

**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**

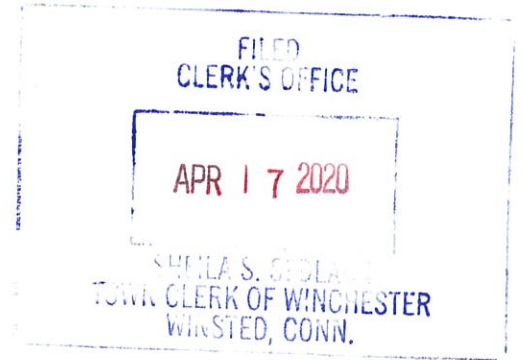
MONDAY, APRIL 20, 2020

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 6, 2020
5. TOWN MANAGER’S REPORT
6. FINANCE DIRECTOR’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) 20-001 2020-2021 Budget Process (Mayor Perez)
  - B) 20-016 Suckerbrook Recent Sediment Issue (Mayor Perez)
11. NEW BUSINESS
  - A) 20-017 OPM Executive Order 7S – Municipal Tax Relief Deferral (Town Manager Geiger)
  - B) 20-018 Land Swap and Temporary Easement Request at 29 Bridge Street (Town Manager Geiger)
  - C) 20-019 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>**

Town of Winchester  
Board of Selectmen  
Regular Meeting  
April 6, 2020

Due to the Coronavirus (COVID-19) epidemic the March 16<sup>th</sup> Board of Selectmen's meeting was canceled, and the Town Hall was eventually closed.

Item 1. Call to Meeting.

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

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 2. Pledge of Allegiance

The Pledge of Allegiance

Item 3. Agenda Review: Mayor asked to have added to the agenda under Item 10d. New Business – That the Board considers a donation to the VFW in the amount of \$500. to purchase flags for the Memorial Day Celebrations, to come out of the Selectmen's Contingency Fund.

Item 4. Approval of Minutes

Motion by Sel. Bouchard, Seconded by Sel. Groppo

To approve the minutes of the March 2, 2020 meeting as presented.

(YES) 5

(ABSTAINED) 2 Sel. Bouchard, Sel. Perez.

Item 5. Town Manager's Report

Town Manager, Bob Geiger presented to the Board a review of all meetings held from March 2<sup>nd</sup> through March 29<sup>th</sup>. The Public Hearings regarding the Fiscal Year Budget have been postponed until May 14<sup>th</sup>. as the budget process was extended by 30 days due to the Governor's Orders pertaining to the COVID-19 Epidemic.

Item 6. Finance Director's

The Financial Director, Bruce Stratford, presented an update on three quarters of the Fiscal Year 2019/2020 budget. Revenues and expenditures are tracking close to the budget. The Town has cash on hand for uncertain times.

Item 7. Citizen's Comments NONE

Item 8. Correspondence

Savings Report - month of January 2020

Item 9, Boards & Commissions

Sel. Sedlack:

To place the name of Kim Huber (U) for consideration as a member of the Recreation Board.

Motion by Sel. Sedlack, seconded by Sel. Bouchard

To appoint Ashley Alcott (D) to the Recreation Board

UNANIMOUS

Motion by Sel. Sedlack, seconded by Sel. Bourque

To re-appoint Steve Dew (U) to the Soldier's Monument Commission term to expire 2024

UNANIMOUS

Motion by Sedlack, seconded by Sel. Arcelaschi

To re-appoint Kurt Williams (U) to the Recreation Board term to expire on April 2026.

UNANIMOUS

Motion by Sel. Sedlack, seconded by Sel. Bird

To re-appoint Andrea Krawiecki to the Inland Wetlands and Watercourses Commission term to expire on April 2023.

UNANIMOUS

Motion by Sel. Sedlack, seconded by Sel. Bouchard

To Re-appoint Betty Button (D) to the Housing Authority term to expire on April 2025.

UNANIMOUS

Motion by Sel. Seconded by Sel. Bourque

To Re-appoint Sheila Sedlack (D) to the Soldier's Monument Commission  
Term to expire on April 2024.

