scale: 2 chains=1", Winchester Land Records Vol.14-Pg.615.
- "PLAN OF MAPLE STREET FROM BRIDGE STREET TO THE EASTERLY LINE OF LAND OF CIRIUS W. REED, WINSTED, CONN.," Signed by Selectmen May 1916, Winchester Land Records map #203.
- "BOUNDARY SURVEY - LAND OF J.C. BURWELL, INC. AND LAND OF ROBERTA A. BURWELL WILLOW ST., MAPLE ST., DEPOT ST. & CHARLES ST. WINCHESTER, CONNECTICUT," SCALE:1"=40', Dated 4-01-96, Prepared by Dicora Land Surveying Services.

NOTES

- This survey and map has been prepared in accordance with Sections 20-300b-1 thru 20-300b-20 of the Regulations of the Connecticut State Agencies Minimum Standards for Surveys and Maps in the State of Connecticut, endorsed by the Connecticut Association of Land Surveyors, Inc. It is a **PROFESSIONAL SURVEY** conducted by the Connecticut Association of Land Surveyors, Inc. and conforms to a Horizontal Accuracy Class A-2 and a Vertical Accuracy Class 1/4".
- OWNER OF RECORD
PARCEL 'A' - THE TOWN OF WINCHESTER (Vol.447 - Pg.504)
PARCEL 'B' - ANDREW RAE (Vol.438-Pg.1114)
- AREA - PARCEL 'A': Evidences 1,994 S.F. or 0.046 Acres
Proposed - 994 S.F. or 0.023 Acres
PARCEL 'B' (portion of)
Proposed=1,000 S.F. or 0.023 Acres
- ZONE - TCR (TOWN CENTER RESIDENTIAL)
- TAX ASSESSORS PARCEL - M.B.L. 110/057/003
- Remaining lands of Parcel 'A', owned by the Town of Winchester, is not an approved building lot.

~LOT LINE REVISION~

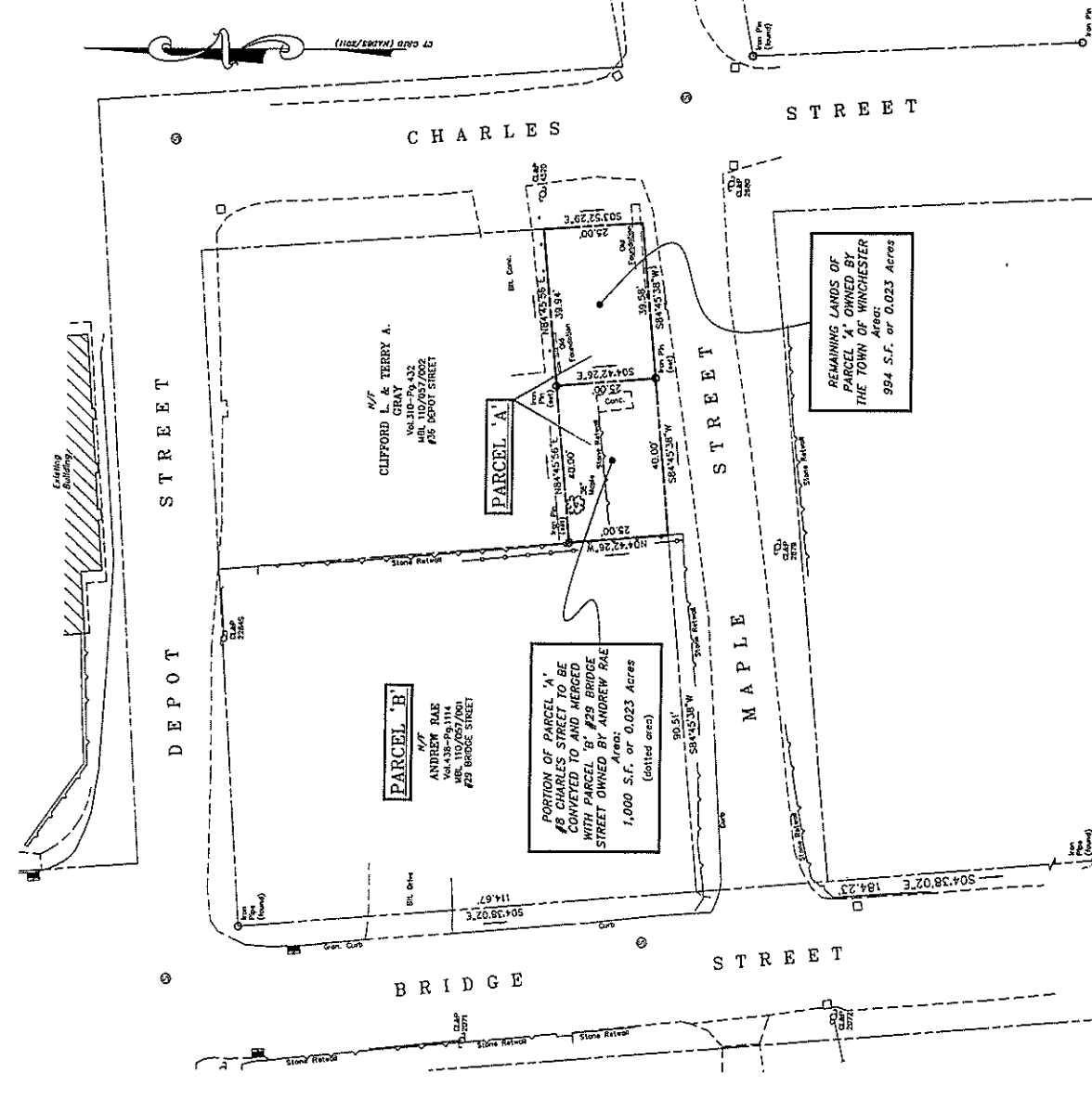
PROPERTY SURVEY

PREPARED FOR

THE TOWN OF WINCHESTER

8 CHARLES STREET
WINSTED, CONNECTICUT

SCALE	DATE	SHEET NO.	JOB NO.
1"=20'	MARCH, 2020	1 OF 1	167-102
Timothy G. Wylie Jr., Land Surveyor Barkhamsted, Connecticut Phone: 860.605.9075 email: tgwsurveying@gmail.com			



TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

TIMOTHY G. WYLIE, JR. LICENSE # 70421 L.S.
NOT VALID UNLESS EMBOSSED SEAL IS AFFIXED

REVISIONS	

(SEAL)


TEMPORARY WORK AREA EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

THAT ANDREW RAE, Owner of 29 Bridge Street in the Town of Winchester, County of Litchfield and State of Connecticut, for the consideration of One Dollar and other valuable considerations received to his full satisfaction of the Town of Winchester, does hereby give and grant unto the said Town of Winchester, its successors and assigns forever, an easement over, under and across portions of his land on Bridge Street in the Town of Winchester, County of Litchfield and State of Connecticut, for a distance measure from the existing curb line of 10 feet along Bridge, 10 ft along Maple and 20 Ft along Depot Streets, for all purposes incidental to the work to be performed on Bridge, Depot and Maple Streets to Improve the traffic flow and intersections, including the removal and replacement of curbs, re-grading the property, minor repairs to driveways and sidewalks and establish turf in disturbed areas. Damage to the property at 29 Bridge St caused by the construction will be repaired to the satisfaction of the Owner and the Town.

TO HAVE AND TO HOLD the premises for the purpose aforesaid unto the said Town of Winchester, its successors and assigns forever. Upon the completion of construction, this easement shall terminate and no longer be of any legal effect.

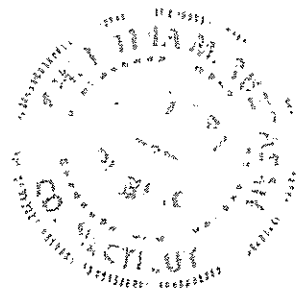
Dated at Winchester, Connecticut this 9 day of April, 2020.



Andrew Rae

STATE OF CONNECTICUT) COUNTY OF LITCHFIELD)	: ss: at Winchester
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The foregoing instrument was acknowledged before me this 9 day of Apr 1, 2020, by Andrew Rae, as owner.



Notary Public
My Commission Expires 4/30/2023

AGREEMENT FOR TEMPORARY EASEMENT AND LAND TRANSFER
BY AND BETWEEN THE
TOWN OF WINCHESTER
AND
ANDREW RAE

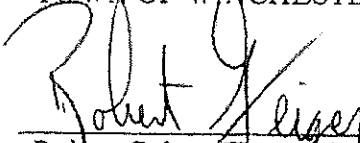
THIS AGREEMENT is made this 13th day of April, 2020, by and between the TOWN OF WINCHESTER, acting herein by and through its Town Manager, hereinafter called the TOWN and ANDREW RAE, OWNER of property at 29 Bridge St, Winchester, Connecticut 06098.

WITNESSETH, for the consideration hereinafter set forth, the parties hereto agree as follows:

1. The traffic pattern on Bridge St will change from two way to one way travelling south;
2. The road will be reduced in width;
3. The OWNER'S existing driveway will no longer be able to turn north on Bridge St due to the one way traffic pattern;
4. Some work during these improvements will require some disturbance of the ground at 29 Bridge St as shown on the plans prepared for this work. The OWNER will grant a temporary easement for this work;
5. To compensate for this reduced utility of his driveway and work on the OWNER'S property, the Town will transfer land from an adjoining TOWN owned parcel at 8 Charles St to allow a driveway to be established off of Maple St. The parcel is shown on the attached map which will be filed in the Winchester Land Records;
6. The land transferred to 29 Bridge St will be transferred "as is" with no guarantee or warranties implied.
7. The OWNER recognizes that the land transfer has to be approved through a process required by law prior to becoming effective and that the process may take at least 6 months before being finalized.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the day and year first above written.

ACCEPTED FOR:
TOWN OF WINCHESTER

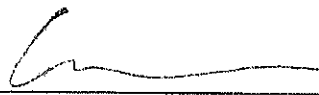


Robert Geiger, Town Manager

Date

4/13/20

Owner



Andrew Rae

Date

4/9/20

BOARD OF SELECTMEN ACTION REQUEST

No.: 20-022a

Date: June 1, 2020

Topic: Unfinished Business (B)- Request for Easement at 80 South Main Street (rear portion of 85 Rowley Street) for Winsted Medical Associates, LLC (with attachments)

From: Robert Geiger, Town Manager

Previous Information: LADA, P.C. along with Casle Corporation and Charlotte Hungerford Hospital are requesting an easement over a .314 area of Town land adjacent to the facility currently under construction at 80 South Main Street. In addition to the regular services offered at the new medical building, Charlotte Hungerford Hospital will place its emergency room and an associated helipad at this location.

The theoretical flight path will be for a distance of 280' beyond the Final Arrival and Take Off area (FATO). Of that 280', 106 linear feet belong to Winsted Medical Associates (controlled by Charlotte Hungerford Hospital) with the balance belonging to the Town of Winchester in the area over Forest View Cemetery.

Heliport licensing applications were filed recently. The Connecticut Airport Authority and the Federal Aviation Administration will closely review the guidance documents, Life Star emergency service officials' review as well as the FATO and surrounding area.

Additional Information: The Planning and Zoning Commission, at its May 28th meeting, reviewed and unanimously supported the proposed easement request as directed by the Board of Selectmen under Connecticut General Statutes Sec. 8-24.

Requested Action: The Board of Selectmen should consider proceeding to Step 5 of the attached Steps for Sale of Town-Owned Property. This step authorizes the Board of Selectmen to schedule a Special Meeting consider granting the easement request adjacent to 80 South Main Street (rear parcel of 85 Rowley Street) for Winsted Medical Associates, LLC.

Fiscal Implications: none.

Manager's Recommendation: I recommend that the Board of Selectmen schedule a Special Town meeting on July 6 for the purpose of considering the proposed easement request.

Recommended Motion: I move that the Board of Selectmen schedule a Special Town meeting on July 6 for the purpose of considering the proposed easement request.

Attachments:

- Steps for Easement Request
- Planning and Zoning Commission CGS 8-24 Referral
- Correspondence from Phil Doyle of LADA dated May 1, 2020
- Suggested Easement Language provided by LADA
- Draft Legal Description for Easement (Exhibit A)
- Final Arrival and Take Off area (FATO) Marking and Lighting (Exhibit B)
- Heliport Protection Zone (Exhibit C)
- Object Identification Surface – Easement Specific Cross Section (Exhibit D)
- Easement Location Context (Exhibit E)
- Map of Heliport Protection Zone Area prepared by DiCara Land Surveying (4/24/2020)

STEPS FOR SALE OF TOWN-OWNED PROPERTY

1. Upon request to sell, lease, abandon or obtain an easement concerning Town-owned property, the Board of Selectmen reviews the request and determines if it is in the best interest of the Town.
2. If so, the Board of Selectmen refers the request to the Planning & Zoning Commission. In addition to the Planning and Zoning Commission, the Board of Selectmen may refer the proposed sale to any of the following agencies: Assessor, Inland Wetlands and Watercourses Agency, Department of Public Works, Winchester Land Trust, Chief of Police, Economic Development Commission, Winchester Housing Authority, Recreation Department, Community Planning and Development Office. Each Agency shall report back to the Board of Selectmen within thirty-five (35) days of the submission of the proposal. Failure of any agency to report back to the Board within thirty-five (35) days shall be taken as approval of the proposal. A disapproval of the proposal by an Agency shall contain the reasons therefore. The disapproval, however, shall not prevent the Board of Selectmen from continuing with the process to seek approval of the proposed sale.
3. After the agencies render their reports, or after the passage of thirty-five (35) days if no reports are submitted, the Board of Selectmen shall instruct the purchasing agent to place the sale of the property out to bid and shall notify in writing all abutting owners of the proposed sale. If an easement or abandonment, skip to Step 5.
4. In awarding the bid the Town may consider, in addition to price, the following: whether the bidder abuts the proposed parcel, whether the bidder will merge the proposed parcel to make it more conforming to Planning and Zoning Regulations, whether the bidder is current with all taxes and user fees due to the Town of Winchester, whether the proposed property and any other reasons the Board feels best promotes the well being of the Town, including long term use potential for the Town, the economic benefits or loss for the Town, the environmental value and the aesthetic value of the subject premises.
5. If the Board of Selectmen decides to accept the bid, it will schedule a Special Town Meeting to be held not less than thirty (30) days, nor more than forty-five (45) days to act on the proposal. Notice of the hearing shall be published in a newspaper having a general circulation in such municipality where the real property that is the subject of the hearing is located at least twice, at intervals of not less than two (2) days, the first not more than fifteen (15) days or less than ten (10) days and the last not less than two (2) days before the date set for the hearing. The municipality shall also post a sign conspicuously on the real property land that is the subject of the public hearing.
6. At the Town Meeting, an affirmative vote of a majority of those electors attending the special town meeting shall be sufficient to approve the sale.
7. The buyer must take title to the property within forty-five (45) days of the vote of the Special Town Meeting unless granted an extension by the Board of Selectmen. Should the buyer not take title to the property within forty-five (45) days and the Board of Selectmen not grant an extension, then the Board may accept the next highest competent bidder or may re-bid the property as it deems in the Town's best interest. The buyer must pay all closing costs of the town, including but not limited to attorney's fees and broker commissions.



