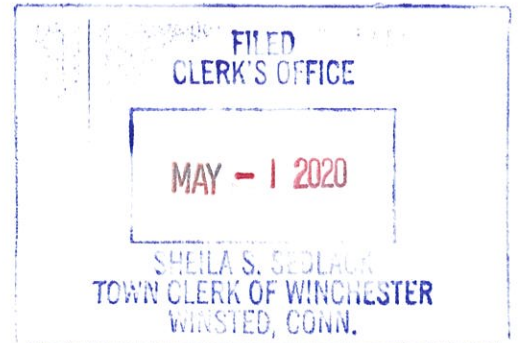


**AGENDA**  
**Town of Winchester**  
**Meeting of the Board of Selectmen**  
**P. Francis Hicks Room, 2<sup>nd</sup> Floor, Town Hall • 338 Main St., Winsted, CT**

**MONDAY, MAY 4, 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 Regular Meeting on April 20, 2020
5. PUBLIC HEARING/SPECIAL PRESENTATION:  
➤ Presentation by Mayor Perez regarding (2) Neighborhood Assistance Act Program Applications for American Mural Project
6. TOWN MANAGER'S REPORT
7. 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 860-738-6958 to make a public comment when we reach this agenda item. Please give your name and address.
8. CORRESPONDENCE
9. BOARDS AND COMMISSIONS
10. UNFINISHED BUSINESS  
A) 19-070a Ordinance Updates and Contract  
B) 20-001 2020-2021 Budget Process
11. NEW BUSINESS  
A) 20-020 Neighborhood Assistance Act Program Applications (2) for American Mural Project (Mayor Perez)  
B) 20-021 Proposed Line Item Transfers (Town Manager Geiger)
12. 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 860-738-6958 to make a public comment when we reach this agenda item. Please give your name and address.
13. SELECTMEN'S COMMENTS AND REPORTS
14. ADJOURNMENT



**This meeting can be accessed remotely by selecting the “livestream” link  
on the Town of Winchester website or at  
<https://www.youtube.com/channel/UCT1ffiBjMTBQM5OEXSgKIqg/videos>**

Board of Selectmen  
Regular Meeting Minutes  
April 20, 2020

Due to the Coronavirus (COVID-19) epidemic the April 20, 2020 Board of Selectmen's meeting was held by ZOOM and all Selectmen were live streamed via Channel 194 and broadcast from home.

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

Item 1. Meeting called to Order

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

Item 2. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

Item 3. Agenda Review NONE

Item 4. Approval of Minutes

A). Minutes of Regular Meeting on April 6, 2020.

Motion by Sel. Bouchard, seconded by Sel. Bird

To approve the minutes of the regular meeting of April 6, 2020.

UNANIMOUS

Item 5. Town Manager's Report

The Town Manager, Bob Geiger, commented on meetings held between April 6th. through April 19<sup>th</sup>.

Item 6. Finance Director's Report

The Finance Director summarized revenues and expenditures through the end of March.

Item 7. Citizens Comments - John Wiarda

Item 8. Correspondence NONE

Item 9. Boards and Commissions

Sel. Sedlack placed into nomination Kim Huber (U) as a member of the Recreation Board.

Motion by Sel. Sedlack, seconded by Sel. Bouchard

To re-appoint Chris Kiely as a member of the Inland Wetlands and Watercourses  
Commission term to expire 4/2023.

UNANIMOUS

Motion by Sel. Sedlack, seconded by Sel. Bouchard

To re-appoint Tim Moran (R) as a member of the Water and Sewer Commission term to  
Expire 6/2025.

UNANIMOUS

#### Item 10. UNFINISHED BUSINESS

A). 20-001 2020-2021 Budget Process (Mayor Perez)

Mayor Perez gave an overview of the Budget Process during the COVID-19 pandemic. A final decision on the process and timeline will be made at the May 4<sup>th</sup>. Board meeting.

B). 20-016 Suckerbrook Recent Sediment Issue (Mayor Perez)

Mayor Perez updated the Board on events at the Suckerbrook Dam site on April 13<sup>th</sup>. she presented photos to the Board. The Town Attorney has been made aware of the situation. No further action was taken.

#### Item 11.

A). 20-0017 OPM Executive Order 7S – Municipal Tax Relief Deferrals

(Town Manager Geiger)

Motion by Sel. Sedlack, seconded by Sel. Groppo

To approve the low interest program to respond to Executive Order 7-S

UNANIMOUS

B). 20-018 Land Swap and Temporary Easement Request at 29 Bridge Street (Town Manager Geiger).

Motion by Sel. Sedlack, seconded by Sel. Groppo

I move that the Board of Selectmen refer the land swap and temporary easement request at 29 Bridge Street to the Planning and Zoning Commission for review and comment.

UNANIMOUS

C). 20-019 Proposed Line Item Transfers (Town Manager Geiger).

Motion by Sel. Arcelaschi, seconded by Sel. Bird

I move that the Board of Selectmen approve the line-item transfer of \$500 from Supplies & Materials (812-825-0000-0000) to Heating Fuel (812-823-0000-0000) in the amount of \$495 and Membership Dues and Subscriptions (812-814-0000-0000) in the amount of \$5.00.

UNANIMOUS

Motion by Sel. Bourque, seconded by Sel. Groppo

I move that the Board of Selectmen approve the line-item transfer of \$25,000 from Community Planning and Development – Administrative Salary (148-190-0000-0000) and \$2,000 from Community, Planning and Development – FICA (148-900-0001-0000) to Building Department – Secretarial/Support Staff (213-193-0000-0000) in the amount of \$25,000 and Building Department – Fringe Benefits – FICA (213-900-0001-0000) in the amount of \$2,000.

UNANIMOUS

Item 12. Citizens' Comments – Sheila Sedlack thanked Mr. Lee from Cappy's Cleaners for hand making masks for the Police Department and the Municipal Employees.

Item 13. Selectmen's Comments and Reports

Sel. Perez - inquired about the status of the fuel oil account and our ability to purchase while the price is so low. Finance Director replied we are bound by the current contract.

Sel. Groppo – reported on EDC activities, the possibility of a grant from the United States Chamber of Commerce pertaining to the COVID-19 virus and a photo contest to support the theme of the town's 250 year celebrations.

Sel. Bouchard – Commented on FOMS activities and support for businesses on Main Street offering take-out services.

Sel. Bourque – The ceremonies scheduled for Memorial Day Celebrations are still uncertain. He is still offering a Poetry Contest, details available on the SMC website.

Sel. Perez – Thanked the Community Volunteers during these trying times and asked us all to hang-in-there.

Item 14, Adjournment

Motion by Sel. Sedlack, seconded by Sel. Bouchard

To adjourn the meeting at 8:25p.m.

UNANIMOUS

ATTEST:

Sheila S. Sedlack, CTCA, CMC

## Laurie Bessette

---

**From:** C Perez <perezcandywinsted@gmail.com>  
**Sent:** Thursday, April 30, 2020 5:23 PM  
**To:** Laurie Bessette  
**Subject:** Please include this information in our packet thanks :)

#5 & 11A

This sender is trusted.

## Neighborhood Assistance Act Tax Credit Program

The **Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program** is designed to provide funding for municipal and tax exempt organizations by providing a corporation business tax credit for businesses who make cash contributions to these entities.

Businesses can receive a credit of 60% of their approved contribution to certain programs (or 100% in the case of certain energy conservation programs) approved by the Department of Revenue Services. Any tax credit that is not taken in the income year in which the contribution was made may be carried back to the two immediately preceding income years (beginning with the earlier of such years).

The program has several statutory limits, including the following:

- A business is limited to receiving \$150,000 in tax credit annually.
- A non-profit organization is limited to receiving \$150,000 in contributions in the aggregate.
- The minimum contribution on which credit can be granted is \$250.
- The program has a **five** million dollar cap, which, if exceeded, results in proration of approved donations.

For more information on this program see:

- **Information Publication 2015(13)**, *The Connecticut Neighborhood Assistance Act Tax Credit Program, and*
- The Neighborhood Assistance Act Program tax credit summary in the **Online Guide to Connecticut Business Tax Credits**.

### Organizations wishing to participate:

Each municipal agency or tax-exempt organization that wishes to participate in the NAA Program must complete in its entirety **Form NAA-01**, the program proposal application. This form **must** be submitted to a participating municipality for approval. Contact the municipality for deadline information. Do not send Form NAA-01 directly to the Department of Revenue Services.

A link to a list of Neighborhood Assistance Act Municipal Liaisons from the prior program year can be found below in order to assist you. This list is not all-inclusive. You may still approach any Connecticut municipality. Please note that the municipality must submit all locally approved programs to the DRS no later than July 1, 2020.

## **Businesses wishing to participate:**

Each business requesting a tax credit under the Neighborhood Assistance Act Program must complete a separate **Form NAA-02** for each program it wishes to sponsor. The contribution must be cash, and needs to be made in the corporation's income year that corresponds to the same year as the approved program.

**Form NAA-02** must be submitted to DRS beginning **September 15 through October 1, 2020**. Businesses may mail or hand deliver their applications. In addition, applications may be submitted electronically by emailing Form NAA-02 to **NAAProgram@ct.gov**. No fax transmittals will be accepted.

E-mail any questions to **DRS.TaxResearch@po.state.ct.us** or contact 860-297-5687 for more information.