UNANIMOUS

Motion by Sel. Sedlack, seconded by Sel. Groppo

To Re-appoint Kurt Timmeney (D) to the Inland Wetlands and Watercourses  
term to expire on April 2023.

The Board accepts the resignation, with regrets from Philip Allen as a member of  
the Economic Development Commission.

Item 10. New Business

A). 20-1 4 Proposed Line Item Transfers (Town Manager Geiger)

Motion by Sel. Bouchard, seconded by Sel. Arcelaschi

I move that the Board of Selectmen approve the line-item transfer of \$8,500  
from Sand for Ice Control (311-860-0000-0000) and \$1,400 from Contracted  
Labor (311-832-0000-0000) to Bituminous Concrete (311-862-0000-0000)

UNANIMOUS

Motion by Sel. Bouchard, seconded by Sel. Bird

I move that the Board of Selectmen approve the line-item transfer of \$200  
from Accounting – Transport Fees (114-814-0001-0000) to Printing and  
Contracted Printing (800-817-0000-0000)

UNANIMOUS

Motion by Sel. Groppo, seconded by Sel. Sedlack

I move that the Board of Selectmen approve the line-item transfer of  
\$68,000 from Fire Department Administrative Salaries (211-190-0000-0000)  
and \$20,000 from Fire Department -Fringe Benefits-Medical (211-900-  
0002-0000) and \$5,000 from Fire Department - Fringe Benefits-FICA (211-  
900-0001-0000) to Dispatch – Contracted Services-LCD (231-831-0001-  
0000).

UNANIMOUS

B). Refunds as recommended by the Collector of Revenue (Town Manager Geiger)  
Motion by Sel. Bourque, seconded by Sel. Bird

To approve the refunds as recommended by the Collector of Revenue,  
Halaree Monnart, in the amount of \$1,505.38

UNANIMOUS

C). 20-16 Response by DEEP to the Town's Letter regarding Suckerbrook Dam.  
(Mayor Perez).

No action taken – Mayor Perez referenced several sections of the report done by  
Arthur P. Christen II on December 30<sup>th</sup>; 2018 REVISED November 9<sup>th</sup>, 2019.  
There was discussion about the oversight of this project from this point forward.

D). Donation to the VFW to purchase flags for the Memorial Day Celebrations.  
Motion by Sel. Sedlack, seconded by Sel. Bird.

To donate \$500 for the replacement of Veterans Grave Flags prior to  
Memorial Day at the request of American Legion Post 159. Funds to be  
taken from the Selectmen's Contingency Fund.

UNANIMOUS

Item 11. Citizens Comments NONE

Item 12. Selectman's Comments and Reports.

Sel. Bird – The Rotary Club canceled the Pet Parade due to the epidemic along  
with the Laurel Day Parade. The Scholarship for the Laurel Day will still take  
place with a change in the application to include an essay.

Sel. Arcelaschi – discussed operational changes in the Police Department as a  
response to the epidemic.

Sel. Bourque – reported that the Soldier's Monument commission is still holding  
the Memorial Day Ceremony at the Monument and the essay contest is still on  
contingent on the outcome of the epidemic.

Sel. Bourque questioned the Budget Process with all the changes that the epidemic has caused.

Mayor Perez - thanked all the first responders, staff, Fire Departments and Ambulance, and volunteers who are working so hard to keep us all safe during these trying times.

Sel. Bouchard – reminded everyone that this meeting can also be viewed on the Town’s website and showed on YouTube.

Motion by Sel. Sedlack, seconded by Sel. Bouchard

To close the meeting at 8:03p.m.