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

TO: Planning & Zoning Commission
FROM: Office of the Town Manager
DATE: May 20, 2020
RE: CGS 8-24 Referral

Property located at: 80 South Main Street

And being that property known as:

Map # 116 Block # 074 Lot(s) 019A Zone:

PROPOSAL:

Easement Request for proposed helipad at new medical office building

Attached is a sketch of the property with reference to market and assessed valuations.

The amount of back taxes is: \$

Assessed Value is: \$

Current indicated Market Value is: \$

Current Sales Ratio is: \$

Please consider this request and provide a report back to me so this matter can be referred to the Board of Selectmen.

Approval

Disapproval

Comments:

Dated:

Signature:

Chairman, Planning & Zoning

LADA, P.C.

Land Planners

Land Development Consulting, Site Planning, Landscape Architects, Planners, Corridor Studies, Visual Assessment, Environmental Impact Statements, Erosion Control Specialists, Streetscapes, Recreation, and Master Planning

May 1, 2020

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

Re: Heliport Protection Zone (HPZ)
Proposed Easement

Dear Mr. Geiger:

I wish to thank you for taking the time to work with my office, Casle Corporation and Charlotte Hungerford Hospital (CHH) over the past few years as we have planned and started construction on a new medical office building at 80 South Main Street. The new facility is an extremely important asset of CHH in the effort to serve the health needs of northwest Connecticut. Among other services rendered in the building, CHH will place the Winsted Emergency Department and the associated emergency service heliport. CHH appreciates the Town land use commissions approvals of the uses (medical office, emergency department, helicopter landing area) and the site plan. CHH looks forward to the continuation of the positive relationship with the Town as this request for an easement to protect the heliport is submitted to you.

The design of the approved site plan was significantly influenced by the requirements of a landing area; in part, the 80 South Main Street site chosen because of the elevated topographic position above the large open area to the west of the site. Following Winchester land use approvals, the licensing process for a heliport passes through two agencies, the Connecticut Airport Authority (CAA) and the Federal Aviation Administration (FAA), and traditionally it is the CAA which most closely reviews the documents and undertakes the majority of approval process, acting as agent for the FAA. For the 80 South Main Street site, the specific heliport design requirements have been determined through a number of actors: by FAA guidance documents, review of Life Star emergency services officials, review of CHH officials and informal review by the CAA. The CAA recently suggested it is time for the licensing applications of the heliport, named 'Winsted Emergency Department', to be filed with both the CAA and FAA. The heliport licensing applications were filed, last week.

FAA guidance documents suggest, but do not require, a Heliport Protection Zone (HPZ) be established along the alignment of the theoretical flight path for a distance of 280' beyond the Final Arrival and Take Off area (FATO). Within that 280 foot long area, it is recommended residential buildings, gathering places and towers not be constructed and nothing be allowed to penetrate the Object Identification Surface. The site owner, Winsted Medical Associates, LLC, and CHH will control, approximately 106 linear feet of the 280' long zone. The Town of Winchester owns the balance of the land, approximately 169 linear feet, (3.14 acres) within the suggested HPZ. The .314 acres of land owned by the Town is shown on Town GIS mapping as wetland associated with the FEMA flood plain of the Still River, and is eastern most rear land

Offices in Simsbury, CT • Brewster, NY
104 West Street, Simsbury, CT 06070
(860) 651-4971 • (845) 278-7424 • Fax (860) 651-6153
E-mail: ladapc@snet.net

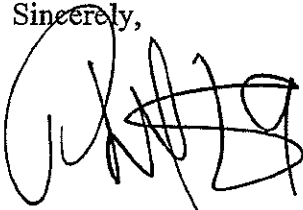
of Forest View Cemetery. Acting for the tenant CHH, Winsted Medical Associates, LLC, requests an easement over a.314 acre area of Town land within the FAA suggested HPZ.

For FAA purposes, the Heliport Owner and applicant is Winsted Medical Associates, LLC, a private company based in Avon Connecticut. Via a long term lease, CHH is the tenant, and CHH is listed in the FAA application as the Airport Manager. Accordingly, the request for a Heliport Protection Zone Easement, is made by the 80 South Main Street land owner, Winsted Medical Associates, LLC, who is identified in the draft easement as the "Grantee". The easement area is owned by the Town, who is referred to as the "Grantor". The attached draft easement, includes various exhibits which explain the purpose and extent of the easement.

Simply, the easement requests the right to prohibit towers, or other obstructions from being constructed that would penetrate a horizontal plane established at elevation 733.5'; the horizontal projection of the elevation of the landing area, the FATO. The 733.5' elevation is coincident with the horizontal plane known as the Object Identification Surface. The FATO landing area elevation is approximately 40' above the surface of the Town land. As mentioned above, the land owned by the Town is a wetland, and as such it is unlikely to be developed for buildings or other structures. In reality, the biggest practical concern is that trees may grow in the HPZ which might eventually grow beyond the elevation of 733.5'. The Grantee desires the Town provide them the right to clear or prune any vegetation which grows above the referenced elevation. Again, in a practical sense, this means trees which would need to be taller than 40 to 45 feet to be subject to action, and at the moment, no vegetation in the easement area is taller than 20' +/- . I believe the exhibits explain the concept well. Even though it is unlikely the Town would approve the construction of towers or buildings within a wetland area, the Grantee also seeks the right to prohibit towers or buildings which would be tall enough to rise above 733.5' within the area of the easement. We are informed the regulatory authorities visit all licensed landing areas annually and make recommendations to maintain safe helicopter access to the FATO; the easement area will be monitored continually.

The members of Winsted Medical Associates, LLC , CHH, the consultants and I are available to answer questions, make presentations, confer with you or the town attorney, etc. I appreciate your taking the time to address this request and I look forward to you thoughts on the draft. I also look forward to a description the Town easement evaluation and implementation process. CHH and Winsted Medical Associates, LLC desire to open the Emergency Department in September of this year, and would like an HPZ easement in place, at the time of opening.

Sincerely,

A handwritten signature in black ink, appearing to read 'Philip Doyle', written over a horizontal line.

Philip Doyle, PLA

Record & Return To:
Rome Clifford Katz & Koerner, LLP
214 Main Street
Hartford CT 06106
Attn: Elizabeth A. Strole

AVIATION EASEMENT

KNOW ALL MEN BY THESE PRESENTS that The Town of Winchester, Connecticut, a municipal corporation duly existing under the laws of the State of Connecticut, acting through its First Selectman (hereinafter the "Grantor"), for the consideration of ONE DOLLAR (\$1.00) and other valuable consideration received to its full satisfaction of Winsted Medical Associates LLC, a Connecticut limited liability company (hereinafter the "Grantee"), does hereby give, grant, bargain, sell, convey and confirm unto the Grantee, its successors and assigns, forever, a permanent and perpetual easement and right of way, in, to and over real property located within that Heliport Protection Zone (as depicted on Exhibits C and E) directly below the "Object Identification Surface" as defined herein, including a portion of the real property owned by Grantor located west of the Still River, commonly known as 85 Rowley Street, Winchester, Connecticut that is approximately Three Hundred and Fourteen Thousandths (.314) of one acre (the "Easement Area"). Said Easement Area is more particularly described in Exhibit A hereto.

Said easement, appurtenant to the helipad to be constructed on the Grantee's real property adjacent to the Easement Area (the "Helipad"), shall be for the unobstructed passage of all emergency service helicopters by whomsoever owned and operated in all airspace above the imaginary plane of the Object Identification Surface (as shown on Exhibit B, C and D) above the Easement Area. The Object Identification Surface is more particularly described below as follows:

That surface under the "Approach/Departure Surface" as such "Approach/Departure Surface" is shown on Exhibits B and C hereto, being an imaginary plane extending horizontally from the Final Approach and Take Off Area (shown as "FATO" on Exhibits B and C hereto and which FATO is at an elevation of 733.5 feet) extending out to a point 4,000 feet from the FATO.

TOGETHER WITH the right to cause in all air space above the imaginary plane of the Object Identification Surface above the Easement Area such noise, vibrations, fumes, dust, fuel particles and all other effects that may be caused by the operation of helicopters landing at, or taking off from, or operating at or on the Helipad, and Grantor does hereby fully waive, remise and release any right or cause of action which it or its heirs, successors or assigns may now have or which they may have in the future against the Grantee, its successors and assigns, due to such noise, vibrations, fumes, dust, fuel

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particles and all other effects that may be caused by the operation of helicopters in all air space above the imaginary plane of the Object Identification Surfaces above the Easement Area.

The easement and right of way hereby granted includes the continuing right in the Grantee to prevent the erection upon the premises of any building, antennae, pole, structure, or other manmade object, extending into the air space above the imaginary planes of the Object Identification Surface above the Easement Area and to prevent any such erection of a manmade object, by or on behalf of the Grantor, its heirs, successors and assigns, extending into the air space above the imaginary planes of the Object Identification Surface above the Easement Area, and to conduct aerial or ground based obstruction surveys to identify for removal and remove from said air space and/or to mark and light, at the Grantee's sole discretion, as obstructions to air navigation, any such building, structure, tree or other object now upon, or which in the future may be upon the Easement Area, together with the right to ingress to, egress from and passage over the Easement Area for the purposes described herein.

TOGETHER WITH, the continuing right of the Grantee to prevent the growth of any tree or other natural growth, upon and within the Easement Area, and to remove or cut such tree or other natural growth or object to the height required such that same does not penetrate the Object Identification Surface, along with the right of ingress to, egress from and passage over the Easement Area for all of the above purposes.

The Grantor reserves the right to itself, its successors, heirs and assigns, to continue to use the Easement Area for any uses and purposes which do not interfere with the use thereof by the Grantee, its successors and assigns, in fulfilling the purposes for which this easement is granted. For avoidance of doubt, the Grantee agrees that the Grantor's, its successors' or assigns' use of any portions of the Easement Area for buildings, facilities and/or structures that do not penetrate the imaginary plane of the Object Identification Surface set forth in this Easement for use relating to the Grantor's, its successor's or assign's business will not interfere with the use of the Easement Area by the Grantee, its successors and assigns.

The rights granted covenants untaken in and by this Agreement shall be binding on the Grantor and the Grantee, and their respective successors, heirs and assigns and shall run with the land.

TO HAVE AND TO HOLD the above granted rights, privileges and authority unto the said Grantee, its successors and assigns forever, to its own proper use and benefit.

IN WITNESS WHEREOF, the Grantor has hereunto set its hand and seal this _____ day of _____, 2020.

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**Exhibit A
Legal Description**

Commencing at the northeast corner of land of Winsted Medical Associates, LLC on the westerly highway line of South Main Street (Rte #44).

Thence North 86 degrees 26 minutes 00 seconds West for a distance of 287.00 feet along land of Akaal Management, LLC to a point in the center of Still River.

Thence South 13 degrees 18 minutes 27 seconds West for a distance of 160.08 feet along the center of Still River to the point of beginning.

Beginning at a point in the center of Still River at the northeast corner of said Easement,

Thence South 67 degrees 06 minutes 54 seconds West for a distance of 192.13 feet along the northerly line of said Easement to its northwesterly corner.

Thence South 26 degrees 01 minutes 59 seconds East for a distance of 90.80 feet along the westerly line of said easement to its southwesterly corner.

Thence North 60 degrees 49 minutes 08 seconds East for a distance of 129.03 feet along the southerly line of said easement to its southeasterly corner in the center of Still River.

Thence North 27 degrees 51 minutes 50 seconds East for a distance of 48.36 feet to a point.

Thence North 02 degrees 51 minutes 53 seconds West for a distance of 25.65 feet to a point.

Thence North 07 degrees 14 minutes 14 seconds East for a distance of 25.22 feet to the point and place of beginning, the last three courses along the center of Still River.

Said property contains 0.314 acres more or less.

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Being the same premises as shown as "AREA OF EASEMENT 0.314 ACRES +/-" on that survey entitled HELIPORT PROTECTION ZONE AREA INCLUDING EASEMENT OVER LAND OF THE TOWN OF WINCHESTER WINCHESTER, CONNECTICUT" Dated April 24, 2020, by DiCara Land Surveying Services, which survey was filed on _____ 2020 as Map # ____ in the Winchester Land Records.

