



**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING**

**Regular Meeting Agenda
December 05, 2022, 7:00PM
P. Francis Hicks Room
Streamed live on YouTube and Channel 194**

**FILED
CLERK'S OFFICE**

DEC - 2 2022

**TOWN CLERK OF WINCHESTER
WINSTED, CT**

1. **CALL TO ORDER** (Turn your cell phones off)
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA REVIEW**
4. **APPROVAL OF MINUTES**
 - A) Minutes of Special Meeting on November 05, 2022
 - B) Minutes of Regular Meeting on November 21, 2022
 - C) Minutes of Special Meeting on November 30, 2022
5. **CITIZENS' COMMENTS**

The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address.
6. **TOWN MANAGER'S REPORT**
7. **CORRESPONDENCE**
8. **BOARDS AND COMMISSIONS**
9. **UNFINISHED BUSINESS**
 - A) 22-58b FOI Draft Ordinance (Town Manager Kelly)
10. **NEW BUSINESS**
 - A) 22-60 Refunds as Recommended by Collector of Revenues (Town Manager Kelly)
 - B) 22-61 Presentation of Draft Employee Handbook (Town Manager Kelly)
11. **CITIZENS' COMMENTS**

The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address.
12. **SELECTMEN'S COMMENTS AND REPORTS**
13. **ADJOURNMENT**

Town of Winchester

Board of Selectmen
Special Meeting - Hicks Room
Saturday November 5, 2022

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 11:08pm

Attending Members	Todd Arcelaschi (Mayor)	
	Candy Perez (Selectman)	Arrived at 11:18am
	Candace Bouchard (Selectman)	
	Steve Sedlack (Selectman)	
	Linda Groppo (Selectman)	
	Jack Bourque (Selectman)	Left at 12 noon
Absent Excused	Jonathan Morhardt (Selectman)	
Staff Members	Kevin Nelligan (Town Attorney)	
	Glenn Albanesi (Town Clerk)	

Item 2 **Presentations and Discussion of proposed reuses of Batcheller School Property**

- * Mayor Archelaschi opened the discussion by establishing Town Manager Josh Kelly as the meeting Moderator.
- * Town Manager Kelly started the meeting with a brief historical background of Batcheller School. He explained that the purpose of this Special Meeting was to engage the community in the process of determining the future use of the building and surrounding property. To gather ideas for repurposing the School a formal RFP (Request For Proposal) was issued. This effort yielded two responses - George Noujaim and Northwest Senior Housing Corp.
- * Town Manager Kelly gave each of the RFP respondents an opportunity to give a summary presentation of their proposal.
- * Dave Berto representing NWSHC outlined their offer to create 32 "Affordable Housing" apartment units. They would pay the Town of Winchester \$300,000 for the building and land. Mr. Berto confirmed that NWSHC would pay property taxes at a negotiated rate. He estimated the funding process and renovation construction timeline could stretch out several years.
- * George Noujaim representing himself, explained that his proposal would turn the lower portion of the building into a Commercial Kitchen and Wholesale Food Distribution facility. He explained the upper level would be turned into apartments for staff who would be working at the building. He estimated that his proposed operation would employ 50 people, run a first and second shift and have about 20 apartments. He would pay the Town \$25,000 and be responsible for property taxes at normal assessed value. George estimated that his operation would cost about \$5 million dollars and take at least a year to be functional.

* Town Manager opened the assembly up for discussion and questions.

* The following attendees spoke.

BARBARA WICHMAN	JAMES PRESTON	DALE LEIFERT	LINDA GROPPPO
SHARON WINN	CANDY PEREZ	DAVID LAPOINTE	JOCELYN AYERS

* Questions and concerns that were addressed by Town Manager Kelly and RFP respondents included the following topics.

Water run off	Noise
Traffic	Resident Ages
Parking	Structure Height
Road and Sidewalk conditions	Exterior Appearance
Sightlines	Use of Surrounding Property
Common Area Use	Property Value Effect
Property Tax Payments	Project Funding Sources
Senior vs Section 8 vs Low Income vs Affordable Housing Criteria	

* Mayor Arcelaschi closed the meeting by thanking everyone for their interest in this very important project. He assured everyone that both proposals would be thoroughly reviewed and vetted. He encouraged everyone to contact Town Manager Kelly or the Board of Selectman with any additional questions or concerns that might come up.