UNANIMOUS

ATTEST:

Sheila S. Sedlack, CCTC, CMC



## TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

### OFFICE OF THE TOWN MANAGER

**DATE:** April 17, 2020  
**TO:** Board of Selectmen  
**FROM:** Robert Geiger  
Town Manager  
**RE:** Town Manager Update

#### ***LAST WEEK (April 6 - 12):***

**Monday:** Gather new information regarding COVID-19; react to incoming COVID-19 information; plan for anticipated COVID-related issues; Town Hall staff, Public Works, Senior Center, Recreation Department and Police Department regarding personnel issues;

#### **Board of Selectmen**

**Tuesday:** Discussions with Public Works regarding capital budget; discussion with Lake residents regarding building code issues; update with Emergency Preparedness Director Steve Williams; coordinate with area town CEO's regarding Memorial Day Parades; First Selectman Don Stein regarding common issues with border maintenance; Attorney Stedronsky regarding senior apartment finance audit issues

**Wednesday:** NWCoG preparation meeting regarding COVID-19 issues; conference call with the Governor's office regarding COVID-19

**Thursday:** NWCoG Zoom meeting; update/coordination with Emergency Preparedness Director Steve Williams; Chief Fitzgerald regarding virus safety procedures; blight property site inspections with B. Volovski

**Friday:** Gather new information regarding COVID-19; react to incoming COVID-19 information; plan for anticipated COVID-related issues; Town Hall staff, Public Works, Senior Center, Recreation Department and Police Department regarding personnel issues

**Saturday:** Telephone conference with Chief Fitzgerald regarding police calls during crisis

**Sunday:** J. Rollins regarding virus planning for Department of Public Works

#### ***THIS WEEK (April 13 - 19):***

#### **Monday:**

- Update/coordination with Emergency Preparedness Director Steve Williams
- J. Kelley regarding Senior Center staff
- Site visit with J. Rollins regarding sidewalk/water damage repair
- Conference call with Mayor Perez regarding forward budgets, citizen's property complaints, etc.
- Attorney Nelligan regarding lawsuit updates
- Public Works regarding engineering updates and documents for signature

**Tuesday:**

- Chief Fitzgerald regarding citizen complaint against the Animal Control Officer
- Public Works regarding capital projects and engineering requirements
- B. Stratford regarding COVID-19 impact on budget
- Tour project properties with B. Volovski

**Wednesday:**

- Chief Fitzgerald regarding young people gathering at the State Boat Launch
- Superintendent Brady-Shanley regarding COVID-19 impact on budget
- B. Stratford regarding water and sewer payment plan and Zoning Board of Appeals
- Public Works regarding Sue Grossman Trail engineering plans
- Conference call with the Governor's office regarding COVID-19

**Thursday:**

- Update/coordination with Emergency Preparedness Director Steve Williams
- Public Works regarding project updates
- Board of Selectmen Finance Sub-Committee Zoom meeting
- B. Stratford regarding COVID-19 impact on cash flow
- Hinsdale Renovation School Building Committee Zoom meeting
- Attorney Stedronsky regarding senior apartment updates
- Conference call with attorney regarding solar project
- Chamber of Commerce Zoom meeting
- American Mural Project Funding Grant

**Friday:**

- Public Works regarding snow event preparations
- Conference call with library board members regarding updates
- Discussion with environmental attorney regarding CT Siting Council

***NEXT WEEK (April 20 - 26):***

**Monday: Board of Selectmen**

***LONG-TERM:***

May 14: Public Hearing on 2020-2021 Board of Education and Town of Winchester budget

# Boards & Commissions

## NOMINATIONS

| Date | Name | Board/Commission | Vote | Term Dates |
|------|------|------------------|------|------------|
|      |      |                  |      |            |
|      |      |                  |      |            |
|      |      |                  |      |            |

## APPOINTMENTS

| Date | Name      | Board/Commission | Vote | Term Dates |
|------|-----------|------------------|------|------------|
| 4/20 | Kim Huber | Recreation Board |      |            |
|      |           |                  |      |            |
|      |           |                  |      |            |

## RE-APPOINTMENTS

| Date | Name        | Board/Commission                            | Vote | Next Term Exp |
|------|-------------|---|------|---------------|
| 4/20 | Chris Kiely | Inland Wetlands and Watercourses Commission |      | 4/2023        |
| 4/20 | Tim Moran   | Water & Sewer Commission                    |      | 6/2025        |
|      |             |   |      |               |