## **2020 Application Process**

All forms and some DRS publications are in Adobe Acrobat format. You will need **Adobe Acrobat Reader 7.0 or higher** to view and print the forms. For additional assistance or if you are have trouble downloading a form, visit our Adobe Information page.

## **2020 Connecticut Neighborhood Assistance Act Program Proposal - Form NAA-01**

## **2019 Approved Neighborhood Assistance Act Program Proposals**

## **2019 Approved Neighborhood Assistance Act Business Contributions**

## **NAA Municipal Liaisons**

## **2019 Other towns participating & Approved Projects**

<https://portal.ct.gov/-/media/DRS/NAA/NAA-2019-Approved-Program-Proposals.pdf?la=en>

### **Municipality**

Ansonia

Avon

Berlin

Bloomfield

Branford

Bridgeport

Bristol

Brookfield

Canton  
Cheshire  
Colchester  
Chester  
Danbury  
Deep River  
Durham  
East Haddam  
East Hampton  
East Hartford  
Ellington  
Easton  
Enfield  
Essex  
Fairfield  
Glastonbury  
Granby  
Greenwich  
Griswold  
Groton  
Guilford  
Hamden  
Hartford  
Killingly  
Killingworth  
Lisbon  
Manchester  
Mansfield  
Meriden  
Middletown  
Milford  
Naugatuck  
New Britain  
New Haven  
New London  
New Milford  
Newtown  
North Haven  
Norwalk  
Norwich  
Old Lyme  
Old Saybrook  
Orange  
Plainville  
Pomfret  
Portland  
Putnam

Roxbury  
Salem  
Shelton  
Simsbury  
Southbury  
Southington  
Stamford  
Stonington  
Stratford  
Suffield  
Thomaston  
Torrington  
Trumbull  
Vernon  
Wallingford  
Waterbury  
Waterford  
West Hartford  
West Haven  
Westbrook  
Westport  
Wilton  
  
Windham  
Windsor  
Wolcott  
Woodbridge



Municipality: Town of Winchester

**Form NAA-01**  
**2020 Connecticut Neighborhood Assistance Act (NAA)**  
**Program Proposal**

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

**Part I — General Information**

Name of tax exempt organization/municipal agency: \_\_\_\_\_  
American Mural Project

Address: 74 Whiting Street, PO Box 538, Winsted, CT 06098

Federal Employer Identification Number: 26-3993911

Program title: Window Replacement of 90 Whiting Street - AMP's Mural Gallery building

Name of contact person: Amy Wynn, Executive Director

Telephone number: (860) 379-3006

Email address: amy@americanmuralproject.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 21,500.00

<p>Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If <b>Yes</b>, attach a copy of the <b>first page</b> of your most recent return.</p> <p>If <b>No</b>, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.</p>
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## Part II — Program Information

Check the appropriate description of your program:

### 100% credit percentage

- Energy conservation; or  
 Comprehensive college access loan forgiveness (see Conn. Gen Stat. § 12-635(3)).

### 60% credit percentage

- Job training/education for unemployed persons aged 50 or over;  
 Job training/education for persons with physical disabilities;  
 Program serving low-income persons;  
 Child care services;  
 Establishment of a child day care facility;  
 Open space acquisition fund; or  
 Other (specify): \_\_\_\_\_

Description of program: \_\_\_\_\_

Window replacement (8) for program space at American Mural Project, 90 Whiting Street, in keeping with the style of the historic building, and construction of a door to segregate the program space to support zoned heating/HVAC to conserve energy.

Need for program: \_\_\_\_\_

The windows in the building are extremely old, and were not part of the renovation. Some are broken or are leaking and all have damaged or rotting sills and framing, causing loss of heat and air conditioning. There currently is no door to the the program room, making zoned heating/cooling impossible. We are just beginning to operate in a very large newly renovated building, and the energy bills are turning out to be quite high. Replacing the eight (8) windows and having a door installed for the program room would allow AMP to be more efficient and responsible regarding its limited resources, and also be good stewards of the environment.

Neighborhood area to be served: \_\_\_\_\_

AMP is housed in Winsted and we have a number of active partnerships within the Winsted community. AMP also serves residents throughout Connecticut, including Winsted, via its education programs and visitation, as well as visitors from out of state.

Plan to implement the program: \_\_\_\_\_

We have consulted with a local contractor regarding costs for window replacement and the construction of the door for the program space. If funding is approved through this program, we would have this work be completed in early spring 2021.

**Timetable:**

Program start date: December 2020

Program completion date: May 2021

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

**Part III — Financial Information**

**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

**Sources of Revenue:**

NAA funds requested	<u>\$21,500.00</u>
Other funding sources - itemized sources:	
a) <u>American Mural Project appeal donations</u>	<u>\$500.00</u>
b) _____	_____
c) _____	_____
d) _____	_____

**Total Funding:** \$22,000.00

**Proposed Program Expenditures:**

Direct operating expenses - itemized description:	
a) <u>Door to program room; zoned heating and HVC</u>	<u>\$7,500.00</u>
b) <u>Window replacement (8) and install for Program room</u>	<u>\$12,000.00</u>
c) <u>Replace internal casing and strip</u>	<u>\$2,000.00</u>
d) _____	_____
Administrative expenses - itemized description:	
a) <u>Staff time - administer NAA Tax Credit process</u>	<u>\$500.00</u>
b) _____	_____
c) _____	_____
d) _____	_____

**Total Proposed Expenditures:** \$22,000.00

**Part IV — Municipal Information**

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ Town of Winchester
Mailing address: _____ 338 Main Street, Winsted, CT 06098
Name of municipal liaison: _____
Telephone number: _____
Fax number: _____
Email address: _____

<p style="text-align: center;"><b>Post-Project Review</b></p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
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# 2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Contact Information* below.

---

## Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

**Program Title:** Assign a unique program title to each program for which your organization is making an application.

**Federal Form 990:** Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

## Part II – Program Information

**Description of Program:** Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

**Need for Program:** Demonstrate a need for this program. For example, provide relevant statistics.

**Neighborhood Area to Be Served:** Describe the neighborhood or municipality this program will serve.

**Plan to implement the program:** Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

**Timetable:** Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

## Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

**Sources of Revenue:** The budget must include the requested NAA funding and any other anticipated revenue sources.

**NAA Funding Requested:** Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

**Other Funding Sources:** Provide a detailed description(s) and the amount(s) of all funding sources.

**Proposed Program Expenditures:** The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

**Direct Operating Expenses:** Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

## Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

**Municipal Liaison:** The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

**Post-Project Review:** Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.

## Contact Information

Direct inquiries to:

Department of Revenue Services (DRS)  
Neighborhood Assistance Act Program  
Attn: Research Unit  
450 Columbus Blvd Ste 1  
Hartford CT 06103-1837

or call **860-297-5687**.

**TTY, TDD, and Text Telephone users only** may transmit inquiries anytime by calling 860-297-4911. Taxpayers may also call 711 for relay services. A taxpayer must tell the 711 operator the number he or she wishes to call. The relay operator will dial it and then communicate using a TTY with the taxpayer.



Municipality: Town of Winchester

**Form NAA-01**  
**2020 Connecticut Neighborhood Assistance Act (NAA)**  
**Program Proposal**

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

**Part I — General Information**

Name of tax exempt organization/municipal agency: \_\_\_\_\_  
American Mural Project

Address: 74 Whiting Street, PO Box 538, Winsted, CT 06098

Federal Employer Identification Number: 26-3993911

Program title: Basement Improvements for 74 Whiting Street - administrative office

Name of contact person: Amy Wynn, Executive Director

Telephone number: (860) 379-3006

Email address: amy@americanmuralproject.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 13,280.00

<p>Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If <b>Yes</b>, attach a copy of the <b>first page</b> of your most recent return.</p> <p>If <b>No</b>, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.</p>
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## Part II — Program Information

Check the appropriate description of your program:

### 100% credit percentage

- Energy conservation; or  
 Comprehensive college access loan forgiveness (see Conn. Gen Stat. § 12-635(3)).

### 60% credit percentage

- Job training/education for unemployed persons aged 50 or over;  
 Job training/education for persons with physical disabilities;  
 Program serving low-income persons;  
 Child care services;  
 Establishment of a child day care facility;  
 Open space acquisition fund; or  
 Other (specify): \_\_\_\_\_

Description of program: \_\_\_\_\_

Basement improvements would increase heating and cooling efficiency through sealing leaks and reducing moisture. Controlling moisture can make the building more energy-efficient, less costly to heat and cool, more comfortable, and prevent mold growth. Properly controlling moisture in the building will improve the effectiveness of our air sealing and insulation efforts.

Need for program: \_\_\_\_\_

AMP's offices at 74 Whiting Street are costly to heat and cool, and the wet basement also creates challenges for efficient heating/cooling and air quality. We also have a damaged door, and windows that need replacement for better heating/cooling efficiency. Saving on these energy costs would enable AMP to use its limited financial resources more for programming and mission driven expenses, and would help AMP to be a good steward of the environment by using energy more efficiently.

Neighborhood area to be served: \_\_\_\_\_

AMP is housed in Winsted and we have a number of active partnerships within the Winsted community. AMP also serves residents throughout Connecticut, including Winsted, via its education programs and visitation, as well as visitors from out of state.

Plan to implement the program: \_\_\_\_\_

We have consulted with a company expert in this area, and have checked references on their previous work. They have given us a quote for a portion of the work, which involves installing a dependable, clean trench system, with moisture covers, moisture guard for the rear wall, a sump pump cover, ice guard and a dependable humidifier. We are budgeting also for replacing 3 small windows and the inner hatch door. If funding is approved through this program, we would have this work be completed in early spring of 2021.