* Town Manager Kelly and Selectman Perez did emphasize that any sale of Town property must go to townwide Referendum for approval or denial. The Boards role is limited to determining which proposal they feel is best to advance to referendum.

Item 3

Meeting Adjournment

* Motion - Sel. Sedlack / Second - Sel. Bouchard

To adjourn the meeting at 12:11pm

Vote to approve - Unanimous

ATTEST:

Glenn Albanesius, Town Clerk

Town of Winchester

Board of Selectmen

Regular Meeting

Monday November 21, 2022

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 7:03pm

Attending Members	Todd Arcelaschi (Mayor)	Jonathan Morhardt (Selectman)
	Candy Perez (Selectman)	Linda Groppo (Selectman)
	Candace Bouchard (Selectman)	
	Steve Sedlack (Selectman)	

Absent Excused	Jack Bourque (Selectman)
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Staff Members	Josh Kelly (Town Manager)
	Glenn Albanesi (Town Clerk)
	Ann Marie Rheault (Finance Director)
	Jim Rollins (Public Works Director)

Item 2 **Pledge of Allegiance** The Pledge was recited by all

Item 3 **Agenda Review** -

- * Mayor Arcelaschi added a vote to accept the 2023 Annual Meeting Schedule as Item (B) under New Business

Item 4 **Approval of Minutes**

- * Minutes of Regular Meeting on November 7, 2022
- Motion - Sel. Perez / Second - Sel. Groppo
- Vote to accept minutes - Unanimous (6 - 0)

Item 5 **Citizens Comments**

- * Resident William Hester thanked the Winsted Public Works Department on behalf of the Norfolk Public Works and Sewer Department for their pledged support of the recent gas spill cleanup effort.
- * Resident David LaPointe spoke regarding the proposed FOIA Ordinance terms.

Item 6 **Town Manager's Report** - Josh Kelly reported to the Board on the following topics. . .

- * Bonding details for upcoming projects including Hinsdale School will be forthcoming over the several weeks.
- * Ted Shafer has completed a \$500,000 grant application for Brownfields Remediation Planning funding. If awarded, this would be used for multiple town sites.

- * A review of awarded Façade Grants will be commencing. This will make certain that improvement work commitments have been finished on time or are underway and nearing completion. Extensions may be granted if necessary.
- * The Town will be issuing official Identification Cards. Employee photos are being gathered and a special thank you goes to the Board of Education for their assistance with this project.
- * A Mad River Recreation Area public input meeting has been scheduled for Wednesday Nov 30th at 6pm at the Little Red Barn Brewery. This collaborative project by Fit Together is seeking feedback from the public as they continue to piece together a formal plan and search for funding sources.
- * A final draft of the updated Town Employee Personnel Policy Handbook is out for review by the Town Attorney. Once completed a final draft will be submitted to the Board of Selectman before formal implementation.
- * The Town's clerical union has reached a tentative agreement. The Board will get this as soon as a vote to ratify occurs.

Item 7 **Finance Directors Report**

- * Finance Director Ann Marie Rheault reviewed current General Fund, Cash Flow and CIP data
- * This report marked a third of the way thru the 22-23 Fiscal Year

Item 8 **Correspondence** - None

Item 9 **Boards and Commissions** - Sel. Sedlack introduced the following actions.

- * Alison Pierce (R) is placed into consideration as a member of the Retirement Administration Board with a term that expires in 12/2026
- * Glenn Albanesius (R) to be re-appointed to RRDD#1 with a term to expire 12/2025
Motion - Sel. Sedlack / Second - Sel. Bouchard
Vote to approve - Unanimous (6 - 0)
- * Resignations were received and accepted from the following.
Claudia Dela Cruz from the Recreation Board
Feliks Viner from the Planning and Zoning Commission
Phillip Allen from the Zoning Board of Appeals
- * The following groups have position openings. Interested candidates are encouraged to apply!