## RESIGNATIONS

| Date | Name | Board/Commission | Term Expiration Date |
|------|------|------------------|----------------------|
|      |      |                  |                      |
|      |      |                  |                      |
|      |      |                  |                      |

**TOWN OF WINCHESTER  
BOARDS AND COMMISSIONS**

**INLAND WETLANDS AND WATERCOURSES COMMISSION\***

(Max # 9 Members / 3 year Terms)  
Meets the 3rd Wednesday of each month

| <b>NAME</b>         | <b>ADDRESS</b>               | <b>CITY</b>       | <b>PHONE #</b> | <b>AFFIL.</b> | <b>TERM EXP.</b> | <b>POSITION</b> |
|---------------------|------------------------------|-------------------|----------------|---------------|------------------|-----------------|
| Davenport, Russell  | 85 Wheeler Street            | Winsted           |                | U             | 4/2021           | Secretary       |
| Haburey, Robert Jr. | 41 Moore Avenue              | Winsted           | 379-4343       | D             | 4/2019           | Replace         |
| Hunter, Christine   | PO Box 159                   | Winchester        |                | U             | 4/2021           |                 |
| Kiely, Chris        | Willow Street                | Winsted           |                | R             | 4/2020           | Vice-Chair      |
| Krawiecki, Andrea   | 2 Apple Tree Lane            | Farmington, CT 06 | 307-8789       | R             | 4/2023           |                 |
| Molinelli, Stephen  | 450 East Wakefield Boulevard | Winsted           | 379-5495       | U             | 4/2022           |                 |
| Mulvey, Jackie      | 446 East Wakefield Boulevard | Winsted           | 379-0268       | D             | 4/2021           |                 |
| Nalette, Ric Jr.    | 29 Woodruff Avenue           | Winsted           | 379-3111       | R             | 4/2022           | Chairman        |
| Perez, Candy        |                              |                   |                |               |                  | Liaison         |
| Timmeney, Kurt      | 55 Glendale Avenue           | Winsted           | 860/387-2268   | D             | 4/2023           |                 |

**WATER & SEWER COMMISSION\***

(Max # 5 Members / 5 year Terms)  
Meets the 2nd Tuesday of each month and the Call of the Chairman

| <b>NAME</b>         | <b>ADDRESS</b>        | <b>CITY</b> | <b>PHONE #</b> | <b>AFFIL.</b> | <b>TERM EXP.</b> | <b>POSITION</b> |
|---------------------|-----------------------|-------------|----------------|---------------|------------------|-----------------|
| Bouchard, Candace   |                       |             |                |               |                  | Liaison         |
| Closson, George     | 59 Lakeview Road      | Winsted     | 485-2027       | D             | 6/2023           |                 |
| Hester, Bill        | 82 Boyd Street        | Winsted     |                | U             | 6/2022           |                 |
| Lemelin, Joseph     | 259 Oak Street        | Winsted     |                | U             | 6/2023           |                 |
| Massicotte, John T. | 47 Stanton Avenue     | Winsted     | 379-3704       | D             | 6/2024           | Chairman        |
| Moran, Tim          | 81 Manchester Heights | Winsted     | 738-0840       | R             | 6/2020           |                 |
|                     |                       |             |                |               |                  | Liaison         |

## BOARD OF SELECTMEN ACTION REQUEST

No.: 20-018

Date: April 20, 2020

**Topic:** New Business (B)- Request for Land Swap and Temporary Easement at 29 Bridge Street (with attachments)

**From:** Robert Geiger, Town Manager

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

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

**Requested Action:** The Board of Selectmen should consider the land swap and temporary easement request at 29 Bridge Street.

**Fiscal Implications:** none.

**Manager's Recommendation:** I recommend 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. Comments are due to the Board of Selectmen within thirty-five days.