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Exhibit B

Figure 4-32- Airspace where Marking and Lighting are Recommended- Hospital

Exhibit C

Figure 4-11- Heliport Protection Zone- Hospital

Exhibit D

Object Identification Surface- HPZ Easement Specific Cross Section

Exhibit E

HPZ Easement Location Context

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Signed, Sealed and Delivered
in the presence of:

The Town of Winchester

By _____

Print Name:
First Selectman

STATE OF CONNECTICUT:

: ss. _____

_____ 2020

COUNTY OF LITCHFIELD :

Personally appeared _____, the First Selectman of the Town of
Winchester, Connecticut, a municipal corporation, signer of the foregoing instrument and he/she
acknowledged the same to be his/her free act and deed, and the free act and deed of said Town of
Winchester, Connecticut, before me.

Print Name:
Commissioner of the Superior Court

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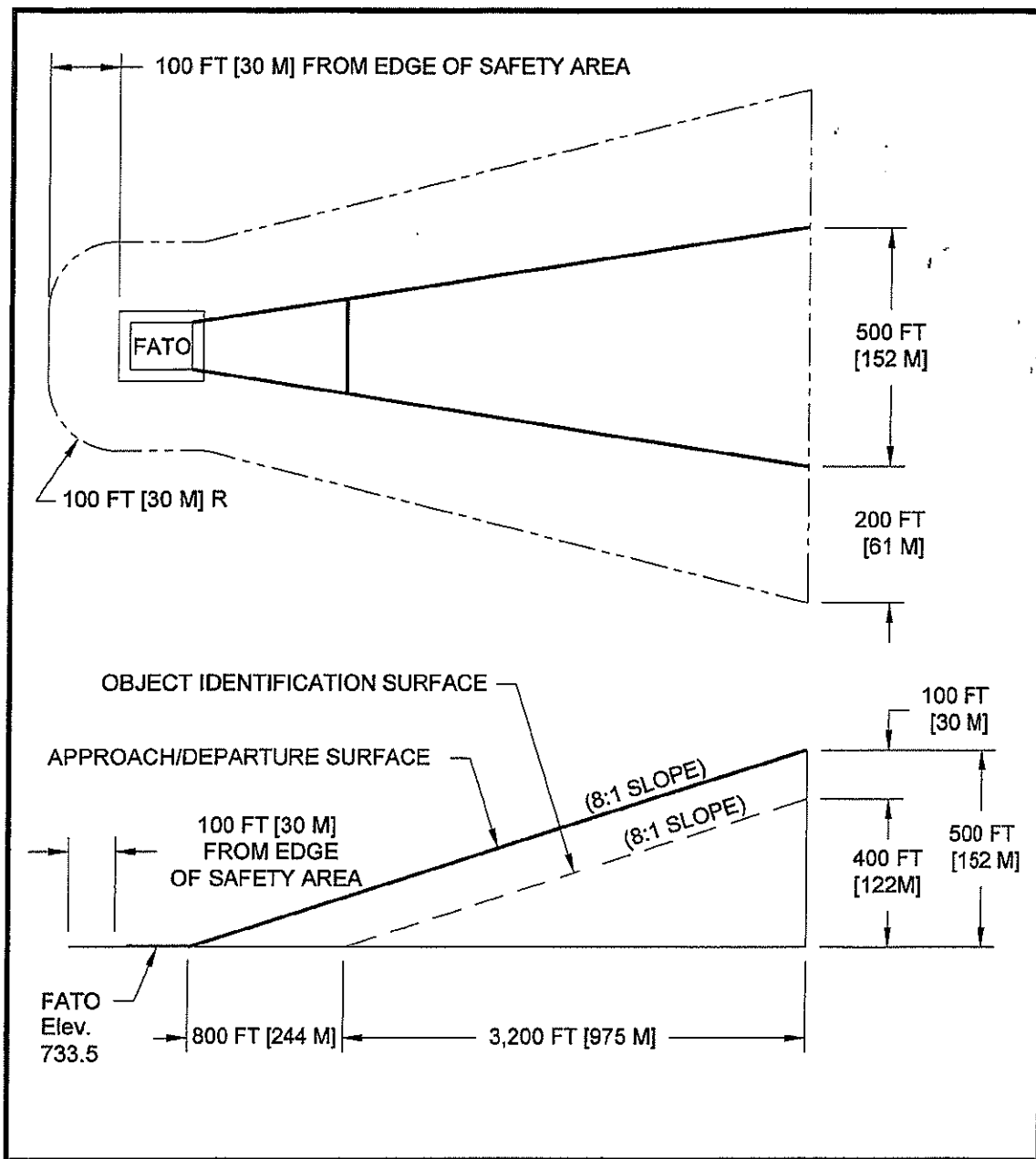


Figure 4-32. Airspace Where Marking and Lighting are Recommended: Hospital
Object Identification Surface as annotated

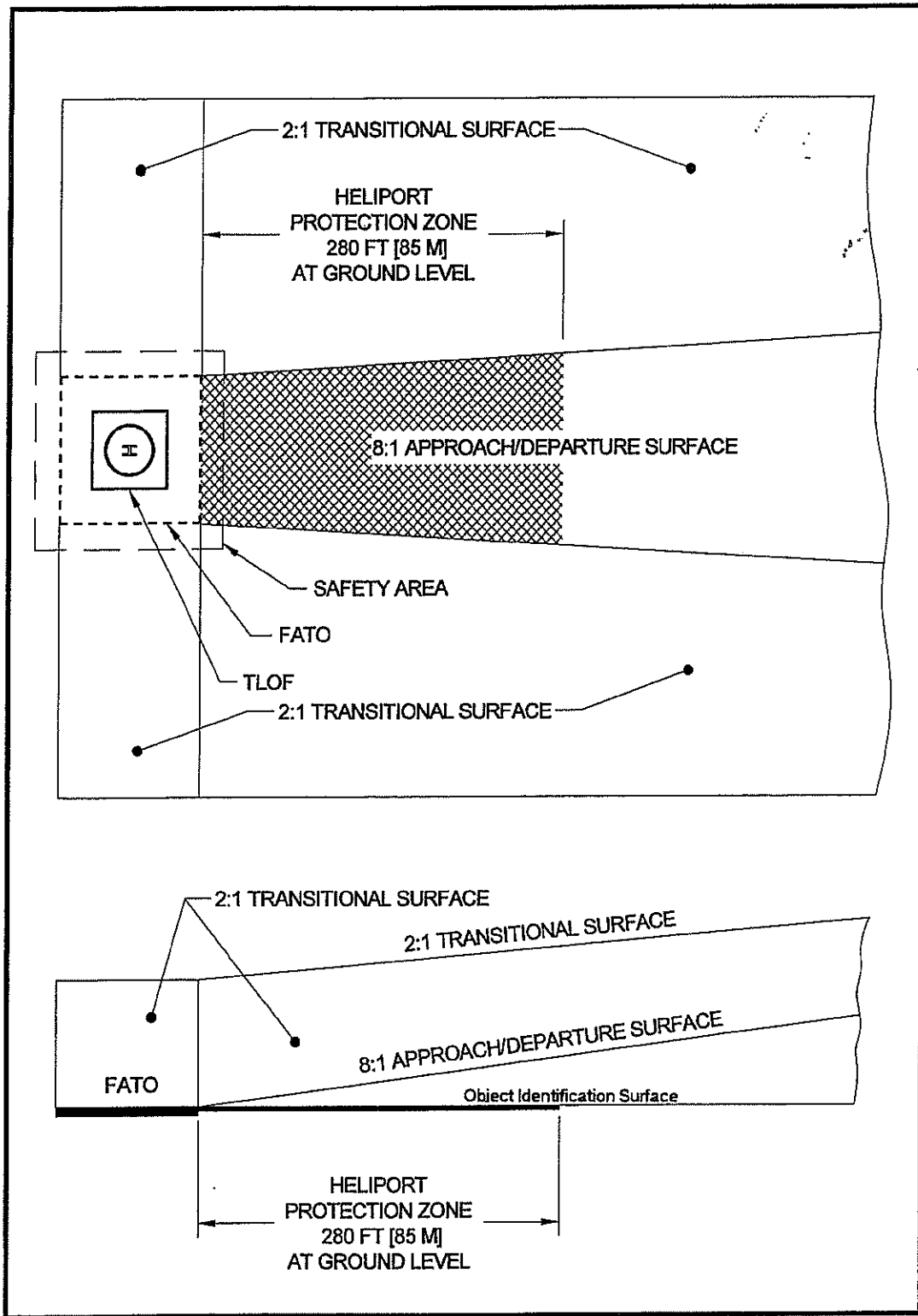
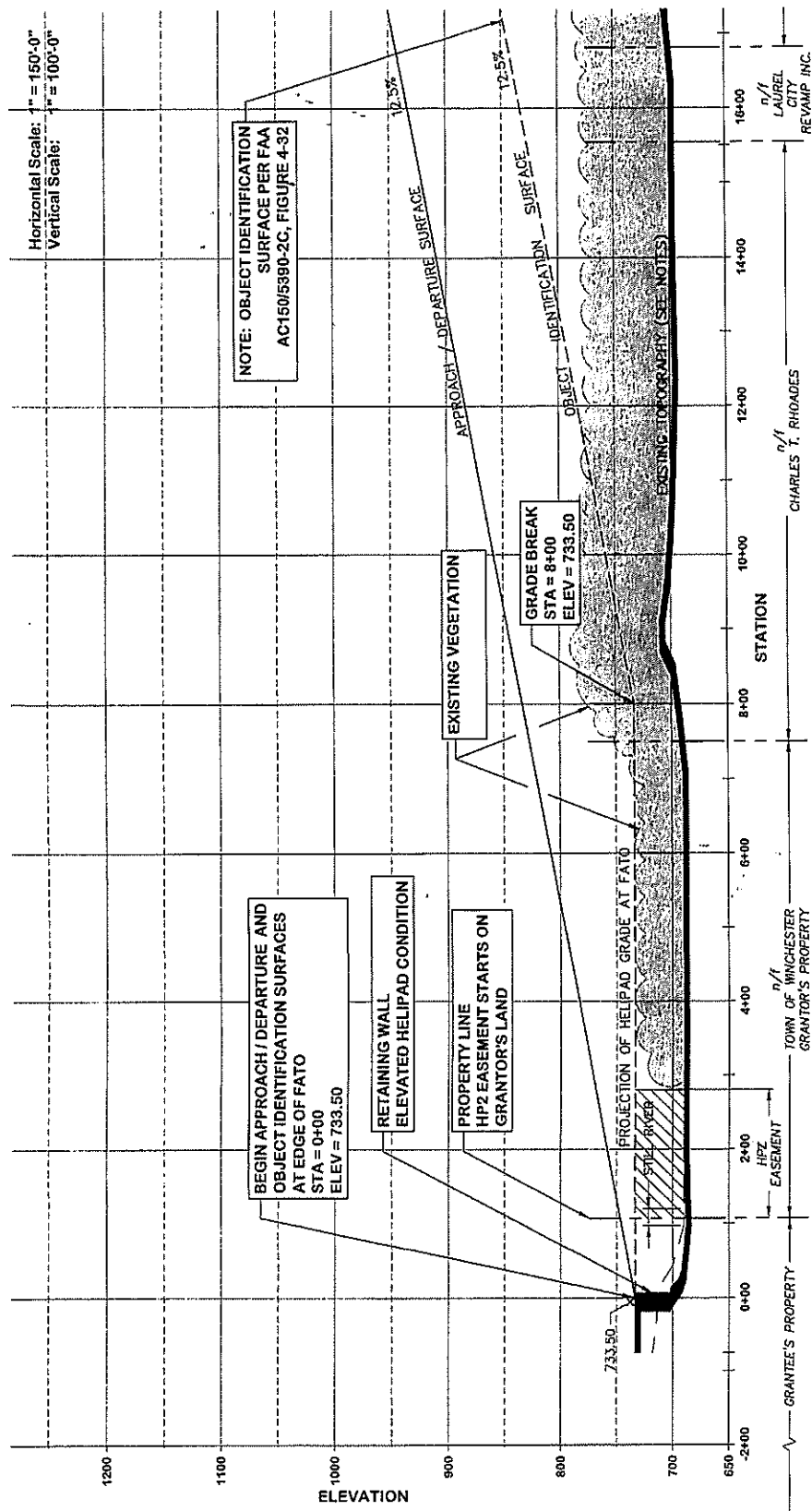
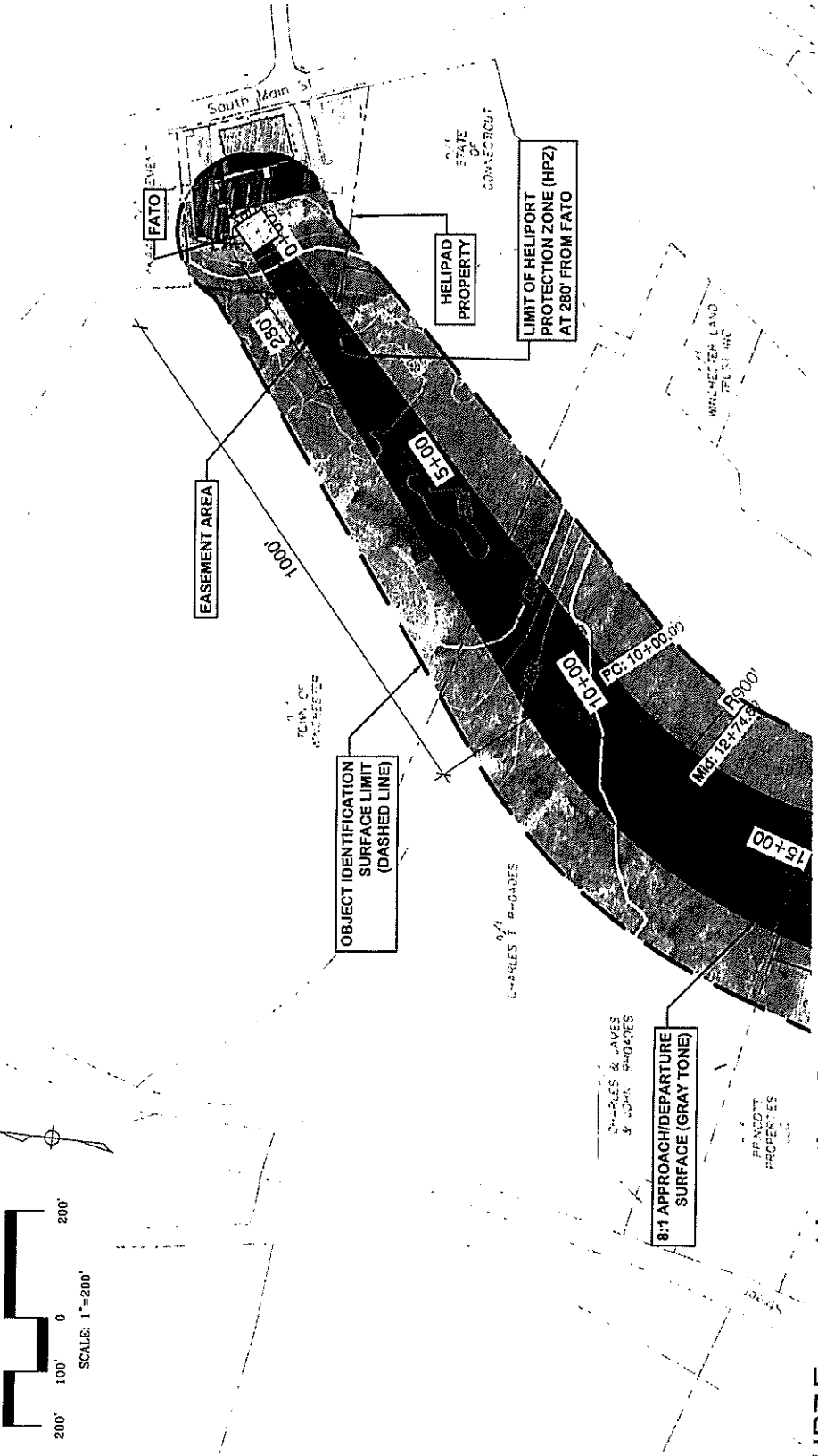