**Timetable:**

Program start date: December 2020

Program completion date: May 2021

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

**Part III — Financial Information**

**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

**Sources of Revenue:**

NAA funds requested	\$13,280.00
Other funding sources - itemized sources:	
a) <u>American Mural Project appeal donations</u>	<u>\$500.00</u>
b) _____	_____
c) _____	_____
d) _____	_____

**Total Funding:** \$13,780.00

**Proposed Program Expenditures:**

Direct operating expenses - itemized description:	
a) <u>Trench System and Water Guard</u>	<u>\$8,496.00</u>
b) <u>Sanidry Sedona Dehumidifier</u>	<u>\$1,834.00</u>
c) <u>Replace 3 small windows</u>	<u>\$1,200.00</u>
d) <u>Replace inner hatch door</u>	<u>\$1,750.00</u>
Administrative expenses - itemized description:	
a) <u>Staff time - administer NAA Tax Credit process</u>	<u>\$500.00</u>
b) _____	_____
c) _____	_____
d) _____	_____

**Total Proposed Expenditures:** \$13,780.00

**Part IV — Municipal Information**

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ Town of Winchester
Mailing address: _____ 338 Main Street, Winsted, CT 06098
Name of municipal liaison: _____
Telephone number: _____
Fax number: _____
Email address: _____

<p style="text-align: center;"><b>Post-Project Review</b></p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p style="text-align: center;">If <b>Yes</b>, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
--

# 2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Contact Information* below.

---

## Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

**Program Title:** Assign a unique program title to each program for which your organization is making an application.

**Federal Form 990:** Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

## Part II – Program Information

**Description of Program:** Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

**Need for Program:** Demonstrate a need for this program. For example, provide relevant statistics.

**Neighborhood Area to Be Served:** Describe the neighborhood or municipality this program will serve.

**Plan to implement the program:** Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

**Timetable:** Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

## Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

**Sources of Revenue:** The budget must include the requested NAA funding and any other anticipated revenue sources.

**NAA Funding Requested:** Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

**Other Funding Sources:** Provide a detailed description(s) and the amount(s) of all funding sources.

**Proposed Program Expenditures:** The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

**Direct Operating Expenses:** Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

## Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

**Municipal Liaison:** The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

**Post-Project Review:** Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.

## Contact Information

Direct inquiries to:

Department of Revenue Services (DRS)  
Neighborhood Assistance Act Program  
Attn: Research Unit  
450 Columbus Blvd Ste 1  
Hartford CT 06103-1837

or call **860-297-5687**.

**TTY, TDD, and Text Telephone users only** may transmit inquiries anytime by calling 860-297-4911. Taxpayers may also call 711 for relay services. A taxpayer must tell the 711 operator the number he or she wishes to call. The relay operator will dial it and then communicate using a TTY with the taxpayer.

# Boards & Commissions

## NOMINATIONS

Date	Name	Board/Commission	Vote	Term Dates
5/4	Mary Ann Marino	IWWC		

## APPOINTMENTS

Date	Name	Board/Commission	Vote	Term Dates
5/4	Kim Huber	Recreation Board		

## RE-APPOINTMENTS

Date	Name	Board/Commission	Vote	Next Term Exp

## RESIGNATIONS

Date	Name	Board/Commission	Term Expiration Date

## Laurie Bessette

---

**From:** Robert Geiger  
**Sent:** Wednesday, April 29, 2020 1:13 PM  
**To:** Laurie Bessette  
**Subject:** FW: Inland Wetlands & Watercourses

**BOB GEIGER**  
**TOWN MANAGER**

**From:** Mary Ann Marino <maryannmarinola@gmail.com>  
**Sent:** Wednesday, April 29, 2020 9:06 AM  
**To:** Robert Geiger <rgeiger@townofwinchester.org>  
**Subject:** Inland Wetlands & Watercourses

631 Vera Road  
379-0644

Caution! This message was sent from outside your organization.

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

Dear Mr. Geiger,

I would like to make myself available to volunteer my time on the Inland Wetlands & Watercourses Commission.

My family has had a property on Highland Lake since 1971 and, in 2006, purchased my own home in Winsted. Up until recently, I've been a part time resident but I have been slowly matriculating back to Winsted and am now planning full time residency here. As such, I feel I can finally make a commitment to the town.

I love Winsted and spent my childhood on Highland Lake, at the Taylor Brook campsite and in People's State Forest. The lakes, river, brooks and streams have offered me inspiration and solace and I'd like to offer my time and energy to help keep them healthy.

As a film and television producer and studio executive, I have essentially been a project manager for the majority of my career. I believe that my experience and training are applicable in the sense that I have spent many years analyzing projects through the lens of creative demands and technical challenges while working alongside city, state and sometimes federal government officials and specialists to execute projects within the relevant government guidelines.

I'm hoping that I might be useful here in The Town of Winchester as a steward of the waterways and a friend to the community. You may seek a reference about me from Jim Rollins who, ironically, I met when I sought an Inland Wetlands Permit in 2010 and we have been good friends ever since.

I look forward to hearing from you.

Warm Regards,  
Mary Ann Marino



## TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

### OFFICE OF THE TOWN MANAGER

**DATE:** May 1, 2020

**TO:** Board of Selectmen

**FROM:** Robert Geiger  
Town Manager

**RE:** Town Manager Update

#### ***LAST WEEK (April 20 - 26):***

**Monday:** Public Work regarding Overlook Road repairs; conference call with American Mural project regarding grant funding opportunities; B. Stratford regarding cash flow due to CCOVID-19; site visit to intersection of Rockwell Street and Superior Avenue; **Board of Selectmen via Zoom**

**Tuesday:** B. Stratford regarding cash flow and tax deferment

**Wednesday:** Public Works regarding engineering road updates; Chief Fitzgerald regarding automobile break-ins; Barkhamsted First Selectman Don Stein regarding water and sewer extension to Barkhamsted; Chief Fitzgerald regarding dog shelter violation; conference call with the Governor's office regarding COVID-19

**Thursday:** Site visit with J. Rollins regarding review of access road issue from High Street; M. Douglass regarding new door security system

**Friday:** Public Works regarding plan for improvements of façade at Bridge and Main Streets; Conference call with attorney regarding solar project

#### ***THIS WEEK (April 27 – May 3):***

##### **Monday:**

- J. Rollins regarding building security at Bridge and Prospect Street
- Chief Fitzgerald regarding update on criminal activity

##### **Tuesday:**

- Alan Royer regarding signage for Sterling Sintered at Lake and Rockwell Street
- Superintendent Brady-Shanley regarding budget

##### **Wednesday:**

- Public Works regarding plan to paint/clean-up building at Union and Bridge Streets
- Chief Fitzgerald regarding department updates
- B. Stratford regarding allocations from the State
- J. Kelley regarding Senior Center updates
- Site visit to Suckerbook bridge
- Attorney Stedronsky regarding senior apartment updates
- Conference call with the Governor's office regarding COVID-19

**Thursday:**

- Public Works regarding project updates
- Chief Fitzgerald regarding updates
- Public Works regarding project updates
- Chief Fitzgerald regarding updates
- Selectman Bourque regarding various issues
- Selectman Bouchard regarding Friends of Main Street, Main Street clean-up, spring clean-up, etc.

**Friday:**

- Public Works regarding project updates
- Chief Fitzgerald regarding updates
- Site visit to Laurel Way, Stonehouse Road, Platt Hill, South Road, etc.
- Conference call with Superintendent Brady-Shanley regarding budget

***NEXT WEEK (May 4 - 10):***

**Monday: Board of Selectmen via Zoom**

***LONG-TERM:***

May 14: **NWCoG (10am; Zoom)**; Public Hearing on 2020-2021 Board of Education and Town of Winchester budget

**Laurie Bessette**

---

**From:** C Perez <perezcandywinsted@gmail.com>  
**Sent:** Tuesday, April 28, 2020 10:57 AM  
**To:** Laurie Bessette  
**Cc:** Candace Bouchard; Mark Douglass; Linda Groppo  
**Subject:** Ordinance Proposal  
**Attachments:** Winchester, T, CT Type IR Proposal from General Code.pdf

#10A

This sender is trusted.

For our packets Monday May 4.

The BOS sub-committee on Ordinance Updates recommends moving forward with the General Code Proposal. General Code will update ordinances with staff and commissions. The ordinance Code will be published on line which will provide a modern, centralized platform for citizens to use.

(Two proposals were submitted. General code is \$8226 and includes Zoning/IWWC. Municode was \$8950 plus \$4400 for Zoning Code.)

Below is a quick summary of timelines from the company. It has been reviewed by Laurie, Bob & Kevin.

We look forward to moving the updating of our entire ordinance code to be current with statute, reflect accurately current practice, and fill in any gaps we may have.

:)

Candy, Linda, Laurie, Candace

Subject: General Code Proposal  
To: Finance Director <[financedirector@townofwinchester.org](mailto:financedirector@townofwinchester.org)>, Town Manager <[townmanager@townofwinchester.org](mailto:townmanager@townofwinchester.org)>, Kevin <[kevin.nelligan@nelliganlaw.com](mailto:kevin.nelligan@nelliganlaw.com)>  
Cc: Laurie Bessette <[lbessette@townofwinchester.org](mailto:lbessette@townofwinchester.org)>, Linda Groppo <[l.groppo@sbcglobal.net](mailto:l.groppo@sbcglobal.net)>, Candace Bouchard <[135riverton@gmail.com](mailto:135riverton@gmail.com)>

Bruce, Bob, Kevin,

Please see the attached proposal from General Code  
I included a summary of what I think you may want to know quickly.