**Recommended Motion:** *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.*

**Attachments:**

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

**STEPS FOR SALE OF TOWN-OWNED PROPERTY**

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

## Laurie Bessette

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

Hi Laurie:

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

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

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

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

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

**LEGEND**

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

**MAP REFERENCES**

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

**NOTES**

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

~LOT LINE REVISION~

PROPERTY SURVEY

PREPARED FOR

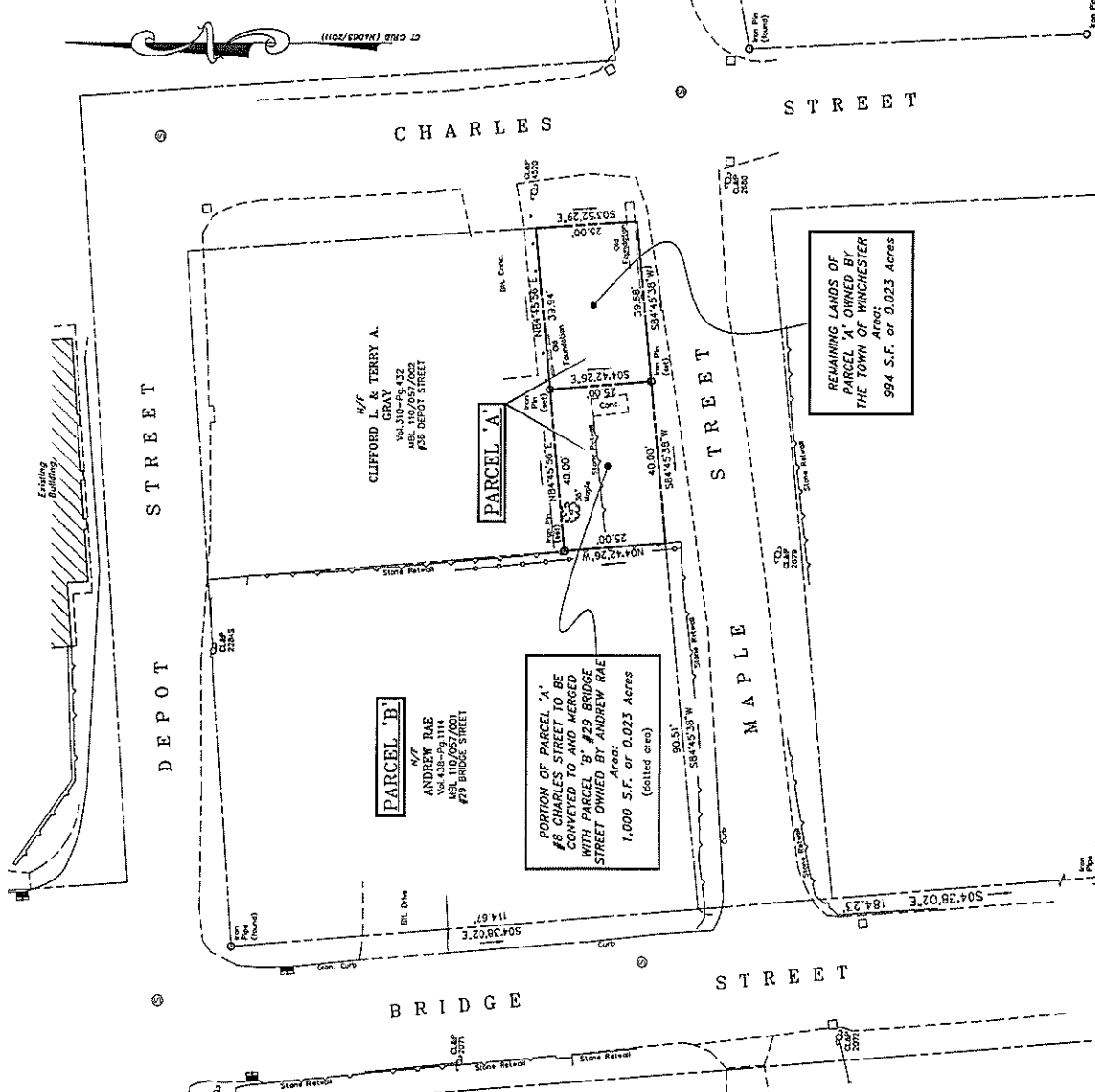
THE TOWN OF WINCHESTER

8 CHARLES STREET  
 WINSTED, CONNECTICUT

SCALE 1"=20' DATE MARCH, 2020 SHEET NO. 1 OF 1 JOB NO. 167-102

Timothy G. Wylie Jr., Land Surveyor  
 Barkhamsted, Connecticut  
 email: tgwsurveying@gmail.com