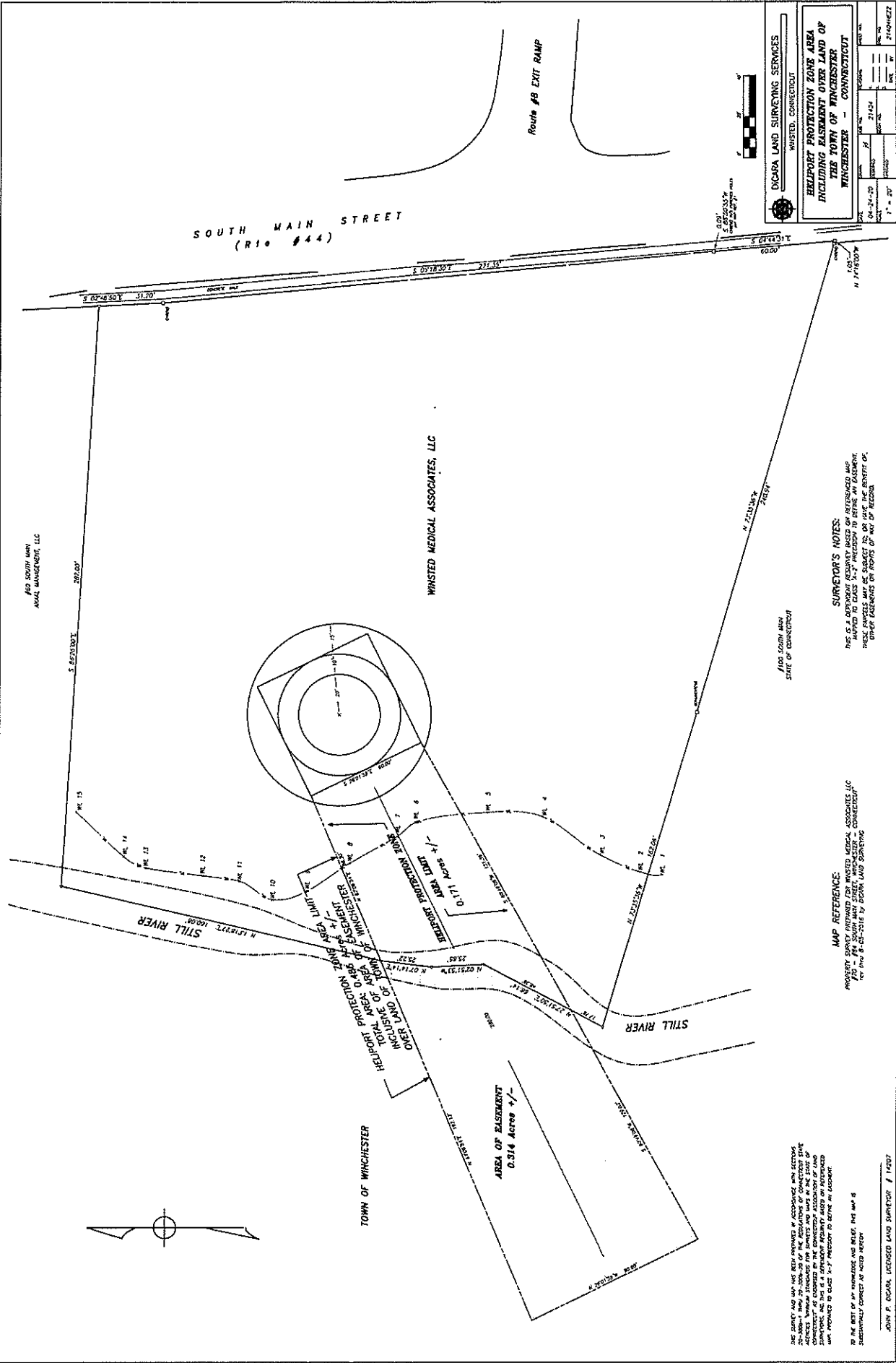
Figure 4-11. Heliport Protection Zone: Hospital
Object Identification Surface as annotated



Object Identification Surface
HPZ Easement Specific Cross Section

CT State Plane





DICARA LAND SURVEYING SERVICES
 WINDSTED, CONNECTICUT

HELPORT PROTECTION ZONE AREA INCLUDING EASEMENT OVER LAND OF THE TOWN OF WINCHESTER - CONNECTICUT

DATE	2/1/24
PROJECT	21424
SCALE	1" = 20'
DRAWN BY	21424
CHECKED BY	21424
DATE	2/1/24
PROJECT	21424
SCALE	1" = 20'
DRAWN BY	21424
CHECKED BY	21424

SURVEYOR'S NOTES:
 THIS SURVEY WAS CONDUCTED IN ACCORDANCE WITH SECTION 36-100 OF THE CONN. GEN. STAT. AND THE SURVEYOR HAS EXERCISED DUE CARE AND DILIGENCE IN THE PERFORMANCE OF HIS DUTY. THESE PARCELS MAY BE SUBJECT TO OR HAVE THE BENEFIT OF OTHER EASEMENTS OR RIGHTS OF RECORD.

MAP REFERENCE:
 PARCELS 15 THROUGH 1 ARE FROM THE SURVEY OF WINDSTED ASSOCIATES, LLC FOR THE TOWN OF WINCHESTER, CONNECTICUT, DATED 8-10-2016 BY DORIAN LAND SURVEYING.

THE SURVEY AND MAP HAS BEEN PROVIDED IN ACCORDANCE WITH SECTION 36-100 OF THE CONN. GEN. STAT. AND THE SURVEYOR HAS EXERCISED DUE CARE AND DILIGENCE IN THE PERFORMANCE OF HIS DUTY. THESE PARCELS MAY BE SUBJECT TO OR HAVE THE BENEFIT OF OTHER EASEMENTS OR RIGHTS OF RECORD.

JOHN R. DICARA, LICENSED LAND SURVEYOR # 14927

BOARD OF SELECTMEN ACTION REQUEST

No.: 20-025

Date: June 1, 2020

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

From: Robert Geiger, Town Manager

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

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

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

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

Fiscal Implications: The amount of the suspended taxes is \$108,771.81.

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

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

Attachment:

Correspondence, H. Monnerat to R. Geiger



TOWN OF WINCHESTER – CITY OF WINSTED
Office of the Collector of Revenue
Town Hall – 338 Main Street
WINSTED, CONNECTICUT 06098
www.townofwinchester.org
Phone: (860) 379-4474 Fax: (860) 738-6597

MEMO TO: Robert Geiger, Town Manager
CC: Bruce Stratford, Finance Director

MEMO FROM: Halaree Monnerat
Collector of Revenue

DATED: May 13, 2020

SUBJECT: Suspense Tax List

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

I hereby certify, to the best of my knowledge and belief, that these taxes are uncollectible, and respectfully request that the Board transfer these items to the Suspense Tax Book, in accordance with CGS 12-165. The total dollar amount (principal) included in this request for transfer to suspense is **\$108,771.81**. This amount includes: \$68,132.65 real estate taxes, \$5,374.77 in business personal property taxes, and \$35,965.35 in motor vehicle taxes.

Our suspense history are as follows:

2020: \$108,771.81 * proposed

2019: \$85,933.04

2018: \$7,610.43

2017: \$87,003.07

2016: \$106,758.35

2015: \$83,300.08

2014: \$92,608.60

2013: \$144,723.19

2012: \$48,380.43

2011: \$41,850.09

2010: \$83,339.73

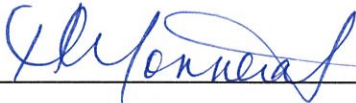
2009: \$103,069.23

This year, we are requesting a transfer of 407 items. Accounts that are transferred to suspense are still collectible in certain cases and remain on our tax software system for fifteen years from the due date. The transfer to suspense is an efficiency measure and serves to relieve the Town from having to continue to attempt to bill accounts for which we have no valid address. We do collect in cases where our State Marshal is able to locate the taxpayer through skip-tracing and other methods, or in cases when the taxpayer ultimately moves back to Connecticut and attempts to register a vehicle at the Department of Motor Vehicles. Accordingly, the transfer to suspense does not mean the Town 'gives up' on collecting; it merely means we are able to use our resources more efficiently. If at any time these accounts become active, the taxes will be collected with interest at the rate of 18% per year in accordance with Connecticut State Statutes.

A detailed listing of accounts follows.

Thank you very much for your consideration of this request.

Respectfully submitted:



Halaree Monnerat, Collector of Revenue

Robert Geiger, Town Manager

TO: Collector of Revenue

ON: _____, 2019, The Winchester Board of Selectman approved and accepted the attached list of outstanding taxes due that will be placed in Suspense as presented.

TOWN OF WINCHESTER
 Edit Suspense for Batch - 56
 Totals by Year/Type/Dist
 Posting Date 5/12/20

<u>Year</u>	<u>TYPE</u>		<u>Amount</u>
2011	R REAL ESTATE	1 Account(s)	1,044.92
2011	TOTAL	1 Account(s)	1,044.92
2012	R REAL ESTATE	1 Account(s)	936.94
2012	Y ADDITIONAL RE	1 Account(s)	90.09
2012	TOTAL	2 Account(s)	1,027.03
2013	R REAL ESTATE	1 Account(s)	958.26
2013	TOTAL	1 Account(s)	958.26
2014	R REAL ESTATE	1 Account(s)	981.98
2014	TOTAL	1 Account(s)	981.98
2015	R REAL ESTATE	2 Account(s)	1,058.87
2015	TOTAL	2 Account(s)	1,058.87
2016	R REAL ESTATE	3 Account(s)	1,185.65
2016	TOTAL	3 Account(s)	1,185.65
2017	R REAL ESTATE	18 Account(s)	3,840.06
2017	TOTAL	18 Account(s)	3,840.06
2018	R REAL ESTATE	62 Account(s)	9,411.25
2018	TOTAL	62 Account(s)	9,411.25
		90 Account(s)	19,508.02

TOWN OF WINCHESTER
 Edit Suspense for Batch - 56
 Detail Report in Sequential Order
 Posting Date 5/12/20