First - the financial timeline ( we will need 20-40% FY2020 from  
BOS Contingency)

Two - the updates that will be needed and will need cooperation  
and assistance from staff and commissions & review by Kevin.

Candy

The price of General Code's recommended solution will be \$8,226. **Premium eCode360 Annual Maintenance \$1,195.** General Code will provide supplementation services at a rate of \$18.00 per page for a period of three years from date of publication. Tables, Graphics and Charts will be billed at a rate of \$10.00 per change

#### **Your Responsibilities**

The Town will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the Town officials and the Town Attorney.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code.

#### **Organizational Analysis**

We will prepare an Organizational Analysis of your legislation for the Town to review, which will include a proposed Table of Contents of the Code and a listing of legislation reviewed, along with questions about any missing material and adoption dates as well as any other questions pertaining to the completeness of materials being reviewed. The Town will review the Organizational Analysis and make whatever changes it feels are necessary. An editor will incorporate the feedback received into the project and move forward to prepare the Manuscript and the Editorial and Legal Analysis.

#### **Editorial and Legal Analysis with Manuscript**

As needed, we will prepare a Manuscript using the materials provided by the Town. The Manuscript organizes your legislation into a logical system of chapters arranged alphabetically by subject matter. At this step we will incorporate amendments into the Manuscript, noting repealed or superseded material. The resulting Manuscript will show exactly the legislation that is currently in effect.

To accompany your Manuscript, we will prepare an Editorial and Legal Analysis for your review. Your project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be presented in a progressive format with option sets to guide the user

in the decision-making process. Town officials, including the Town Attorney, will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal Analysis will include the following:

- > Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- > Identification of duplications, conflicts and inconsistencies with Connecticut statutes
- > Any practical recommendations to make your legislation more enforceable
- > Suggestions regarding fines, fees and penalties
- > Suggestions on ways to modernize your legislation

Deliverable	Delivery Date	Payment Milestone
<b>New Code Project Launch</b>	Within 30 days of contract signing	20% of total project price due
<b>Submission of the Organizational Analysis</b>	Within 80 days of contract signing and receipt of the materials; the Town has 30 days for review	20% of total project price due
<b>Submission of the Editorial and Legal Analysis with Manuscript</b>	Within 180 days of receipt of the responses to the Organizational Analysis; the Town has 100 days for review	20% of total project price due
<b>Submission of Preliminary Draft</b>	Within 145 days of receipt of responses to the Editorial and Legal Analysis; the Town has 45 days to review	20% of total project price due
<b>Submission of Final Draft</b>	Within 60 days of receipt of responses to the Preliminary Draft; Town to adopt draft	20% of total project price due
<b>Delivery of the Code</b>	Within 40 days of approval to proceed with the publication of the Code	Balance of total project price due

# GENERAL CODE



## Proposal for Codification Services

PREPARED FOR:

Town of Winchester, Connecticut

PREPARED BY:

**CAROLYN YETTO**

CODIFICATION ACCOUNT MANAGER

[cyetto@generalcode.com](mailto:cyetto@generalcode.com)

800.836.8834

DATE:

April 9, 2020

(Valid for six months)

# Table of Contents

Executive Summary.....	2
General Code, America’s Next-Generation Codifier .....	4
The General Code Recommended Solution and Process .....	5
Project Materials .....	9
Investment Details and Options .....	10
Performance and Payment Schedule .....	12
Authorization and Agreement .....	13
Appendix.....	14
Connecticut Communities We Serve .....	14
Municipal Contacts .....	15
<i>eCode360</i> Platform .....	16
Additional Online Services .....	19
Formatting & Style.....	20
Ongoing Code Maintenance .....	22

# Executive Summary

A thorough review of your request has given us a better understanding of your unique needs and helped us determine ways that we can partner with you to make the Town of Winchester's Code a more useful and effective resource for your community. The executive summary below serves as an overview for building a collaborative codification solution that can help the Town achieve its goals.

## Situation Analysis

The compilation of the Town of Winchester's General Bylaws and Ordinances, Zoning Regulations, and other legislation have never been professionally codified and are presently being updated and maintained by the Town staff. While this approach has served the Town well to this point, it is our understanding that the Town would like to professionally codify its legislation as well as undertake a complete review of its ordinances to ensure that they do not contain inconsistencies, errors and outdated information that could potentially affect enforceability and alignment with relevant state statutes.

The Town would also like to provide access to the Code and make it easier for constituents and staff to find information by implementing a fully searchable online version of its Code, housed on our unparalleled *eCode360* platform.

## Our Solution

Our comprehensive codification solution for Winchester includes:

- > **An Editorial and Legal Analysis and codification of existing materials**  
This process will identify conflicts, redundancies and inconsistencies in the Code and enable you to incorporate the necessary revisions to ensure that your Code is enforceable and fully complies with state statutes.
- > **An online Code housed on our innovative *eCode360* platform**  
Created for a variety of users, *eCode360* makes the complete current text of your Code available online in a format that is easy for your community to use and is fully searchable.
- > **2 custom printed Code books, with an option for additional printed volumes**  
We will provide you with 2 fully customized print copies of your new Code, with an option for additional copies upon request.

## Solution Benefits

A comprehensive codification solution from General Code will:

1. Deliver a Code that is always accessible to the public and up-to-date
2. Help you keep Winchester's Code enforceable
3. Improve transparency with constituents
4. Save Winchester's staff time and resources by empowering constituents to find Code information independently
5. Provide in-person, onsite service, support and training at no additional charge

## Who Benefits?

1. **Constituents**—Citizens will be able to find and use laws in a comprehensive, up-to-date and understandable format
2. **Staff**—All staff members will be able to gather the information they need to answer questions from both citizens and other municipal officials
3. **Planners/Developers**—Your new Code will provide a clear view of existing regulations and make it easier to determine the impact of proposed changes and amendments on development and growth initiatives
4. **Attorneys**—Legal staff can draft and amend legislation more efficiently by using *eCode360* to research similar laws that other communities have passed

## Winchester's Investment

The price of General Code's recommended solution will be \$8,226.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 9.

# General Code, America's Next-Generation Codifier

When local governments and constituents work well together, shared ideas and diverse talents can be focused where they need to be – on the community's common interests and vision for the future. At General Code, we focus on simplifying the ways that local governments and their constituents find, access, and share information by innovating forward-thinking technologies and processes. By intelligently connecting vital code information in a digital environment, communities can work better together to more effectively overcome challenges and create opportunities for growth. From online municipal codes to interactive zoning maps, it is our goal to empower everyone in our client communities to rise, transform, and thrive.

We would be proud to partner with your community, too.

## Our Experience

For over 55 years, General Code has worked with more than 3,200 communities to build, maintain, and publish Codes that are clear, accessible, and easy-to-use. We have assembled a staff of highly trained project managers, editorial assistants, attorneys, legal editors, production staff, account managers, training specialists, service representatives, and software engineers that have unique expertise in codification. With backgrounds in municipal law and local government and an average of 15 years of hands-on experience working with municipalities, every segment of our team is uniquely qualified to partner with your community.

### A Member of the ICC Family of Solutions

With a worldwide membership of 64,000, International Code Council (ICC) is the global leader in developing model codes and standards used in the design, build and compliance process to construct safe, sustainable, affordable, and resilient structures and communities. Most U.S. communities and many global markets choose the International Codes.

General Code's partnership with ICC strategically aligns our companies' like-minded missions, values and long-standing commitment to building strong partnerships with local governments. It also gives General Code even greater capacity to build on our portfolio of municipality-focused solutions by tapping into the expanded resources and global reach of ICC.

## Our Technical Focus

Technology has changed your community's expectations about accessing and interacting with complex Code information. Therefore, we handle Code information differently. With General Code, your Code is more than just static text; using our proprietary publishing system, we store your Code as dynamic data, making it easy to update and present in multiple ways that meet your staff and community's needs. Using the data from your Code as a basis, General Code provides an ever-expanding suite of seamless solutions that save time and simplify how you serve your community.

## Our Process

General Code's process workflow is highly collaborative, allowing you to engage with a Code consultant at every key stage of the codification process. We guide you through each phase of the process to keep you informed and help the project stay on track. Our Code consultants are invested in working with local governments and strive to ensure that your Code improves transparency within your community while accurately reflecting your laws. We can also provide onsite service, support and training both during and after the project at no additional charge.

# The General Code Recommended Solution and Process

Below is an outline of the process for completing your recodification project.

## Project Launch

General Code will consult with Winchester's designated contact person to review the project generally and to clarify any initial questions for both General Code and the Town. To begin the project, the Town shall provide the source materials for the new Code. For more detail, see the source materials listed on page 9.

## Organizational Analysis

We will prepare an Organizational Analysis of your legislation for the Town to review, which will include a proposed Table of Contents of the Code and a listing of legislation reviewed, along with questions about any missing material and adoption dates as well as any other questions pertaining to the completeness of materials being reviewed. The Town will review the Organizational Analysis and make whatever changes it feels are necessary. An editor will incorporate the feedback received into the project and move forward to prepare the Manuscript and the Editorial and Legal Analysis.