Phone: 860.605.9075



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

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



REVISIONS

(SEAL)

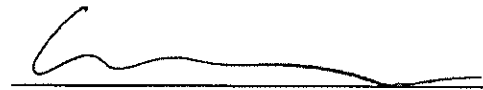
TEMPORARY WORK AREA EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

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

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

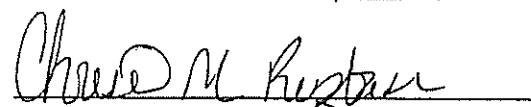
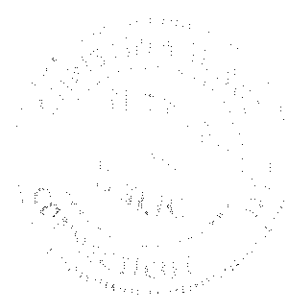
Dated at Winchester, Connecticut this 9 day of April, 2020.



Andrew Rae

|  |                     |
|--|---------------------|
| STATE OF CONNECTICUT)<br>COUNTY OF LITCHFIELD) | : ss: at Winchester |
|--|---------------------|

The foregoing instrument was acknowledged before me this 9 day of Apr, 2020, by Andrew Rae, as owner.



Notary Public

My Commission Expires 4/30/2023

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

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

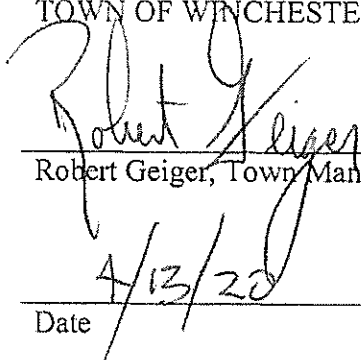
WITNESSETH, for the consideration hereinafter set forth, the parties hereto agree as follows:


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

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

ACCEPTED FOR:  
TOWN OF WINCHESTER

Owner

  
\_\_\_\_\_  
Robert Geiger, Town Manager

  
\_\_\_\_\_  
Andrew Rae

Date

Date

4/13/20

4/9/20

**BOARD OF SELECTMEN ACTION REQUEST**

No.: 20-019

Date: April 20, 2020

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

From: Robert Geiger, Town Manager

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**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.

Additionally, Section 915 of the Town Charter (as amended) provides for inter-departmental transfers:

**Section 915.**

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

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

In accordance with Section 914, Director of Recreation Tanya Risucci has requested a transfer of funds to cover seasonal heating fuel costs and fees for membership dues and subscriptions.

**Fiscal Implications:**

|                               |                                 |                    |               |
|-------------------------------|---------------------------------|--------------------|---------------|
| <b>FROM: Recreation (812)</b> |                                 |                    |               |
| <u>Line</u>                   |                                 | <u>Description</u> | <u>Amount</u> |
| 825-0000-0000                 | Supplies & Materials            |                    | \$500         |
| <b>TO: Recreation (812)</b>   |                                 |                    |               |
| <u>Line</u>                   |                                 | <u>Description</u> | <u>Amount</u> |
| 823-0000-0000                 | Heating Fuel                    |                    | \$495         |
| 814-0000-0000                 | Membership Dues & Subscriptions |                    | \$5           |

*Recommended Motion: 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.*



In accordance with Section 915, Finance Director Bruce Stratford has requested a transfer of funds to cover secretarial support to continue blight efforts.