<u>List</u>	<u>Year</u>	<u>TY</u>	<u>Name</u>	<u>Reason</u>	<u>Amount</u>
575	2018	R	BROWN KENNETH	CANNOT LOCATE-ML RET	124.43
615	2017	R	ANDL MARGARET M PRICE	CANNOT LOCATE-ML RET	136.18
615	2018	R	ANDL MARGARET M PRICE	CANNOT LOCATE-ML RET	136.17
1008	2018	R	BRIQUELER MARCELINE P	CANNOT LOCATE-ML RET	126.78
1109	2018	R	CAVO ROMA M	CANNOT LOCATE-ML RET	44.61
1471	2018	R	WRIGHT ROBERT L	CANNOT LOCATE-ML RET	136.17
1481	2018	R	CROSTHWAITE CLINTON W	CANNOT LOCATE-ML RET	145.56
1492	2017	R	CURTIS LAWRENCE	CANNOT LOCATE-ML RET	129.14
1492	2018	R	CURTIS LAWRENCE	CANNOT LOCATE-ML RET	129.13
1744	2018	R	OLIVERI KAREN H & ETL	CANNOT LOCATE-ML RET	112.69
1745	2011	R	DOVE ARCHIE HENRY EST	CANNOT LOCATE-ML RET	1,044.92
1745	2012	R	DOVE ARCHIE HENRY EST	CANNOT LOCATE-ML RET	936.94
1745	2012	Y	DOVE ARCHIE HENRY EST	CANNOT LOCATE-ML RET	90.09
1745	2013	R	DOVE ARCHIE HENRY EST	CANNOT LOCATE-ML RET	958.26
1745	2014	R	DOVE ARCHIE HENRY EST	CANNOT LOCATE-ML RET	981.98
1745	2015	R	DOVE ARCHIE HENRY EST	CANNOT LOCATE-ML RET	1,007.22
1745	2016	R	DOVE ARCHIE HENRY EST	CANNOT LOCATE-ML RET	1,007.22
1745	2017	R	DOVE ARCHIE HENRY EST	CANNOT LOCATE-ML RET	1,035.38
1745	2018	R	DOVE ARCHIE HENRY EST	CANNOT LOCATE-ML RET	1,035.38
1785	2018	R	DWYER JOHN K	CANNOT LOCATE-ML RET	126.78
2310	2018	R	GRIFFIN FRANCIS P	CANNOT LOCATE-ML RET	129.13
2473	2018	R	HIGHLAND LAKE COMPANY	CANNOT LOCATE-ML RET	61.04
2513	2018	R	HOLZHAUSEN RICHARD	CANNOT LOCATE-ML RET	138.52
2699	2018	R	WILLIAMSON JOYCE E & THERESA M	CANNOT LOCATE-ML RET	126.78
2706	2018	R	JORDAN JOHN & EDWARD & ANGELIN	CANNOT LOCATE-ML RET	126.78
2746	2016	R	KELMELIS JOHN A	CANNOT LOCATE-ML RET	126.78
2746	2017	R	KELMELIS JOHN A	CANNOT LOCATE-ML RET	126.78
2746	2018	R	KELMELIS JOHN A	CANNOT LOCATE-ML RET	126.78
2829	2018	R	KOROTUN LORRAINE	CANNOT LOCATE-ML RET	126.78
2833	2018	R	DELUCA JOAN K	CANNOT LOCATE-ML RET	136.17
2854	2018	R	KHAN MAHMOOD	CANNOT LOCATE-ML RET	133.82
2855	2018	R	WOOD MARCUS	CANNOT LOCATE-ML RET	124.43
2993	2018	R	LEVAN MALVERN A & MARIE A &	CANNOT LOCATE-ML RET	131.48
3019	2015	R	ASHTON JAMES	CANNOT LOCATE-ML RET	51.65
3019	2016	R	ASHTON JAMES	CANNOT LOCATE-ML RET	51.65
3019	2017	R	ASHTON JAMES	CANNOT LOCATE-ML RET	51.65
3019	2018	R	ASHTON JAMES	CANNOT LOCATE-ML RET	51.65
3077	2018	R	LYNNE DONALD D & FLORENCE V	CANNOT LOCATE-ML RET	147.91
3136	2018	R	MALAHAN EDWARD W	CANNOT LOCATE-ML RET	117.39
3197	2018	R	MARINO DOROTHY	CANNOT LOCATE-ML RET	124.43
3255	2018	R	MAYER JESSE & JOAN & KAREN & JOHN	CANNOT LOCATE-ML RET	136.17
3392	2018	R	MOREY HOWARD L	CANNOT LOCATE-ML RET	124.43
3419	2017	R	MOTT CHARLES A & MARIE	CANNOT LOCATE-ML RET	138.52
3419	2018	R	MOTT CHARLES A & MARIE	CANNOT LOCATE-ML RET	138.52
3426	2018	R	MUDANO F R & C C & M A & M A &	CANNOT LOCATE-ML RET	124.43
3427	2018	R	MUDANO F R & C C & M A & M A &	CANNOT LOCATE-ML RET	126.78
3449	2018	R	MUTO JOHN SR & MARY	CANNOT LOCATE-ML RET	112.69
3561	2018	R	HOLTMAN RICHARD P	CANNOT LOCATE-ML RET	112.69
3727	2017	R	PARKER ELIZABETH M	CANNOT LOCATE-ML RET	136.18
3727	2018	R	PARKER ELIZABETH M	CANNOT LOCATE-ML RET	136.17
3841	2017	R	PHELPS STANLEY G	CANNOT LOCATE-ML RET	126.78
3841	2018	R	PHELPS STANLEY G	CANNOT LOCATE-ML RET	126.78
3842	2017	R	PHELPS STANLEY G	CANNOT LOCATE-ML RET	112.70
3842	2018	R	PHELPS STANLEY G	CANNOT LOCATE-ML RET	112.69

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<u>List</u>	<u>Year</u>	<u>TY</u>	<u>Name</u>	<u>Reason</u>	<u>Amount</u>
4192	2018	R	SAMAL JOHN	CANNOT LOCATE-ML RET	126.78
4220	2018	R	KLANESKI ALEX AND LASER	CANNOT LOCATE-ML RET	129.13
4276	2018	R	SEAMAN RUTH W & GEORGE &	CANNOT LOCATE-ML RET	112.69
4448	2018	R	SODERBERG BERTIL &	CANNOT LOCATE-ML RET	11.74
4504	2017	R	SPRING REALTY CORP	CANNOT LOCATE-ML RET	72.78
4504	2018	R	SPRING REALTY CORP	CANNOT LOCATE-ML RET	72.78
4698	2018	R	THOMPSON WALTER ESTATE OF	CANNOT LOCATE-ML RET	126.78
4815	2018	R	VAZZANO DOMENICA	CANNOT LOCATE-ML RET	131.48
5046	2017	R	FOREST AVE ASSOCIATION INC	CANNOT LOCATE-ML RET	426.30
5046	2018	R	FOREST AVE ASSOCIATION INC	CANNOT LOCATE-ML RET	426.29
5047	2017	R	FOREST AVE ASSOCIATION INC	CANNOT LOCATE-ML RET	122.10
5047	2018	R	FOREST AVE ASSOCIATION INC	CANNOT LOCATE-ML RET	122.09
5053	2017	R	FOREST AVE ASSOCIATION INC	CANNOT LOCATE-ML RET	361.56
5053	2018	R	FOREST AVE ASSOCIATION INC	CANNOT LOCATE-ML RET	361.56
5054	2017	R	FOREST AVE ASSOCIATION INC	CANNOT LOCATE-ML RET	429.66
5054	2018	R	FOREST AVE ASSOCIATION INC	CANNOT LOCATE-ML RET	429.65
5056	2018	R	FOREST AVE ASSOCIATION INC	CANNOT LOCATE-ML RET	971.99
5087	2018	R	AMMERMAN THOMAS W JR	CANNOT LOCATE-ML RET	126.78
9374	2017	R	GOULET PAUL D & ALUZON MARIE	CANNOT LOCATE-ML RET	164.36
9374	2018	R	GOULET PAUL D & ALUZON MARIE	CANNOT LOCATE-ML RET	164.35
103125	2017	R	HIGHLAND LAKE COMPANY	CANNOT LOCATE-ML RET	70.43
103125	2018	R	HIGHLAND LAKE COMPANY	CANNOT LOCATE-ML RET	70.43
103126	2018	R	HIGHLAND LAKE COMPANY	CANNOT LOCATE-ML RET	68.09
103127	2018	R	HIGHLAND LAKE COMPANY	CANNOT LOCATE-ML RET	42.26
103128	2018	R	HIGHLAND LAKE COMPANY	CANNOT LOCATE-ML RET	61.04
103129	2018	R	HIGHLAND LAKE COMPANY	CANNOT LOCATE-ML RET	58.70
103130	2018	R	HIGHLAND LAKE COMPANY	CANNOT LOCATE-ML RET	63.39
103131	2018	R	HIGHLAND LAKE COMPANY	CANNOT LOCATE-ML RET	49.30
103132	2018	R	HIGHLAND LAKE COMPANY	CANNOT LOCATE-ML RET	159.65
103133	2018	R	HIGHLAND LAKE COMPANY	CANNOT LOCATE-ML RET	72.78
103134	2018	R	HIGHLAND LAKE COMPANY	CANNOT LOCATE-ML RET	39.91
103135	2018	R	HIGHLAND LAKE COMPANY	CANNOT LOCATE-ML RET	39.91
103178	2017	R	SPRING REALTY CORP	CANNOT LOCATE-ML RET	72.78
103178	2018	R	SPRING REALTY CORP	CANNOT LOCATE-ML RET	72.78
103379	2017	R	ANDL MARGARET M PRICE	CANNOT LOCATE-ML RET	126.78
103379	2018	R	ANDL MARGARET M PRICE	CANNOT LOCATE-ML RET	126.78

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<u>Year</u>	<u>TYPE</u>		<u>Amount</u>
2010	R REAL ESTATE	2 Account(s)	2,750.26
2010	TOTAL	2 Account(s)	2,750.26
2011	R REAL ESTATE	2 Account(s)	5,500.52
2011	TOTAL	2 Account(s)	5,500.52
2012	R REAL ESTATE	2 Account(s)	5,671.86
2012	Y ADDITIONAL RE	2 Account(s)	545.37
2012	TOTAL	4 Account(s)	6,217.23
2013	R REAL ESTATE	3 Account(s)	7,149.84
2013	TOTAL	3 Account(s)	7,149.84
2014	R REAL ESTATE	4 Account(s)	12,841.32
2014	TOTAL	4 Account(s)	12,841.32
2017	R REAL ESTATE	1 Account(s)	3,609.75
2017	TOTAL	1 Account(s)	3,609.75
2018	R REAL ESTATE	3 Account(s)	10,555.71
2018	TOTAL	3 Account(s)	10,555.71
		19 Account(s)	48,624.63

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<u>List</u>	<u>Year</u>	<u>TY</u>	<u>Name</u>	<u>Reason</u>	<u>Amount</u>
715	2010	R	THE POLDERMAN FAMILY TRUST	TOWN OWNED	1,399.16
715	2011	R	THE POLDERMAN FAMILY TRUST	TOWN OWNED	2,798.32
715	2012	R	THE POLDERMAN FAMILY TRUST	TOWN OWNED	3,118.76
715	2012	Y	THE POLDERMAN FAMILY TRUST	TOWN OWNED	299.88
715	2013	R	THE POLDERMAN FAMILY TRUST	TOWN OWNED	3,189.72
715	2014	R	THE POLDERMAN FAMILY TRUST	TOWN OWNED	3,268.70
2604	2018	R	DEUTSCHE BANK NATIONAL TRUST	TOWN OWNED	1,995.63
2623	2018	R	DESPLAINES , EDWARD R JR EST	TOWN OWNED	1,340.59
2995	2010	R	WINCHESTER TOWN OF	TOWN OWNED	1,351.10
2995	2011	R	WINCHESTER TOWN OF	TOWN OWNED	2,702.20
2995	2012	R	WINCHESTER TOWN OF	TOWN OWNED	2,553.10
2995	2012	Y	WINCHESTER TOWN OF	TOWN OWNED	245.49
2995	2013	R	WINCHESTER TOWN OF	TOWN OWNED	2,611.20
2995	2014	R	WINCHESTER TOWN OF	TOWN OWNED	2,675.84
3360	2013	R	WINCHESTER TOWN OF	TOWN OWNED	1,348.92
3360	2014	R	WINCHESTER TOWN OF	TOWN OWNED	4,681.02
3585	2017	R	MCCANN & ZEOLLA REAL ESTATE INVEST	TOWN OWNED	3,609.75
3585	2018	R	MCCANN & ZEOLLA REAL ESTATE INVEST	TOWN OWNED	7,219.49
5135	2014	R	WINCHESTER TOWN OF	TOWN OWNED	2,215.76

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<u>Year</u>	<u>TYPE</u>		<u>Amount</u>
2015	P PERSONAL PROPERTY	2 Account(s)	331.45
2015 TOTAL		2 Account(s)	331.45
2016	P PERSONAL PROPERTY	3 Account(s)	1,893.04
2016 TOTAL		3 Account(s)	1,893.04
2017	P PERSONAL PROPERTY	4 Account(s)	1,802.14
2017 TOTAL		4 Account(s)	1,802.14
2018	P PERSONAL PROPERTY	3 Account(s)	1,348.14
2018 TOTAL		3 Account(s)	1,348.14
		12 Account(s)	5,374.77

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<u>List</u>	<u>Year</u>	<u>TY</u>	<u>Name</u>	<u>Reason</u>	<u>Amount</u>
421117	2017	P	DANCE 'N BEYOND	OUT OF BUSINESS	86.16
421012	2015	P	FLIP N GRILL	OUT OF BUSINESS	328.33
421012	2016	P	FLIP N GRILL	OUT OF BUSINESS	674.60
420825	2015	P	JN AUTO ASSOCIATES	OUT OF BUSINESS	3.12
402420	2016	P	KEHOW TRIBE	OUT OF BUSINESS	79.24
402420	2017	P	KEHOW TRIBE	OUT OF BUSINESS	158.48
402420	2018	P	KEHOW TRIBE	OUT OF BUSINESS	158.48
421196	2016	P	NORTHEAST BUILDERS FINISH INC	OUT OF BUSINESS	1,139.20
421196	2017	P	NORTHEAST BUILDERS FINISH INC	OUT OF BUSINESS	1,129.80
421196	2018	P	NORTHEAST BUILDERS FINISH INC	OUT OF BUSINESS	1,120.40
404489	2018	P	NU-CONCEPTS HOME IMPROVEMENTS	OUT OF BUSINESS	69.26
420874	2017	P	SBC CONSTRUCTION CO INC	OUT OF BUSINESS	427.70