## Editorial and Legal Analysis with Manuscript

As needed, we will prepare a Manuscript using the materials provided by the Town. The Manuscript organizes your legislation into a logical system of chapters arranged alphabetically by subject matter. At this step we will incorporate amendments into the Manuscript, noting repealed or superseded material. The resulting Manuscript will show exactly the legislation that is currently in effect.

To accompany your Manuscript, we will prepare an Editorial and Legal Analysis for your review. Your project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be presented in a progressive format with option sets to guide the user in the decision-making process. Town officials, including the Town Attorney, will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal Analysis will include the following:

- > Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- > Identification of duplications, conflicts and inconsistencies with Connecticut statutes
- > Any practical recommendations to make your legislation more enforceable
- > Suggestions regarding fines, fees and penalties
- > Suggestions on ways to modernize your legislation

### Your Responsibilities

The Town will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the Town officials and the Town Attorney.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code.

### eCode360 Code Review

*eCode360 Code Review* is a searchable online repository that houses your Code Manuscript and Editorial and Legal Analysis during the review stages of the codification process. When the Manuscript and Editorial and Legal Analysis are ready for review, General Code will activate your *Code Review* site and provide your review committee with a link to a secure online version of your in-process Code and the supporting documents, which could include the Code Project Contract, Organizational Analysis, Code Adoption Information, and Disposition List. *Code Review* allows users to reference and search relevant Code sections online as you answer questions and work through conflicts, duplications and inconsistencies within your Code. As the project continues, additional secure drafts will be available on your *Code Review* site, making the review process easy and clear. Upon completion of the project, your *Code Review* site will be replaced by your *eCode360* site and will house the adopted version of your Code, which will be made available to the public. The posting of *eCode360 Code Review* is considered the first posting of *eCode360*.

### Final Editing of the Manuscript and Submission of the Draft

Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process. During this time, we will:

- > Prepare a tracked-changes markup that clearly indicates changes that have been made to your Code based on decisions the Town made during the Editorial and Legal Analysis phase of the project
- > Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
- > Update the Table of Contents listing all chapters and articles included in the Code, as applicable
- > Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment
- > Proofread all copy to correct typographical and spelling errors

Using *Code Review*, General Code will submit a Preliminary Draft of the Code for review by the Town. At this time, the editorial work on your project is completed; therefore, if the Town requires any additional changes, further charges will apply. A Final Draft incorporating the Town's changes will be submitted to the Town for adoption.

## Prepare Final Deliverables

Upon approval to proceed with the publication of your Code, we will prepare the following final deliverables:

- > **A Comprehensive Index**  
We will provide you with an index that is designed to let you quickly and easily locate information in the Code
- > **A Disposition List**  
Your Code will include a Disposition List that sets forth—in chronological order—the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project. It will also indicate whether those items are included in or omitted from the Code.
- > **A Derivation Table**  
General Code will renumber and reorganize Winchester’s existing compilation of ordinances using our standard format. To ease the transition to the new numbering system, we will prepare a Derivation Table. This table will be included at the end of the published Code and will clearly show the chapter numbers from the Town’s existing compilation of ordinances and where they have been included in the new Code.
- > **Code Adoption Legislation**  
We will prepare the proposed Code adoption legislation and/or necessary information to establish the Code as an official document. We will provide this information to the Town Attorney for review and enactment by the governing body. Once the Code is adopted, it can be amended directly to change, add or delete material.

## Publish a Secure Online Code with eCode360

Once the final deliverables have been prepared, General Code will make your *eCode360* site available to the public. *eCode360* is a secure, reliable online platform created specifically to house codified laws and municipal documents. Built with a variety of user needs in mind, *eCode360* will provide Winchester’s staff, citizens and businesses with unparalleled flexibility to quickly access and search your Code on a variety of desktop and mobile devices.

### **eCode360 Benefits:**

**A centralized solution**—laws, regulations and related documents are integrated into a dynamic, centralized resource

**Simple to use**—*eCode360* is easy and intuitive and offers powerful time-saving features

**Always up-to-date**—We will update your *eCode360* site with each supplement to your Code.

**A trusted, “go-to” resource**—Empower staff to answer questions with clarity and confidence

**Always evolving**—We consistently release innovative functionality based on communities’ needs

eCode360 Service Level included in this Project: **Premium**

	eCode360 Lite	Standard eCode360	Premium eCode360
<b>Annual Maintenance Fee</b>	<b>\$695</b>	<b>\$995</b>	<b>\$1,195</b>
New Laws	x	x	x
Easy and Flexible Searching	x	x	x
Dynamic Table of Contents	x	x	x
Email or Share Links	x	x	x
Printing	x	x	x
Bookmarking Searches	x	x	x
Archive View	x	x	x
"Sticky" Table Headers	x	x	x
Administrative Tools	x	x	x
Translate	x	x	x
eCode360 Search App	x	x	x
Linked New Laws		x	x
Public and Private Notes		x	x
Sample Legislation (Multicode Search)		x	x
Download to Word		x	x
Download to PDF			x
New Laws Indicator			x
Advanced Search			x
Customizable Titles			x
eAlert			x
Public Documents Module			x

For more information about eCode360 and the service levels we offer, see page 16.

### **Publish a Custom Printed Code**

General Code will publish 2 printed copies of your Code in high-quality, custom-imprinted post binders. The Code pages will be designed in an 8 ½-by-11-inch page size, using 11-point Times New Roman font in a single-column format on 100% recycled paper.

General Code lets you customize the look of your final printed Code binder, including the color of your binder (blue, dark red, green, brown, black or gray) and the color of the silk-screen lettering on the binder cover (white, silver or gold). We can also emboss the Town's Seal on the front and spine for added impact at no additional charge. Each copy of the Code will include a set of 15 tab dividers for individual customization and will also be serial-numbered for easy identification.

### **Provide Ongoing Code Maintenance**

The codification process is not truly over when your new Code is delivered. Your community will change and grow, and ultimately, your Code will evolve with it. In order to maintain your Code as an accurate and reliable resource, it is important that the Town keeps the Code up-to-date after initial publication. General Code's supplementation services are designed to make the process easy, fast and accurate.

For more information about General Code's Supplementation Services, see page 22.

# Project Materials

## Source Materials

General Code will use the following source materials for the codification project:

- > A copy of the Town's Charter, as posted on the Town's website on March 24, 2020
- > A copy of the Town's General Bylaws and Ordinances, including Articles 1 – 196, as updated through December 4, 2017, as posted on the Town's website on March 24, 2020
- > Zoning Regulations, as revised through December 9, 2019, as posted on the Town's website on March 24, 2020
- > Inland Wetlands and Watercourses Regulations, as revised through May 2008, as posted on the Town's website on March 24, 2020
- > A copy of the Town's Subdivision Regulations, as amended through August 28, 2006, as posted on the Town's website on March 24, 2020

## Project Scope

This proposal and the scope of this project consider only the legislation submitted for review as listed above. The processing, review, and inclusion of any materials not submitted are outside the project scope as proposed and therefore may be subject to additional charges. We request that Winchester set up a process to routinely send any new legislation upon adoption. This additional legislation will be included in the Code up to the point where the editorial work has been completed and will be subject to an additional charge at the end of the project.

# Investment Details and Options

## Codification Project Price

**\$8,226**

### Services included with the codification project:

- > *eCode360* Code Review Webinar
- > Creation of a New Code, with Project Scope Including Legislation to December 12, 2019, All as Posted on the Town's Website on March 24, 2020 (For a Complete List of All Legislation That Will be Incorporated into the Code, See Source Materials on Page 9.)
- > Editorial Work
- > Proofreading
- > Shipping

### Initial deliverables included with the codification project:

- > Organizational Analysis
- > *eCode360* Code Review
- > Editorial and Legal Analysis
- > Manuscript
- > Draft

### Final deliverables included with the codification project:

- > Premium *eCode360*
- > *eCode360* Search App
- > Publication of 2 Code Volumes in Standard Imprinted Post Binders
- > 10 Additional Copies of your Zoning Chapter for Distribution as Deemed Appropriate by the Town
- > Comprehensive Index
- > Disposition List
- > Derivation Table
- > Customizable Tabs
- > Code Adoption Legislation
- > Bulk Upload Agendas and Meeting Minutes

## Administrative Fees

**\$0**

General Code does not charge administrative fees; you will only pay for products and services you actually use.

## Ongoing Services

Premium eCode360 Annual Maintenance	\$1,195
Standard eCode360 Annual Maintenance	\$995
eCode360 Lite Annual Maintenance	\$695

Your project includes Premium *eCode360* and the PubDocs Module free for the first year. After the first year, the Town has the option to continue with either Premium *eCode360*, Standard *eCode360*, or *eCode360* Lite. The maintenance fee is an annual recurring flat fee that begins one year from the initial posting of *eCode360*. Therefore, we recommend that the Town budget for this service each year. The fee covers annual licensing, web hosting, posting of new legislation between regular Code supplements and the PubDocs Module. Please note that this does not include the cost for codifying new legislation.

### Future Supplementation Services

General Code will provide supplementation services at a rate of \$18.00 per page for a period of three years from date of publication. Tables, Graphics and Charts will be billed at a rate of \$10.00 per change. Thereafter, fees may be increased annually consistent with the Producer Price Index for Publishing Industries, published by the U.S. Dept. of Labor.