***Fiscal Implications:***

| <b>FROM: Community, Planning and Development (148)</b> |                           |               |
|--|---------------------------|---------------|
| <u>Line</u>  | <u>Description</u>        | <u>Amount</u> |
| 190-0000-0000  | Administrative Salary     | \$25,000      |
| 900-0001-0000  | FICA                      | \$2,000       |
| <b>TO: Building Department (213)</b>                   |                           |               |
| <u>Line</u>  | <u>Description</u>        | <u>Amount</u> |
| 193-0000-0000  | Secretarial/Support Staff | \$25,000      |
| 900-0001-0000  | Fringe Benefits - FICA    | \$2,000       |

*Recommended Motion: 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 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.*



***Attachments:***

Fund Transfer Request- Recreation, Building Department

# FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

Recreation

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$500.00

FY 20

ACCOUNT(S) TRANSFERRED FROM:

DEPT# OBJECT# OBJECT# AMOUNTS

| ACCOUNT(S) TRANSFERRED FROM: | DEPT# | OBJECT# | OBJECT# | AMOUNTS |
|------------------------------|-------|---------|---------|---------|
| Supplies + Materials         | 812   | 825     | 0000    | 1500.00 |
|                              |       |         |         |         |
|                              |       |         |         |         |
|                              |       |         |         |         |
|                              |       |         |         |         |

ACCOUNT(S) TRANSFERRED TO

DEPT# OBJECT# SUB-OBJECT# AMOUNTS

| ACCOUNT(S) TRANSFERRED TO | DEPT# | OBJECT# | SUB-OBJECT# | AMOUNTS |
|---------------------------|-------|---------|-------------|---------|
| Heating Fuel              | 812   | 823     | 0000        | 495.00  |
| Membership Awws + Subs    | 812   | 814     | 0000        | 15.00   |
|                           |       |         |             |         |
|                           |       |         |             |         |
|                           |       |         |             |         |

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

Cover heating fuel cost for season

no spring plyers made for schools. no school due to covid

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

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

*B. B. Hatfield* 4/15/20

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

*R. J. King* 4/15/20

7. DATE SUBMITTED TO BOARD OF SELECTMEN

4/20/2020

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

213 - Building & 148 - Planning

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$27,000

FY20

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

| ACCOUNT(S) TRANSFERRED FROM: | Fund: | DEPT# | OBJECT# | OBJECT# | AMOUNTS       |
|------------------------------|-------|-------|---------|---------|---------------|
| Admin Salary                 |       | 1     | 148     | 190     | 0000 \$25,000 |
| FICA                         |       | 1     | 148     | 900     | 0001 \$2,000  |
|                              |       |       |         |         |               |
|                              |       |       |         |         |               |
|                              |       |       |         |         |               |
|                              |       |       |         |         |               |
|                              |       |       |         |         |               |

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-

OBJECT#

AMOUNTS

| ACCOUNT(S) TRANSFERRED TO | Fund: | DEPT# | OBJECT# | OBJECT# | AMOUNTS       |
|---------------------------|-------|-------|---------|---------|---------------|
| Secretarial/Support Staff |       | 1     | 213     | 193     | 0000 \$25,000 |
| Fringe Benefits - FICA    |       | 1     | 213     | 900     | 0001 \$2,000  |
|                           |       |       |         |         |               |
|                           |       |       |         |         |               |
|                           |       |       |         |         |               |

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

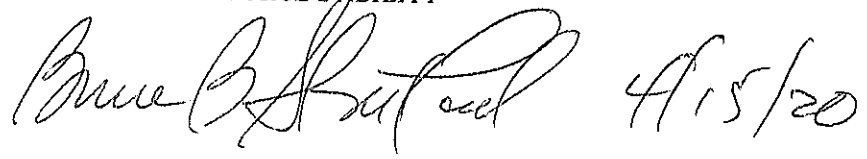
Pam Colombie's support of the Building Department re blight has exhausted its budget.  
The Planning Dept director vacancy has budget funds available to transfer to the Building Dept.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:



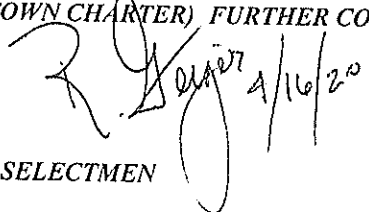
(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

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



6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:

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



7. DATE SUBMITTED TO BOARD OF SELECTMEN

8. DATE APPROVED BY BOARD OF SELECTMEN

4/20/2020

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