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<u>Year</u>	<u>TYPE</u>		<u>Amount</u>
2004	M MOTOR VEHICLE	1 Account(s)	87.73
2004 TOTAL		1 Account(s)	87.73
2009	S SUPPLEMENTAL MVD	1 Account(s)	42.77
2009 TOTAL		1 Account(s)	42.77
2014	M MOTOR VEHICLE	1 Account(s)	168.54
2014 TOTAL		1 Account(s)	168.54
2015	M MOTOR VEHICLE	217 Account(s)	29,550.25
2015	S SUPPLEMENTAL MVD	66 Account(s)	5,415.10
2015 TOTAL		283 Account(s)	34,965.35
		286 Account(s)	35,264.39

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<u>List</u>	<u>Year</u>	<u>TY</u>	<u>Name</u>	<u>Reason</u>	<u>Amount</u>
10025	2015	M	HUDSON PETER J	CANNOT LOCATE-ML RET	105.60
10028	2015	M	HUDSON PETER J	CANNOT LOCATE-ML RET	7.20
10029	2015	M	MEANEY EDWARD DAVID	CANNOT LOCATE-ML RET	76.16
10034	2015	S	ALTMAN RYAN MICHAEL	CANNOT LOCATE-ML RET	23.87
10043	2015	M	NEUMANN CARL L	CANNOT LOCATE-ML RET	206.08
10045	2015	M	JOHNSON ANN K	CANNOT LOCATE-ML RET	106.88
10078	2015	M	LOZIER MARC W	CANNOT LOCATE-ML RET	114.24
10179	2015	M	GROMAN JEFFREY C	CANNOT LOCATE-ML RET	128.00
10186	2015	M	KOSKA ADRIANNA ALEKSANDRA	CANNOT LOCATE-ML RET	58.24
10216	2015	M	MCGUIRE CHRISTINE R	CANNOT LOCATE-ML RET	251.20
10240	2015	M	BORJA ANGEL A	CANNOT LOCATE-ML RET	174.72
10282	2015	M	AESCHLIMANN WAYNE R	CANNOT LOCATE-ML RET	145.28
10359	2015	M	MOORE EDMOND W	CANNOT LOCATE-ML RET	167.36
10458	2015	M	ELLIS JOSHUA D	CANNOT LOCATE-ML RET	67.52
10470	2015	M	SHAUGHNESSY POLLY	CANNOT LOCATE-ML RET	434.88
10511	2015	M	ALEX CONSTRUCTION SERVICES LLC	CANNOT LOCATE-ML RET	119.68
10558	2015	M	JEROSKI DAVID W	CANNOT LOCATE-ML RET	253.44
10569	2015	M	HUDSON PETER J	CANNOT LOCATE-ML RET	42.88
10584	2015	M	CORBETT JAMES S	CANNOT LOCATE-ML RET	36.80
10710	2015	M	PICARD WALTER J JR	CANNOT LOCATE-ML RET	9.60
10738	2015	M	SKINNER ROBERT CHASON	CANNOT LOCATE-ML RET	48.64
10849	2015	M	WOOD MISTY ANN	CANNOT LOCATE-ML RET	115.84
10869	2015	M	RYBA CHERYL S	CANNOT LOCATE-ML RET	130.24
10880	2015	M	HALL TIFFANY JOYCE	CANNOT LOCATE-ML RET	260.16
10933	2015	M	WEBB CHARLTON F	CANNOT LOCATE-ML RET	128.64
10978	2015	M	ALEX CONSTRUCTION SERVICES LLC	CANNOT LOCATE-ML RET	216.00
11035	2015	M	HONIGSARFO MARIANA	CANNOT LOCATE-ML RET	97.92
11046	2015	M	WALD MELINDA L	CANNOT LOCATE-ML RET	107.84
11080	2015	M	SHEAN JON A	CANNOT LOCATE-ML RET	215.04
11100	2015	M	HILL SUE ELLEN	CANNOT LOCATE-ML RET	75.52
11199	2015	M	RUNION MICAH J	CANNOT LOCATE-ML RET	9.60
11204	2015	M	ESKER GREGORY B JR	CANNOT LOCATE-ML RET	86.72
11383	2015	M	PIERCE JOSHUA O	CANNOT LOCATE-ML RET	113.60
11386	2015	M	ALEX CONSTRUCTION SERVICES LLC	CANNOT LOCATE-ML RET	171.20
11399	2015	M	RIEL SHANNON E	CANNOT LOCATE-ML RET	192.00
11431	2015	M	BOUTEILLER RYAN MICHAEL	CANNOT LOCATE-ML RET	80.64
11439	2015	M	WALD MELINDA L	CANNOT LOCATE-ML RET	56.96
11452	2015	M	FARINA AMY L	CANNOT LOCATE-ML RET	61.44
11572	2015	M	THOMPSON WILLIAM C	CANNOT LOCATE-ML RET	73.92
11829	2015	M	FRY SHANNON L	CANNOT LOCATE-ML RET	166.72
11844	2015	M	CAVE JAMES A	CANNOT LOCATE-ML RET	250.24
11847	2015	M	RIVERA ISAAC	CANNOT LOCATE-ML RET	439.04
11871	2015	M	DIORIO CHRISTOPHER R	CANNOT LOCATE-ML RET	224.00
12096	2015	M	OYANADEL MAURICE LEROY	CANNOT LOCATE-ML RET	50.24
12099	2015	M	RYAN ERIN C	CANNOT LOCATE-ML RET	155.52
12114	2015	M	HAZZARD CORINNE J	CANNOT LOCATE-ML RET	451.84
12120	2015	M	TN CARPENTRY LLC	CANNOT LOCATE-ML RET	87.68
12231	2015	M	VANWIE JEFFREY G	CANNOT LOCATE-ML RET	125.44
12348	2015	M	FRY SHANNON L	CANNOT LOCATE-ML RET	165.12
12356	2015	M	HANLON RYAN ANDREW	CANNOT LOCATE-ML RET	80.96
12435	2015	M	LASCH WILLIAM P	CANNOT LOCATE-ML RET	9.60
12443	2015	M	JOHNSON ANDREW SCOTT	CANNOT LOCATE-ML RET	289.28
12466	2015	M	HUDSON CAROL L	CANNOT LOCATE-ML RET	181.76
12478	2015	M	MCGRATH DAVID R OR	CANNOT LOCATE-ML RET	419.20

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12482	2015	M	BORJA ANGELA	CANNOT LOCATE-ML RET	42.56
12546	2015	M	SVETZ JAMES EDWARD	CANNOT LOCATE-ML RET	131.52
12561	2015	M	DOYLE TREVOR JOSEPH	CANNOT LOCATE-ML RET	9.60
12596	2015	M	KLEINSASSER ARLEN D	CANNOT LOCATE-ML RET	51.52
12632	2015	M	MCALLISTER JAMIE S	CANNOT LOCATE-ML RET	198.08
12804	2015	M	NEUMANN CARL L	CANNOT LOCATE-ML RET	68.16
12810	2015	M	WARREN ERIC ALLEN	CANNOT LOCATE-ML RET	50.24
12822	2015	M	BOSCO MELISSA R	CANNOT LOCATE-ML RET	185.28
12824	2015	M	BUSTO-DEASSION DIGNA	CANNOT LOCATE-ML RET	179.52
12857	2015	M	POUND ELAINE A	CANNOT LOCATE-ML RET	56.96
12863	2015	M	MORGAN STEPHEN R	CANNOT LOCATE-ML RET	141.44
12928	2015	M	BARSTOW LUCIA A	CANNOT LOCATE-ML RET	160.00
12969	2015	M	CILFONE JOSEPH M	CANNOT LOCATE-ML RET	16.00
12995	2015	M	JONES MARCUS MILES	CANNOT LOCATE-ML RET	65.28
13101	2015	M	COCHRANE JUSTIN T	CANNOT LOCATE-ML RET	52.48
13113	2015	M	KEMP MARTHA I	CANNOT LOCATE-ML RET	112.00
13126	2015	M	FRENCH MICHELE	CANNOT LOCATE-ML RET	82.24
13151	2015	M	WALNUT ST SERVICE INC	CANNOT LOCATE-ML RET	63.04
13186	2015	M	SQUIRES RANDY J	CANNOT LOCATE-ML RET	175.04
13201	2015	M	CROWE TYLER T	CANNOT LOCATE-ML RET	77.76
13219	2015	M	RALLO MATTHEW H	CANNOT LOCATE-ML RET	105.60
13264	2015	M	JOHNSON ANDREW SCOTT	CANNOT LOCATE-ML RET	57.12
13361	2015	M	DIORIO CHRISTOPHER R	CANNOT LOCATE-ML RET	80.00
13362	2015	M	KEMP MARTHA I	CANNOT LOCATE-ML RET	54.08
13407	2015	M	SPICER BRENT A	CANNOT LOCATE-ML RET	119.68
13442	2015	M	CASTILLO JOSE M	CANNOT LOCATE-ML RET	139.20
13453	2015	M	PINSONNEAULT WENDY LEE	CANNOT LOCATE-ML RET	65.92
13740	2015	M	WILFORD JAMES E	CANNOT LOCATE-ML RET	56.32
13746	2015	M	GAINNEY CRENDLY LUTHER	CANNOT LOCATE-ML RET	88.48
13838	2015	M	MORAN CONNOR L	CANNOT LOCATE-ML RET	89.92
13986	2015	M	MARTIN DAVID T	CANNOT LOCATE-ML RET	112.32
13993	2015	M	WABREK BETHANY P	CANNOT LOCATE-ML RET	77.76
14031	2015	M	MONA SALVATORE	CANNOT LOCATE-ML RET	154.88
14052	2015	M	MALONE NANCY L	CANNOT LOCATE-ML RET	174.72
14092	2015	M	GOMEZ AARON B	CANNOT LOCATE-ML RET	105.60
14197	2015	M	LASCH WILLIAM P	CANNOT LOCATE-ML RET	110.72
14202	2015	M	ALEX CONSTRUCTION SERVICES LLC	CANNOT LOCATE-ML RET	224.32
14238	2015	M	VEILLEUX KATIE	CANNOT LOCATE-ML RET	98.88
14256	2015	M	LOZIER MARC W	CANNOT LOCATE-ML RET	70.40
14324	2015	M	PINSONNEAULT JAMES R	CANNOT LOCATE-ML RET	272.64
14434	2015	M	OBRIEN DANIELLE S	CANNOT LOCATE-ML RET	35.84
14502	2015	M	GUYLER KIRKLAND C	CANNOT LOCATE-ML RET	77.76
14581	2015	M	PADEN DANIEL J	CANNOT LOCATE-ML RET	39.68
14610	2015	M	LLANOS HOPE MARIE	CANNOT LOCATE-ML RET	69.44
14625	2015	M	SCHERER CHRISTOPHER T	CANNOT LOCATE-ML RET	126.40
14796	2015	M	ORTIZ GABRIEL	CANNOT LOCATE-ML RET	92.16
14879	2015	M	MACK JENNIFER D	CANNOT LOCATE-ML RET	181.44
14993	2015	M	ANSALDI NICHOLAS	CANNOT LOCATE-ML RET	225.60
15054	2015	M	PALMER CHRISTOPHER J	CANNOT LOCATE-ML RET	181.76
15132	2015	M	PREVALLA ELIZABETH A	CANNOT LOCATE-ML RET	55.46
15184	2015	M	ALEX CONSTRUCTION SERVICES LLC	CANNOT LOCATE-ML RET	245.76
15238	2015	M	GILES GAIL R	CANNOT LOCATE-ML RET	143.68
15282	2015	M	GOMEZ AARON B	CANNOT LOCATE-ML RET	9.92
15516	2015	M	KNIGHT BRANDON T	CANNOT LOCATE-ML RET	183.04