## Performance and Payment Schedule

<b>Deliverable</b>	<b>Delivery Date</b>	<b>Payment Milestone</b>
<b>New Code Project Launch</b>	Within 30 days of contract signing	20% of total project price due
<b>Submission of the Organizational Analysis</b>	Within 80 days of contract signing and receipt of the materials; the Town has 30 days for review	20% of total project price due
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<b>Submission of Final Draft</b>	Within 60 days of receipt of responses to the Preliminary Draft; Town to adopt draft	20% of total project price due
<b>Delivery of the Code</b>	Within 40 days of approval to proceed with the publication of the Code	Balance of total project price due

Performance schedule reflects only business days excluding legal holidays.

# Authorization and Agreement

The Town of Winchester, Recodification, April 9, 2020

**Codification Project Price**

**\$8,226**

The Town of Winchester, Connecticut, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at <http://www.generalcode.com/terms-and-conditions-documents/>.

## **Town of Winchester, Litchfield County, Connecticut**

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## **GENERAL CODE, LLC**

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to General Code to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Winchester for its records.

Scan and email the completed form to [contracts@generalcode.com](mailto:contracts@generalcode.com). You may also fax the completed form to General Code at (585) 328-8189 or return it by mail to General Code, 781 Elm Grove Road, Rochester, NY 14624.

# Appendix

## Connecticut Communities We Serve

For more than a half century, we have had the pleasure of forming long-term, collaborative working relationships with municipalities of all types and sizes across the country. Below are some of the 76 municipalities in Connecticut that have trusted General Code to codify their laws:

### Cities

City of Derby

City of Meriden

City of Middletown

City of Milford

City of Norwalk

City of West Haven

Town of Griswold

Town of Guilford

Town of Haddam

Town of Hebron

Town of Killingworth

Town of Lyme

Town of Manchester

Town of Somers

Town of Southington

Town of Stratford

Town of Suffield

Town of Thomaston

Town of Tolland

Town of Wallingford

### Towns

Town of Barkhamsted

Town of Beacon Falls

Town of Bethany

Town of Bethel

Town of Bethlehem

Town of Branford

Town of Brookfield

Town of Burlington

Town of Canton

Town of Clinton

Town of Colchester

Town of Columbia

Town of Cromwell

Town of Durham

Town of East Granby

Town of East  
Hampton

Town of Easton

Town of Ellington

Town of Fairfield

Town of Farmington

Town of Granby

Town of Mansfield

Town of Marlborough

Town of Middlefield

Town of Monroe

Town of Montville

Town of New Canaan

Town of New Milford

Town of Newington

Town of Newtown

Town of Norfolk

Town of North  
Branford

Town of North Haven

Town of Old Lyme

Town of Old Saybrook

Town of Orange

Town of Plainville

Town of Preston

Town of Putnam

Town of Redding

Town of Ridgefield

Town of Rocky Hill

Town of Simsbury

Town of West  
Hartford

Town of Weston

Town of Westport

Town of Wethersfield

Town of Wilton

Town of Windham

Town of Windsor

Town of Windsor  
Locks

Town of Woodbridge

Town of Woodbury

## Municipal Contacts

The following municipalities have completed similar projects with General Code. Please feel free to contact anyone on the list.

### **Town of Windsor, Connecticut**

Anna Posniak, Clerk

860-285-1902

[posniak@townofwindsorct.com](mailto:posniak@townofwindsorct.com)

eCode360: <http://ecode360.com/WI2221>

### **Town of Newington, Connecticut**

James Krupienski, Clerk

860-665-8550

[jkrupienski@newingtonct.gov](mailto:jkrupienski@newingtonct.gov)

eCode360: <http://ecode360.com/NE2713>

### **Town of Wallingford, Connecticut**

Barbara Thompson, Clerk

203-294-2141

[townclerk@wallingfordct.gov](mailto:townclerk@wallingfordct.gov)

eCode360: <http://ecode360.com/WA0944>

## eCode360 Platform

Our *eCode360* platform is designed specifically to house codified laws and municipal information. *eCode360*'s intuitive design, responsive navigation, and robust search functionality drive performance and user satisfaction.

### Simple for Everyone

*eCode360* offers a user experience that's simple and intuitive. Our easy-to-use, uncluttered interface allows users to access, search and share Code sections with incredible speed and precision on desktop and mobile devices. It provides the power to communicate information to everyone in your municipality like never before.

### 24/7/365 Access and Security

General Code supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. Our *eCode360* platform was designed by our own in-house team of software engineers, experts who understand the importance and value of simplifying how you access and use your Code, generating an impressive 71,000 users a day while boasting an incredible uptime average of 99.9%. *eCode360* is available 24/7, 365 days a year.

*eCode360* is hosted on Amazon Web Services (AWS)'s EC2, which has an uptime guarantee of 99.99%. Our servers are backed up using IT industry best practices, taking advantage of multiple redundancies and regions within AWS. In addition to a robust disaster recovery plan, we have taken steps to avoid disaster by building *eCode360* from the ground up to be secure and scalable. The system is designed and engineered to minimize the possibility of intrusion and uses multiple leading-edge technologies to harden and secure the service.

*eCode360* is our proprietary platform, and does not require any Folio installation or licenses.

### Maintenance and Updates

*eCode360* is maintenance-free for our users. General Code employs a team of software developers, web application developers and system administrators who maintain and update the platform to give you an intuitive and seamless experience with your Code. Our most recent enhancements can be found at <https://www.generalcode.com/happyecode/>.

### Free Introductory eCode Webinar for Municipal Staff

Our introductory eCode webinar lets you work online with an experienced Training Specialist who can demonstrate *eCode360*'s powerful tools and offer step-by-step guidance to help you use the Code. A great resource for municipal employees who want to help their constituents!

### “Multi-purpose” your Code Content—and better serve your community

Give departments and individuals within your municipality the ability to view and use the specific Code information they need—when they need it. With *eCode360* Content Export, we export your Code's content to an Excel or CSV file. From there, the file can be imported into systems other departments are already using where information from your Code can be quickly viewed and used. This saves others—especially staff who serve the public in the field—the time and effort of searching the entire Code manually to find the particular section they need. For more information about our Content Export services, please contact us at [sales@generalcode.com](mailto:sales@generalcode.com).

## Archive View

With each supplement of your Code, eCode360's Archive View retains the prior versions of your Code for archive purposes. This will give users a historical record of all changes that have been made to the Code available to view.

## Bulk Upload

General Code will bulk upload up to 10 years of minutes and agendas to your PubDocs Module.

## eCode360 Service Levels

eCode360 Lite includes the following features:	
<b>New Laws</b>	Between regular Code supplements, General Code will temporarily post PDF copies of new legislation to your online Code
<b>Custom Settings for Admin Users</b>	Control the look of your eCode360 by selecting custom colors and accents, and uploading a custom banner or photo
<b>Easy and Flexible Searching</b>	Search by key words, phrases, section numbers and more
<b>Electronic Index</b>	A comprehensive list of key words and phrases to speed searching
<b>Dynamic Table of Contents</b>	Users can find the information they need and see their current location with a table of contents that moves as users browse
<b>Email or Share Links</b>	Email a link to a specific Code section or share via social media
<b>Printing</b>	Print with user-friendly functionality and a variety of user options
<b>Bookmarking Searches</b>	Save "favorites" to quickly return to sections of the Code
<b>Archive View</b>	View a permanent archive of your Code, updated with each supplement
<b>"Sticky" Table Headers</b>	Table headers remain stationary as you scroll
<b>Translate</b>	Users can view your Code in more than 100 additional languages
<b>eCode360 Search App</b>	Use your mobile device to search your Code
Standard eCode360 includes all of the above Lite features plus:	
<b>Linked New Laws</b>	As new legislation is posted, we will add links from the New Laws section of eCode360 to the affected Code chapters or articles
<b>Public and Private Notes</b>	Create personalized links and annotations within the Code
<b>Multicode Search</b>	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
<b>Download to Word</b>	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
Premium eCode360 includes all of the above Lite and Standard features plus:	
<b>Download to PDF</b>	Public users can directly download Code text to a PDF document
<b>New Laws Indicator</b>	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
<b>Advanced Search</b>	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
<b>Customizable Titles</b>	Administrative users can add customized titles and comments to your legislation in New Laws
<b>eAlert</b>	Public users can sign up to receive notifications of changes in the Code
<b>PubDocs Module</b>	Post non-Code documents along with your online Code

# Sample eCode360 Screens

**1** Custom Banner

**2** Public and Private Notes

**3** View Archived Codes

**4** Public Documents Portal

**5** Multicode

**6** New Laws

**6**

Title	Adopted	Subject	Affects
<a href="#">L.L. No. 19-2018 - Sewer Amendment</a> <small>This goes into effect in 2019</small>	2018-08-02	Clerk Amendment, Departments and Bureaus Amendment	Ch 10A, Ch 20
<a href="#">L.L. No. 20-2018</a> <small>goes into effect in 2019</small>	2018-08-23	Zoning Amendment	Ch 05
<a href="#">L.L. No. 21-2018</a>	2018-08-23	Zoning Amendment	Ch 05
<a href="#">L.L. No. 22-2018</a>	2018-09-13	Neighborhood Preservation Amendment	Ch 02
<a href="#">L.L. No. 23-2018</a>	2018-09-13	Building Construction Administration Amendment	Ch 16
<a href="#">L.L. No. 24-2018</a>	2018-09-13	Zoning Amendment	Ch 05
<a href="#">L.L. No. 25-2018</a>	2018-09-13	Zoning Amendment	Ch 05

## Additional Online Services

### MapLink™ powered by ZoningHub™

*MapLink* is a *Visual Zoning* service that makes it easier for business and property owners, planners, developers, and constituents to find the information they need in your community's Zoning ordinance by presenting Zoning Code data from *eCode360* in an interactive online map. *MapLink* users can click on a map to view details about permitted uses and answer questions such as, "Where can I open my business?" and "What can I do with my property?" With just a few clicks, users interested in economic development can view dimensional requirements, allowable uses, and zoning districts, zoom to an individual parcel to examine its requirements, or search for properties based on land use. By making it easier for users to find the information they need for their development projects, they are more likely to open their businesses in the Town, which can help grow your community.