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15518	2015	M	HUBBARD AMANDA MARIE	CANNOT LOCATE-ML RET	217.28
15610	2015	M	DONOVAN ELIZABETH H	CANNOT LOCATE-ML RET	112.96
15728	2015	M	BARNUM FRANK C	CANNOT LOCATE-ML RET	278.72
15784	2015	M	DEFRISCO SHANE	CANNOT LOCATE-ML RET	136.00
15890	2015	M	NASH ELIZABETH A	CANNOT LOCATE-ML RET	65.92
15893	2015	M	DEJESUS EDWARD FINCH	CANNOT LOCATE-ML RET	61.44
15967	2015	M	PREVALLA ELIZABETH A	CANNOT LOCATE-ML RET	94.08
16003	2015	M	PRESSON THOMAS O	CANNOT LOCATE-ML RET	124.80
16011	2015	M	REMBOCK FRANCES C	CANNOT LOCATE-ML RET	98.88
16062	2015	M	BOROWY STACEY M	CANNOT LOCATE-ML RET	56.96
16068	2015	M	RODRIGUEZ HEATHER J	CANNOT LOCATE-ML RET	142.72
16104	2015	M	CSER RICHARD A	CANNOT LOCATE-ML RET	88.32
16208	2015	M	KLEINSASSER ARLEN D	CANNOT LOCATE-ML RET	58.24
16209	2015	M	RICHARDS DONNA L	CANNOT LOCATE-ML RET	273.60
16244	2015	M	VALENTINE JOHN J	CANNOT LOCATE-ML RET	114.56
16264	2015	M	TESSMAN HENRY H	CANNOT LOCATE-ML RET	131.52
16280	2015	M	CHACON FREDY C	CANNOT LOCATE-ML RET	267.54
16376	2015	M	DUCLOS GENE E	CANNOT LOCATE-ML RET	397.44
16392	2015	M	HULL TAMI L	CANNOT LOCATE-ML RET	96.32
16414	2015	M	NICHOLS JOSEPH M	CANNOT LOCATE-ML RET	85.12
16423	2015	M	HEACOX LILLIAN E	CANNOT LOCATE-ML RET	63.68
16430	2015	M	BORJA ANGEL A	CANNOT LOCATE-ML RET	198.08
16432	2015	M	LAUDATI CHRISTOPHER M	CANNOT LOCATE-ML RET	104.00
16574	2015	M	HERRINGTON SUSAN C	CANNOT LOCATE-ML RET	144.32
16618	2015	M	BLAKESLEE JENNA LEIGH	CANNOT LOCATE-ML RET	254.08
16626	2015	M	RICHARDS DONNA L	CANNOT LOCATE-ML RET	149.44
16666	2015	M	KALLAY DAKOTA A	CANNOT LOCATE-ML RET	90.56
16808	2015	M	HANSON CHARLES D	CANNOT LOCATE-ML RET	79.68
16861	2015	M	ANDREWS MELINDA M	CANNOT LOCATE-ML RET	96.32
16873	2015	M	PADEN DANIEL J	CANNOT LOCATE-ML RET	94.08
16968	2015	M	CHIRICO ESTHER E	CANNOT LOCATE-ML RET	27.20
17025	2015	M	ELLER KARBELNIKOFF NIKOLAS R	CANNOT LOCATE-ML RET	294.40
17116	2015	M	VANWIE JEFFREY G	CANNOT LOCATE-ML RET	89.92
17133	2015	M	RUNION MICAH J	CANNOT LOCATE-ML RET	67.52
17204	2015	M	MCCANN LOUIS R	CANNOT LOCATE-ML RET	322.56
17263	2015	M	JAMES KELLY ANSLEY	CANNOT LOCATE-ML RET	192.64
17275	2015	M	WHEELER RYAN W	CANNOT LOCATE-ML RET	78.40
17314	2015	M	BERROA WELLINGTON A	CANNOT LOCATE-ML RET	110.72
17340	2015	M	MEANEY EDWARD DAVID	CANNOT LOCATE-ML RET	100.16
17376	2015	M	PARSONS SHELLIE M	CANNOT LOCATE-ML RET	347.52
17408	2015	M	KLEINSASSER ARLEN D	CANNOT LOCATE-ML RET	140.48
17537	2015	M	MARTIN CAROLINE E	CANNOT LOCATE-ML RET	105.60
17600	2015	M	GOMEZ AARON B	CANNOT LOCATE-ML RET	16.00
17693	2015	M	MCGUIRE CHRISTINE R	CANNOT LOCATE-ML RET	212.80
17764	2015	M	MCBREAIRTY BOBBIE JOE	CANNOT LOCATE-ML RET	289.92
17844	2015	M	LOVETERE SALLY J	CANNOT LOCATE-ML RET	56.96
17861	2015	M	FIELDS PATRICIA L	CANNOT LOCATE-ML RET	74.88
17883	2015	M	JOHNSON MARK E	CANNOT LOCATE-ML RET	294.40
17963	2015	M	CALLAWAY DEVIN P	CANNOT LOCATE-ML RET	239.68
17999	2015	M	PADEN DANIEL J	CANNOT LOCATE-ML RET	134.72
18048	2015	M	HURLBUT TREVOR P	CANNOT LOCATE-ML RET	67.52
18084	2015	M	SMITH ROBERT JOSEPH	CANNOT LOCATE-ML RET	51.84
18123	2015	M	COLOSKE ERICA L	CANNOT LOCATE-ML RET	87.36
18136	2015	M	KLEIN MICHAEL P	CANNOT LOCATE-ML RET	16.00

TOWN OF WINCHESTER
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<u>List</u>	<u>Year</u>	<u>TY</u>	<u>Name</u>	<u>Reason</u>	<u>Amount</u>
18182	2015	M	BORJA ANGEL A	CANNOT LOCATE-ML RET	9.60
18234	2015	M	SUROWIECKI HOWARD W	CANNOT LOCATE-ML RET	128.00
18293	2015	M	TOUPONCE ERICA	CANNOT LOCATE-ML RET	82.24
18304	2015	M	COSTELLO ZACHARY JAMES	CANNOT LOCATE-ML RET	193.60
18307	2015	M	SHAUGHNESSY POLLY	CANNOT LOCATE-ML RET	217.28
18329	2015	M	OYANADEL MAURICE LEROY	CANNOT LOCATE-ML RET	63.68
18342	2015	M	CROSSMAN ROBERT JEREMY	CANNOT LOCATE-ML RET	68.16
18345	2015	M	MEANEY EDWARD DAVID	CANNOT LOCATE-ML RET	68.80
18362	2015	M	RUSIN MARTHA L	CANNOT LOCATE-ML RET	295.04
18453	2015	M	BECKER SHAWN P	CANNOT LOCATE-ML RET	45.76
18482	2015	M	HUNDT CONNOR MEYER	CANNOT LOCATE-ML RET	56.00
18628	2015	M	SHEAN JENI M	CANNOT LOCATE-ML RET	133.76
18705	2015	M	VONDWINGELO AMBER D	CANNOT LOCATE-ML RET	94.08
18768	2015	M	LAMBO NICHOLAS ANTHONY 3	CANNOT LOCATE-ML RET	65.28
18835	2015	M	NEALE MICHAEL R	CANNOT LOCATE-ML RET	177.28
18886	2015	M	STEELE AMETHYST M	CANNOT LOCATE-ML RET	77.76
18931	2015	M	DORTCH MARQUELLE QUINTAE	CANNOT LOCATE-ML RET	76.48
19027	2015	M	PHAIR EDWARD A	CANNOT LOCATE-ML RET	457.92
19104	2015	M	KLEIN MICHAEL P	CANNOT LOCATE-ML RET	68.48
19122	2015	M	RODRIGUEZ JEFFRY	CANNOT LOCATE-ML RET	351.04
19172	2015	M	MARTIN WILLIAM R	CANNOT LOCATE-ML RET	21.01
19232	2015	M	LEGACE EVELYN M	CANNOT LOCATE-ML RET	214.40
19376	2015	M	MILLETTE DIANE G	CANNOT LOCATE-ML RET	78.40
19398	2015	M	GRILLO PATRICIA L	CANNOT LOCATE-ML RET	127.68
19440	2015	M	PRATT DANIELLE LYNN	CANNOT LOCATE-ML RET	28.80
19441	2015	M	GOEWY SARAH BETH	CANNOT LOCATE-ML RET	121.92
19482	2015	M	BASS CYNTHIA J	CANNOT LOCATE-ML RET	120.32
19493	2015	M	HOFFMAN WILLIAM T	CANNOT LOCATE-ML RET	55.36
19501	2015	M	MCCURDA SARA MARIE	CANNOT LOCATE-ML RET	96.32
19515	2015	M	HUGHES THALLIN M	CANNOT LOCATE-ML RET	72.00
19534	2015	M	NEUMANN CARL L	CANNOT LOCATE-ML RET	15.04
19545	2015	M	GOODELL TODD S	CANNOT LOCATE-ML RET	175.04
19577	2015	M	WADE AUBURN CLARK	CANNOT LOCATE-ML RET	67.52
19587	2015	M	CSER KIMBERLY A	CANNOT LOCATE-ML RET	98.88
19655	2015	M	PICARD WALTER J JR	CANNOT LOCATE-ML RET	441.60
19704	2015	M	DIORIO MICHAEL L	CANNOT LOCATE-ML RET	101.76
19781	2015	M	JACOBS JILL M	CANNOT LOCATE-ML RET	80.64
19794	2015	M	HERRINGTON SUSAN C	CANNOT LOCATE-ML RET	190.40
19798	2015	M	RODRIGUEZ JENNIFER A	CANNOT LOCATE-ML RET	116.80
19833	2015	M	CARROZZO MARY M	CANNOT LOCATE-ML RET	210.56
19908	2015	M	GOMEZ AARON B	CANNOT LOCATE-ML RET	9.92
19982	2015	M	RAMOS NORBERTO M	CANNOT LOCATE-ML RET	63.68
20005	2015	M	SHOOK BRAD ROBERT	CANNOT LOCATE-ML RET	451.84
20021	2015	M	FERNANDEZ ZAIRIS R	CANNOT LOCATE-ML RET	77.76
20036	2015	S	BECKER SHAWN P	CANNOT LOCATE-ML RET	74.18
20082	2015	M	GASPAR JEREMY M	CANNOT LOCATE-ML RET	89.60
20110	2015	M	GOMEZ AARON B	CANNOT LOCATE-ML RET	266.56
20121	2015	S	BRIDGES KATIE JEAN	CANNOT LOCATE-ML RET	78.37
20159	2015	M	LOOSEMORE KEVIN A	CANNOT LOCATE-ML RET	296.64
20265	2015	M	REEVE RACHEL LYNN	CANNOT LOCATE-ML RET	76.48
20357	2015	M	PINSONNEAULT LEE A	CANNOT LOCATE-ML RET	450.24
20381	2015	M	WABREK CHIARA M	CANNOT LOCATE-ML RET	68.16
20516	2015	M	SPEZIAL MICHELLE	CANNOT LOCATE-ML RET	102.72
20605	2015	M	SWANSON RICHARD A	CANNOT LOCATE-ML RET	189.12

TOWN OF WINCHESTER
 Edit Suspense for Batch - 53
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<u>List</u>	<u>Year</u>	<u>TY</u>	<u>Name</u>	<u>Reason</u>	<u>Amount</u>
30009	2015	S	CALLERY BRIAN RICHARD	CANNOT LOCATE-ML RET	33.60
30012	2015	S	CAMPBELL CHRISTOPHER M	CANNOT LOCATE-ML RET	38.88
30014	2015	S	CANDELARIA EDWIN J	CANNOT LOCATE-ML RET	21.73
30035	2015	S	CARLSON KAREN K	CANNOT LOCATE-ML RET	29.18
30073	2015	S	CHACON FREDY C	CANNOT LOCATE-ML RET	32.64
30102	2015	S	COLLIER CHARLES W	CANNOT LOCATE-ML RET	69.12
30103	2015	S	COLLIER CHARLES W	CANNOT LOCATE-ML RET	50.37
30121	2015	S	CORBETT JAMES S	CANNOT LOCATE-ML RET	19.94
30148	2015	S	CSER KIMBERLY A	CANNOT LOCATE-ML RET	37.86
40059	2015	S	DINORCIA FRANCIS DENNIS	CANNOT LOCATE-ML RET	236.96
40077	2015	S	DORTCH MARQUELLE QUINTAE	CANNOT LOCATE-ML RET	210.94
40092	2015	S	DYKEMAN KATHLEEN A	CANNOT LOCATE-ML RET	26.14
50030	2015	S	EVANS DEBORAH A	CANNOT LOCATE-ML RET	22.50
60040	2015	S	FOOTE ADAM H	CANNOT LOCATE-ML RET	44.03
70052	2015	S	GOMEZ AARON B	CANNOT LOCATE-ML RET	14.98
70053	2015	S	GOMEZ AARON B	CANNOT LOCATE-ML RET	73.02
70063	2015	S	GORDINEER THEODORA T	CANNOT LOCATE-ML RET	19.20
70083	2015	S	GRACIANO ANTHONY DEJESUS	CANNOT LOCATE-ML RET	9.34
70084	2015	S	GRACIANO ANTHONY DEJESUS	CANNOT LOCATE-ML RET	190.66
70104	2015	S	GUCCIONE GEORGETTE	CANNOT LOCATE-ML RET	46.24
70105	2015	S	GUCCIONE GEORGETTE	CANNOT LOCATE-ML RET	58.24
80033	2015	S	HATCH ZACHARY STEVEN	CANNOT LOCATE-ML RET	40.67
80082	2015	S	HOPKINS CEDRIC J	CANNOT LOCATE-ML RET	56.26
100020	2015	S	JESUS-BAEZ SCARLY M	CANNOT LOCATE-ML RET	114.08
100032	2015	S	JOHNSON VINCENT EDWARD	CANNOT LOCATE-ML RET	191.46
110014	2015	S	KEEFE JASON E	CANNOT LOCATE-ML RET	39.90
110020	2015	S	KEMP CHRISTOPHER B	CANNOT LOCATE-ML RET	197.12
120019	2015	S	LAMOTHE KARISSA L	CANNOT LOCATE-ML RET	93.31
130010	2015	S	MACINTYRE JESSICA KATHLEEN	CANNOT LOCATE-ML RET	61.57
130099	2015	S	MCALLISTER KRISTINE L	CANNOT LOCATE-ML RET	153.44
130113	2015	S	MCGUIRE CHRISTINE R	CANNOT LOCATE-ML RET	26.08
130114	2015	S	MCGUIRE CHRISTINE R	CANNOT LOCATE-ML RET	98.21
130172	2015	S	MORALES STEVEN	CANNOT LOCATE-ML RET	38.08
130173	2015	S	MORAN SUSAN E	CANNOT LOCATE-ML RET	53.12
150012	2015	S	OLIVIER BARRY J	CANNOT LOCATE-ML RET	80.64
150030	2015	S	OYANADEL MAURICE LEROY	CANNOT LOCATE-ML RET	38.11
160002	2015	S	PADEN DANIEL J	CANNOT LOCATE-ML RET	153.34
160057	2015	S	PINSONNEAULT WENDY LEE	CANNOT LOCATE-ML RET	390.27
160080	2015	S	PRATT DANIELLE LYNN	CANNOT LOCATE-ML RET	40.77
160081	2015	S	PRATT DANIELLE LYNN	CANNOT LOCATE-ML RET	56.35
180008	2015	S	RAMOS NORBERTO M	CANNOT LOCATE-ML RET	32.16
180020	2015	S	RAPUANO DENISE J	CANNOT LOCATE-ML RET	40.83
180032	2015	S	REEVE RACHEL LYNN	CANNOT LOCATE-ML RET	4.16
190019	2015	S	SARASIN DALTON A	CANNOT LOCATE-ML RET	31.01
190020	2015	S	SARASIN DALTON A	CANNOT LOCATE-ML RET	53.41
190062	2015	S	SEVERSON MARCIA M	CANNOT LOCATE-ML RET	203.90
190065	2015	S	SHAUGHNESSY POLLY	CANNOT LOCATE-ML RET	58.94
190097	2015	S	SKUTT SARAH M	CANNOT LOCATE-ML RET	19.68
190098	2015	S	SKUTT SARAH M	CANNOT LOCATE-ML RET	23.52
190108	2015	S	SMITH LESLIE B	CANNOT LOCATE-ML RET	29.47
190115	2015	S	SNYDER SHELBY JO	CANNOT LOCATE-ML RET	59.97
200000	2015	S	T N CARPENTRY LLC	CANNOT LOCATE-ML RET	235.90
200036	2015	S	TKACZUK ALEXANDER M	CANNOT LOCATE-ML RET	224.77
200066	2015	S	TRAVERSE JUSTIN P	CANNOT LOCATE-ML RET	155.04