*MapLink* uses your municipality's existing GIS map information and seamlessly presents data from *eCode360*, so your interactive map clearly and accurately displays your essential Zoning elements. When a Code supplement including a Zoning change is completed and posted to *eCode360*, your Code data is simultaneously updated in *MapLink*, ensuring that users are always working with the most accurate requirements.

### eCode360® Enhanced Graphics™

*eCode360 Enhanced Graphics* can help drive economic development in your community by presenting an online Zoning Code that is clear, easy to understand and always up-to-date. *Enhanced Graphics* offers zoning specific features like integrated tables that allow users to view tables in context, multi-column layout options to accommodate natural image placement, searchable image captions, color coding to create easier navigation, and high-quality graphics. Every community is unique, so we also offer custom solutions tailored to suit your community's specific needs.

### Custom Local Building Code

Until now, no single publication has included both ICC I-Code building regulations and local amendments in an integrated form. Our CLBC solution will create a single central repository for your adopted Building Code regulations that is intuitive, searchable, and linked to your municipal Code. This solution will eliminate the need to separately manage state adopted I-Codes and your local amendments, and make your Building Code regulations available from anywhere at any time, even if the Town only has one set of printed books.

For more information on our additional online services please contact us at [sales@generalcode.com](mailto:sales@generalcode.com)

# Formatting & Style

General Code takes pride in offering high-quality printed Code services. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to municipal partnerships.

## Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of legislation of an administrative nature, namely, that dealing with the Town's departments, officers and employees; Part II is made up of the legislation that regulates the general public. Within each part, the various pieces of legislation will be organized into chapters, which will be arranged alphabetically by subject matter. For example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." Wherever there are two or more pieces of legislation dealing with the same subject, they will be combined into a single chapter. In such chapters, the use of article designations will preserve the identity of the individual pieces of legislation. The Town will have the opportunity to review and approve the organization of the Code.

## Table of Contents

The Table of Contents lists the various chapters included in the Code and can be used to help locate desired provisions. Space will be reserved for later insertion of new material in its proper alphabetical sequence. Such space is accommodated in the body of the Code by breaks in the chapter numbering and in the page-numbering sequence between chapters.

## Pagination

Each chapter forms an autonomous unit in the page-numbering system. The first page number in each chapter is the number of that chapter followed by a colon and the numeral "1." For example, Chapter 6 begins on page 6:1, Chapter 53 on page 53:1, etc. If a page were to be added between pages 53:2 and 53:3, it would be numbered 53:2.1. This system makes it possible to add or to change pages in any chapter without affecting pages in other chapters and to insert new chapters without affecting the existing organization.

## Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and precedes the text. These titles are written so that, taken together, they may be considered as a summary of the content of the chapter. Taken separately, each describes the content of a particular section. For ease of reference, section titles are repeated as section headings in the text.

## Section Numbering

In a chapter-related section-numbering system, each section of every item of legislation is assigned a number that indicates both the number of the chapter in which the legislation is located and the location of the section within that chapter. For example, the first section of Chapter 6 is § 6-1, while the fourth section of Chapter 53 is § 53-4. New sections can also be added between existing sections by using a decimal system. For example, if two sections are to be added between §§ 53-4 and 53-5, they will be numbered as §§ 53-4.1 and 53-4.2.

## Legislative Histories

The legislative history for each chapter is located immediately following the scheme for that chapter. The history indicates the specific legislative source from which the chapter was derived, including the enactment number and the date of adoption. In the case of chapters containing parts or articles derived from more than one item of legislation, the source of each part or article is indicated in the text, under its title. Amendments to individual sections or subsections are indicated by boldfaced histories directly in the text.

## Editor's Notes

Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

## Printed Code Sample Page

Page heads indicate which sections appear on a particular page, making sections quick to locate.

Section numbers reflect both the number of the chapter in which the legislation is included and the location of the section within that chapter. This facilitates referencing and indexing sections.

Every chapter is preceded by a Scheme, which lists each section by title. Taken together, the titles serve as a summary of the contents of the chapter.

For precision of reference, section titles are repeated as headings in the text.

Amendments to individual sections or subsections are noted in the text at the location which most precisely pinpoints the amended material.

The History indicates the specific legislative source from which the chapter is derived.

Editor's Notes provide supplementary information for the Code user.

The page-numbering system reflects the chapter number plus the page sequence. This allows the insertion of new chapters without affecting the existing Code organization.

The date line indicates when the page was printed.

**§ 204-1**

**§ 204-3**

**Chapter 204**

**INSURANCE**

ARTICLE I  
**Fire Damage Claims**

**§ 204-1. Enforcement authority.**

**§ 204-2. Claim payment restrictions.**

**§ 204-3. Payment procedure.**

**§ 204-4. Regulatory authority.**

**[HISTORY: Adopted by the Board of Commissioners of the Township of Municipality as indicated in article histories. Amendments noted where applicable.]**

ARTICLE I  
**Fire Damage Claims**

**[Adopted 1-16-1995 by Ord. No. 294 (Ch. 83, Art. I, of the 1982 Code)]**

**§ 204-1. Enforcement authority.**

The Secretary/Administrator of the Township of Municipality, Berks County, Pennsylvania, or such official's designee is hereby appointed as the designated officer who is authorized to carry out all responsibilities and duties stated herein.

**§ 204-2. Claim payment restrictions. [Amended 3-20-1995 by Ord. No. 299]**

No insurance company, association or exchange (hereinafter the "insuring agent") doing business in the Commonwealth of Pennsylvania shall pay a claim of a named insured for fire damage to a structure located within the Township of Municipality, Berks County, Pennsylvania (hereinafter the "municipality") where the amount recoverable for the fire loss to the structure under all policies exceeds \$7,500 unless the insuring agent is furnished by the Municipal Treasurer with a municipal certificate pursuant to Section 508(b) of Act 98 of 1992 and unless there is compliance with Section 508(c) and (d) of Act 98 of 1992 and the provisions of this article.<sup>1</sup>

**§ 204-3. Payment procedure. [Amended 3-20-1995 by Ord. No. 299]**

Where, pursuant to Section 508(b)(1)(i) of Act 98 of 1992,<sup>2</sup> the Municipal Treasurer issues a certificate indicating that there are no delinquent taxes, assessments, penalties or user charges against real property, the insuring agent shall pay the claim of the named insured; provided, however, that if the loss agreed upon by the named insured and the insuring agent equals or

1. Editor's Note: See 40 P.S. § 638.

2. Editor's Note: See 40 P.S. § 638.

204:1

Publication, Nov 2019

# Ongoing Code Maintenance

## **Your Code is always evolving and is an investment you need to protect.**

Because your Code will evolve and grow with your community, the codification process is not truly over when your new Code is delivered. In order to maintain your community's trust and reliance on your Code, General Code offers supplementation services that will help to keep your Code reliable, accurate and up-to-date. Our supplementation services are designed to make the process easy, fast and accurate. In addition, General Code provides a free sample legislation service to municipalities we serve as well as regular legislative alerts to inform local governments of the latest trends in legislation that may affect their communities.

### **Delivery**

Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.

### **Materials**

After the enactment of new legislation, the Town can forward a copy to us by whatever method is most convenient.

Online copies of the legislation can be sent via email to [ezsupp@generalcode.com](mailto:ezsupp@generalcode.com). Upon receipt, we will send you an email confirming that we have received your legislation. Should an alternative method of transmission be required for transferring large files, please contact us and we will provide the necessary information.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Town. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

### **Posting of New Laws**

Between regular Code supplements, General Code will temporarily post PDF copies within 1 to 2 business days of receipt of new legislation to your online Code, to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that new legislation.

### **Schedule**

Code supplements will be provided on a schedule designed to meet the needs of Winchester. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the Town. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements if the Town prefers.

## Editorial Work on Your Supplement

The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. For each supplement we provide project management, recordkeeping, processing, professional review of new legislation, and consult throughout the project. Our goal is to make the information easily accessible without altering in any way the meaning of what was originally adopted. The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. As part of our process for new legislation, we will:

- > Acknowledge receipt of all materials
- > Verify adoption of all legislation, including date of action by governing body
- > Review legislation and distinguish between Code and non-Code material
- > Update record of legislation received and its disposition (Disposition List)
- > Request any missing legislation/missing pages
- > Determine proper placement of legislation within Code
- > Impose or utilize the adopted flexible section numbering system that allows for later changes
- > Create/modify chapter, article and/or section titles
- > Add historical annotations
- > Add any necessary cross references
- > Include editorial notes to sections that require additional explanation
- > Correct any misspellings so that searchability in eCode360 is not compromised
- > Impose a distinctive style for definitions, to aid Code user in quickly finding the meaning of a particular term
- > Maintain legislative integrity by following the original tables and graphics and, where necessary, improving the presentation so that the information contained therein is easily accessible
- > Impose standard internal section organizational hierarchy consistent with the rest of the Code
- > Impose standard style conventions consistent with the rest of the Code, i.e., number citation, capitalization, nonsubstantive grammar and punctuation, internal and statutory reference citation
- > Confirm accuracy of internal references; correct as necessary and appropriate
- > Confirm accuracy of statutory references; correct as necessary and appropriate
- > Read and review for missing wording; internal conflicts
- > Update ancillary Code pieces, such as the Table of Contents and chapter schemes, when necessary
- > Update Code Index
- > Create an Instruction Page so that Code holders can properly update the Code
- > Notify client of any issues and concerns noted and work together to determine appropriate resolution

### **Printed Supplements**

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include an updated Table of Contents, Disposition List, Index, text pages, and Instruction Page.

### **Electronic Updates**

Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will be incorporated into the Code, and a fully searchable, complete Code will be delivered online.

### **Delivery**

Printed supplements to the Code will be delivered in bulk to Winchester, unless it chooses to utilize General Code's Distribution Services. The website will be updated in one to two business days.

A Member of the ICC Family of Solutions



PROPOSAL FORM  
Codification Services:  
DUE 10:00 a.m. April 9, 2020

Proposal Price; \$ 8,226

Alternate Price Host Web Site: Premium eCode360 first year free  
Annual Maintenance Fee \$1,195

Name and mailing address:

General Code

781 Elmgrove Road Rochester, New York 14624

Phone # 800-836-8834

Fax # 585-328-8189

Signature of authorized bidder: Cristina LoVerde

Cristina LoVerde (Apr 1, 2020)

Dated: Apr 1, 2020

TO: CONTRACTORS  
FROM: MARK DOUGLASS, PURCHASING AGENT  
DATED: March 26, 2020  
**RE: Codification Services**

**ADDENDUM NO. 1 – Extension of Response Date**

The Bid Response date has been extended to April 23, 2020 at 10:00 A.M,  
changed from April 9, 2020 at 10:00 A.M.

Also as proof that you have received this addendum, please fill out and sign below and return  
this sheet with your bid.

Thank you.

.....  
I have received Addendum No. 1 on the above referenced project:

Company name and mailing address:

General Code

781 Elmgrove Road, Rochester, NY 14624

Signature of authorized representative: *Cristina LoVerde*  
\*Cristina LoVerde | Apr 1, 2020\*

Signature typed out: Cristina LoVerde

Dated: Apr 1, 2020

# Winchester, T, CT Type IR with Preliminary and Final Drafts Proposal w Signature Page

Final Audit Report

2020-04-01

Created:	2020-04-01
By:	Contracts Entry (contracts@generalcode.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAABPTOI3TRTFYCW1IAWIPDDaxNnEBF99Sp~

## "Winchester, T, CT Type IR with Preliminary and Final Drafts Proposal w Signature Page" History

-  Document created by Contracts Entry (contracts@generalcode.com)  
2020-04-01 - 1:03:19 PM GMT- IP address: 4.59.212.234
-  Document emailed to Cristina LoVerde (cloverde@generalcode.com) for signature  
2020-04-01 - 1:05:44 PM GMT
-  Email viewed by Cristina LoVerde (cloverde@generalcode.com)  
2020-04-01 - 1:12:46 PM GMT- IP address: 67.247.176.62
-  Document e-signed by Cristina LoVerde (cloverde@generalcode.com)  
Signature Date: 2020-04-01 - 1:13:10 PM GMT - Time Source: server- IP address: 67.247.176.62
-  Signed document emailed to Contracts Entry (contracts@generalcode.com) and Cristina LoVerde (cloverde@generalcode.com)  
2020-04-01 - 1:13:10 PM GMT



#103

4/30/2020



## TOWN OF WINCHESTER 2020-21 BUDGET

MAY 4, 2020

ROBERT GEIGER - TOWN MANAGER

1




## TOWN OF WINCHESTER 2020-21 BUDGET

### Highlights

- Grand List grows 1.1%.
- Mill Rate unchanged at 33.54.

2




TOWN OF WINCHESTER 2020-21 BUDGET

**Proposed General Fund Expenditures (000)**

	FY20 Adopted	FY21 Proposed	Increase (Decrease)
Town	\$13,373	\$13,786	\$413
Schools	\$20,452	\$20,442	(\$10)
Total	\$33,825	\$34,228	\$403

3



TOWN OF WINCHESTER 2020-2021 BUDGET

Town Budget Expenditure Increase = \$413,000

Major Components:

- \$ 161,000 - 2 Highway Department Maintainers w/ Benefits
- \$ 110,000 - Annual Salary Increases (2% plus various step increases)
- \$ 100,000 - Capital Improvement Budget Increase
- \$ 49,000 - Police Pension Plan Contribution Increase

4



## TOWN OF WINCHESTER 2020-2021 BUDGET

Proposed Capital Improvements: \$1,854,000 budget

- \$1,233,000 - Road Repairs.
- \$ 444,000 - DPW Plow Trucks (3 for 140k), Paving Box (30k), existing equipment multi year financing (274k.)
- \$ 120,000 - Town Hall Repairs – Boiler (50k), Plumbing (30k), Security (20k), Elevator (20k).
- \$ 87,000 - Police Vehicle and Radios.
- \$ 50,000 - Soldiers' Monument Windows
- \$ 45,000 - Oct 2022 Grand List revaluation savings fund.
- (\$ 125,000) - Reduction of Elementary School closure fund.

5

End of Town Manager Budget  
Presentation

6

# BOARD OF SELECTMEN ACTION REQUEST

No.: 20-021

Date: May 4, 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 Finance Bruce Stratford has requested a transfer of funds to purchase additional office supplies.

**Fiscal Implications:**

<b>FROM: Accounting (114)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
814-0001-0000	Transport Fees	\$1,000
<b>TO: Accounting (114)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
806-0000-0000	Office Supplies	\$1,000

**Recommended Motion:** I move that the Board of Selectmen approve the line-item transfer of \$1,000 from Transport Fees (114-814-0001-0000) to Office Supplies (114-806-0000-0000).



In accordance with Section 914, Recreation Director Tanya Risucci has requested a transfer of funds to repair the Recreation Department mower.

**Fiscal Implications:**

<b>FROM: Recreation (812)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
827-0000-0000	Maintenance of Grounds	\$750
<b>TO: Recreation (812)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>

826-0000-0000	Maintenance of Equipment	\$750
---------------	--------------------------	-------

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$750 from Maintenance of Grounds (812-827-0000-0000) to Maintenance of Equipment (812-826-0000-0000).*



In accordance with Section 914, Public Works Director Jim Rollins has requested a transfer of funds to continue pot hole repairs.

***Fiscal Implications:***

<b>FROM: Highways (311)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
859-0000-0000	Salt	\$20,000
<b>TO: Highways (311)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
862-0000-0000	Bituminous Concrete	\$20,000

*Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$20,000 from Salt (311-859-0000-0000) to Bituminous Concrete (311-862-0000-0000).*



***Attachments:***

Fund Transfer Request- Accounting, Recreation, Public Works

# FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

114 - Accounting

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$1,000

FY20

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

ACCOUNT(S) TRANSFERRED FROM:	Fund:	DEPT#	OBJECT#	OBJECT#	AMOUNTS
Transport Fees		1	114	814	000 1 \$1,000

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

ACCOUNT(S) TRANSFERRED TO	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Office Supplies	1	114	806	0000 \$1,000

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

Additional supplies needed to complete the fiscal year.  
Transport fee account has surplus due to reducing pickup from 2x per week to 1x per week.

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

*BB Stratford* 4/23/20

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

*BB Stratford* 4/23/20

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

*R. J. Jager* 4/23/20

7. DATE SUBMITTED TO BOARD OF SELECTMEN

5/4/2020

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

Public Works

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$20,000 2019-2020

ACCOUNT(S) TRANSFERRED FROM:

				DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Salt				311	859	0000-0000	\$20,000.00

ACCOUNT(S) TRANSFERRED TO

				DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Bituminous Concrete				311	862	0000-0000	\$20,000.00

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:

(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

The warm winter resulted in using less salt than expected but it caused more potholes than usual, requiring more asphalt.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:

(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:



5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY

Hi Laurie – Tomorrow Jim will bring you a \$20,000 Budget Transfer form from Salt (311-859) to Bituminous Concrete (311-862). I approve this transfer. Please attached this note to that form as evidence of my approval, Then Bob can sign before you include it in the package for the Selectmen. Thanks much.

Bruce B. Stratford CPA CFE CFF

Director of Finance

(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:



7. DATE SUBMITTED TO BOARD OF SELECTMEN

5-4-2020

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 Recreation 4/30/20  
 2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER \$750.00

ACCOUNT(S) TRANSFERRED FROM:

	DEPT#	OBJECT#	OBJECT#	AMOUNTS
Maintenance of grounds	812	827	0000	\$750.00

ACCOUNT(S) TRANSFERRED TO

	DEPT#	OBJECT#	SUB-OBJECT#	AMOUNTS
Maintenance of Equipment	812	826	0000	\$750.00

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
 (ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)  
 Mower broke needs to be fixed. All funds for dumpster and restrooms won't be used b/c of shutdown.

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

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

B. Stafford 4/30/20

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

R. Heizer 5/1/20

7. DATE SUBMITTED TO BOARD OF SELECTMEN

5-1-2020

8. DATE APPROVED BY BOARD OF SELECTMEN

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