TOWN OF WINCHESTER
Edit Suspense for Batch - 53
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<u>List</u>	<u>Year</u>	<u>TY</u>	<u>Name</u>	<u>Reason</u>	<u>Amount</u>
220016	2015	S	VENEZIANO DANIELLE M	CANNOT LOCATE-ML RET	27.39
220017	2015	S	VENEZIANO DANIELLE M	CANNOT LOCATE-ML RET	65.73
230010	2015	S	WARNER JAMIE M	CANNOT LOCATE-ML RET	37.31
230026	2015	S	WELCH TAMMY J	CANNOT LOCATE-ML RET	27.90
230027	2015	S	WELCH TAMMY J	CANNOT LOCATE-ML RET	24.42
230028	2015	S	WELCH TAMMY J	CANNOT LOCATE-ML RET	213.86
230029	2015	S	WELCH TAMMY J	CANNOT LOCATE-ML RET	61.44
230084	2015	S	WRIGHT CYNTHIA M	CANNOT LOCATE-ML RET	308.64
250133	2015	M	ORRICO PASQUALE J	CANNOT LOCATE-ML RET	357.44
250168	2015	M	PAOLETTA ERIK J	CANNOT LOCATE-ML RET	168.64
250196	2015	M	CONSOLINI MICHAEL W	CANNOT LOCATE-ML RET	273.92
250651	2004	M	STAGER FREDERICK W &	CANNOT LOCATE-ML RET	87.73
250932	2015	S	COLERIVER TRANSPORTATION	CANNOT LOCATE-ML RET	90.88
251010	2014	M	VANDEUSEN ANNETTE M	CANNOT LOCATE-ML RET	168.54
251011	2015	M	VANDEUSEN ANNETTE M	CANNOT LOCATE-ML RET	157.44
251187	2009	S	LACOMBE DAVID A	CANNOT LOCATE-ML RET	42.77

BOARD OF SELECTMEN ACTION REQUEST

No.: 20-026

Date: June 1, 2020

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

From: Robert Geiger, Town Manager

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

Section 914.

INTRA-DEPARTMENTAL TRANSFER OF APPROPRIATIONS When any department, commission, board or officer shall desire to secure a transfer of funds in its or his appropriation from funds set apart for one specific purpose to another, before incurring any expenditure therefor, such department, commission, board or officers shall make application to the Town Manager, whose duty it shall be to examine the matter, and upon approval of the Board of Selectmen, such transfer may be made. But not otherwise.

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

In accordance with Section 914, Director of the Finance Bruce Stratford has requested a transfer of funds to cover State Marshal fees pursuing continued anti-blight efforts.

Fiscal Implications:

FROM: Legal (119)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
845-0002-0000	Labor Counsel	\$5,000
TO: Legal (119)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
845-0001-0000	Outside Legal Counsel	\$5,000

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$5,000 from Labor Counsel (119-845-0002-0000) to Outside Legal Counsel (119-845-0001-0000).



In accordance with Section 914, Halaree Monnerat, Collector of Revenue, has requested a transfer of funds to replace a computer.

Fiscal Implications:

FROM: Tax Collector (117)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
819-0000-0000	Vehicle Allowance	\$1,700
TO: Tax Collector (117)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
809-0000-0000	Maintenance of Office Equipment	\$1,700

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$1,700 from Vehicle Allowance (117-819-0000-0000) to Maintenance of Office Equipment (117-809-0000-0000).



In accordance with Section 914, Halaree Monnerat, Collector of Revenue, has requested a transfer of funds to cover unanticipated overtime, contracted printing and medical benefits.

Fiscal Implications:

FROM: Tax Collector (117)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
900-0001-0000	Fringe Benefits – FICA	\$1,300
811-0000-0000	Training & Education	\$500
191-0000-0000	Administrative Assistant	\$4,000
TO: Tax Collector (117)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
197-0000-0000	Overtime	\$800
817-0000-0000	Contracted Printing	\$500
806-0000-0000	Office Supplies	\$500
900-0002-0000	Medical Benefits	\$4,000

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$1,300 from Fringe Benefits - FICA (117-900-0001-0000), \$500 from Training & Education (117-811-0000-0000) and \$4,000 from Administrative Assistant (117-191-0000-0000) to Overtime (117-197-0000-0000) in the amount of \$800, Contracted Printing (117-817-0000-0000) in the amount of \$500, Office Supplies (117-806-0000-0000) in the amount of \$500 and Medical Benefits (117-900-0002-0000) in the amount of \$4,000.



In accordance with Section 914, Jennifer Kelley, Director of the Winsted Senior Center, has requested a transfer of funds to cover unanticipated overtime and maintenance projects.

Fiscal Implications:

FROM: Senior Center (813)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
821-0000-0000	Maintenance of Vehicles	\$4,000
822-0000-0000	Electricity	\$500
823-0000-0000	Heating Fuel	\$1,500
800-0001-0000	Healthy Aging Programs	\$1,200
193-0000-0000	Secretarial/Support Staff	\$1,000
806-0002-0000	Copier	\$500
820-0000-0000	Vehicles: Oil, Gas, Grease	\$1,800
846-0000-0000	Tires	\$1,000
TO: Senior Center (813)		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
827-0000-0000	Maintenance of Structures	\$10,500
197-0000-0000	Overtime	\$1,000

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$4,000 from Maintenance of Vehicles (813-821-0000-0000), \$500 from Electricity (813-822-0000-0000), \$1,500 from Heating Fuel (813-823-0000-0000), \$1,200 from Healthy Aging Programs (813-800-0001-0000), \$1,000 from Secretarial/Support Staff (813-193-0000-0000), \$500 from Copier (813-806-0002-0000), \$1,800 from Vehicle: Oil, Gas, Grease (813-820-0000-0000) and \$1,000 from Tires (813-846-0000-0000) to Maintenance of Structures (813-827-0000-0000) in the amount of \$10,500 and Overtime (813-197-0000-0000) in the amount of \$1,000.

Attachments:

Fund Transfer Request- Legal, Tax Collector (2), Senior Center



FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

119 Legal

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$5,000

FY20

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

ACCOUNT(S) TRANSFERRED FROM:	Fund:	DEPT#	OBJECT#	OBJECT#	AMOUNTS
Labor Counsel		1	119	845	0002 \$5,000

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

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Outside Legal Counsel	1	119	845 0001	\$5,000

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

Surplus in Labor Counsel budget available to cover overage caused by State Marshal, Appraiser & Court costs re Anti Blight efforts.

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

6/1/2020

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

117-Tax Collector

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$1,700

FY20

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

ACCOUNT(S) TRANSFERRED FROM:	Fund:	DEPT#	OBJECT#	OBJECT#	AMOUNTS
VEHICLE ALLOWANCE	1	117	819	0000	\$1,700

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

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS	
MAINTENANCE OFFICE EQUIPMENT	1	117	809	0000	\$1,700

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

Request of transfer to replace 1 of the computers in the office as the current one freezes up multiple times a day. Due to COVID-19 classes, training, meetings, and seminars have been canceled resulting in unused funds from the account.

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

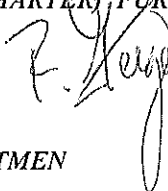


5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY TO FUND THIS REQUEST:



5/18/20

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



7. DATE SUBMITTED TO BOARD OF SELECTMEN

6/1/2020

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

117- Tax Collector

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$5,800

FY20

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

ACCOUNT(S) TRANSFERRED FROM:	Fund:	DEPT#	OBJECT#	OBJECT#	AMOUNTS
Fringe Benefits - FICA	1	117	900	1	\$1,300
Training & Education	1	117	811		\$500
Administrative Assistant	1	117	191		\$4,000

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-
OBJECT#

AMOUNTS

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB- OBJECT#	AMOUNTS
Overtime	1	117	197	\$800
Contracted Printing	1	117	817	\$500
Office Supplies	1	117	806	\$ 500
Medical Benefits	1	117	900	2 \$4,000

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

Moving excess FICA budget dollars to cover overages in Overtime and Contracted Printing.

Excess Admin Asst Salary is covering shortage in Medical Benefits.

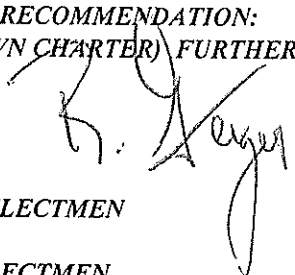
4. REQUESTING DEPARTMENT HEAD SIGNATURE:
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:



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

 5/21/20

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

 5/22/20

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

Senior Center

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$11,500

FY20

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

Maintenance of Vehicles			1	813	821		\$4,000
Electricity			1	813	822		\$500
Heating Fuel			1	813	823		\$1,500
Healthy Aging Program			1	813	800	1	\$1,200
Secretarial / Support Staff			1	813	193		\$1,000
Copier			1	813	806	2	\$500
Vehicles: Oil, Gas, Grease			1	813	820		\$1,800
Tires			1	813	846		\$1,000

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-
OBJECT#

AMOUNTS

Maintenance of Structures			1	813	827		\$10,500
Overtime			1	813	197		\$1,000

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

Transferring projected surplus dollars to cover overtime shortage and to fund Maintenance of Structures to fund ongoing maintenance projects.

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

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

BOJ 5/28/20

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

P. Dwyer 5/29/20

7. DATE SUBMITTED TO BOARD OF SELECTMEN

6-1-2020

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.: 20-028

Date: June 1, 2020

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

From: Robert Geiger, 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 2019-2020 annual audit. The fee for the audit will not exceed: \$49,900, which will be allocated to the Town (\$28,050), the Board of Education (\$14,095), and the Water and Sewer Commission (\$7,755).

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 2019-2020 fiscal year.

Fiscal Implications: As described earlier, the fee proposed by King, King & Associates for the Town is \$28,050.

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 4, 2020, to complete the 2019-2020 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 4, 2020, to complete the 2019-2020 audit.

Attachments:

Correspondence, R. King to Board of Selectmen (May 4, 2020)

May 4, 2020

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

**PLEASE SIGN & RETURN TO:
KING, KING & ASSOCIATES, CPAs**

We are pleased to confirm our understanding of the services we are to provide Town of Winchester, Connecticut for the year ended June 30, 2020. 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, 2020. 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. Schedule of Changes of Net Pension 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, 2020.

Additional work outside the scope of the audit will be billed at standard rates, which currently range from **\$80-\$140 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.

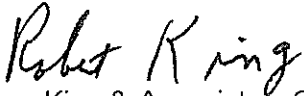
Christopher King, CPA, CGMA is the engagement partner and is responsible for supervising the engagement.

Our fee for these services will be at our standard hourly rates and is not expected to exceed **\$49,900.00**. The Town will be billed **\$28,050.00**, the Board of Education will be billed **\$14,095.00** and the WPCA will be billed **\$7,755.00**. 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.: 20-029

Date: June 1, 2020

Topic: New Business (E)- Bid Waiver Request- Demolition of the Structure at 512-516 Main Street (with attachment)

From: Robert Geiger, Town Manager

Background: The Town recently foreclosed on the property of the former Mexican restaurant located at 512-516 Main Street. This structure is precariously close to the adjoining properties. Mountain Top Trucking has the expertise and equipment to expedite this project.

Mr. Mark Douglass, Purchasing Director, has attached a memo indicating his support for the bid waiver.

Requested Action: The Board of Selectmen should consider the requested bid waiver to demolish the structure at 512-516 Main Street.

Manager's Recommendation: I recommend that the Board of Selectmen grant the bid waiver to Mountain Top Trucking to demolish the structure at 512-516 Main Street.

Recommended Motion: *I move that the Board of Selectmen grant the bid waiver to Mountain Top Trucking to demolish the structure at 512-516 Main Street.*

Attachment:

Correspondence, M. Douglass to R. Geiger, Board of Selectmen (May 28, 2020)

Memo

To: Bob Geiger, Town Manager/Board of Selectmen
From: Mark Douglass, Purchasing Director
Date: 5/28/2020
Re: Bid waiver for 512-516 Main St



In coordination with the Town Manager I am requesting a bid waiver for the demolition of the former Mexican Restaurant located at 512-516 Main Street. I have contacted the vendor who has the expertise and equipment to do this project on a timely and safe manner. He previously demolished a building on Cornelio Ave, which was also a tight workspace. Because of the nature of the proximity to other buildings around this property and the ability of the vendor to do this work, I am respectfully requesting a bid waiver for the demolition.

I respectfully ask that in the best interest of the Town of Winchester, and for protection of a Town property, a bid waiver be approved for the demolition to be done by Mountain Top Trucking.