Board of Assessment Appeals - 1 Alternate Seat	Conservation Commission - 1 Seat
Arch. Review Committee - 1 Seat and 2 Alternates	Laurel City Commission - 5 Seats
Economic Development Commission - 1 Alternate Seat	Rec Board - 1 Seat
Planning and Zoning - 1 Alternate Seat	Zoning Bd of Appeals - 1 Seat

Item 10 **Unfinished Business**

- A) 22-58a Freedom of Information Act Draft Ordinance
- * Open discussion by the Board led to the follow action
Motion Statement - I would put forward a motion to accept the ordinance on Freedom of Information Act as presented by the Town Manager.
Motion - Sel. Sedlack / Second - Sel. Perez with amendment - Moving this to the third step of the Charter Ordinance Procedure.
Vote to accept - 5 Yes / 0 No / 1 Abstention (Sel. Morhardt)

B) Discussion on Batcheller School RFP Responses

- * Town Manager Kelly explained that he and the Town Planner Lance Hansen had begun to develop the pros and cons and a set of recommendations related to both proposals. Once the BOS members choose a meeting date Josh and Lance will share their review.

Item 11 **New Business -**

A) Resolution to go to Referendum on increased Water & Sewer Commission project budgets

- * Public Works Director Jim Rollins and Water and Sewer Commissioner William Hester briefly summarized the need for additional funding to move critical projects forward. They explained that recent bid numbers had escalated costs significantly. Bid prices would only be held for 60 days which served to emphasize the urgency of a town Referendum to approve the extra funding. Board discussion resulted in the following action.

Motion Statement - I make a motion that we adopt the Resolution of the Town of Winchester's Water and Sewer Commission to request additional funds from the Connecticut Department of Public Health Drinking Water State Revolving Fund (DWSRF) no more than \$2,300,000 for the increased costs to complete the project and send the information to Planning and Zoning and calling for a Town Meeting on January 3rd and a date for Referendum on January 7th.

Motion - Sel. Perez / Second - Sel. Groppo

Vote to approve - Unanimous (6 - 0)

B) Approval of 2023 Board of Selectman Meeting Schedule

Motion Statement - I move we approve the Board of Selectman Meeting Schedule for 2023 as presented.

Motion - Sel. Sedlack / Second - Sel. Morhardt

Vote to approve - Unanimous (6 - 0)

Item 14 **Citizens Comments**

- * Resident David Lapointe spoke

Item 15 **Selectmen's Comments and Reports**

- * Mayor Arcelaschi recognized the Ambulance Volunteer Associations attendant of the year - Chris Rogers. He also reminded everyone about the Police Departments Holiday "Stuff a Cruiser" event on December 3rd at CVS Pharmacy.
- * Sel. Bouchard gave an update on upcoming FOMS and local Holiday themed events

Item 16 **Adjournment**

- * Motion - Sel. Sedlack / Second - Sel. Morhardt

To adjourn the meeting at 8:00pm

Vote to approve - Unanimous (6 - 0)

ATTEST:

Glenn Albanesius, Town Clerk

These Minutes are subject to formal approval at the next scheduled meeting. Any amendments, corrections or revisions will be noted in the next Meeting Minutes.

Town of Winchester

Board of Selectmen

Special Meeting - Hicks Room

Wednesday, November 30, 2022

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 5:01pm

Attending Members Todd Arcelaschi (Mayor)
 Candy Perez (Selectman)
 Candace Bouchard (Selectman)
 Steve Sedlack (Selectman)
 Linda Groppo (Selectman)
 Jonathan Morhardt (Selectman)

Absent Excused Jack Bourque (Selectman)

Staff Members Josh Kelly (Town Manager)
 Glenn Albanesius (Town Clerk)

Item 2 **Consider and possibly act on Emergency Ordinance regarding temporary warming shelter**

- * Mayor Arcelaschi opened the meeting asking Town Manager Josh Kelly to provide a brief background and summary of the action requested.
- * Town Manager Kelly explained that the Emergency Ordinance under consideration was a recommended expedited solution to establish a much needed overnight warming shelter .
- * The 115 Spencer Street location required Planning and Zoning Commission approval. Their review of the project resulted in a recommendation to the Board of Selectmen to exercise Section 307 of the Town Charter to permit the shelter using an Emergency Ordinance.
- * The attached EO states that the Board "shall reconvene within (60) days to consider an extension of this Emergency Ordinance, as is required by the Town Charter."
- * Motion Statement - "I make a motion to approve the resolution as presented by the Town Manager and oversight by the Town Attorney for the warming shelter at 115 Spencer Street.
Motion - Sel. Perez / 2nd - Sel. Sedlack
Vote to approve - Unanimous (6 - 0)

Item 3 **Meeting Adjournment**

- * Motion - Sel. Bouchard / Second - Sel. Sedlack
To adjourn the meeting at 5:06pm
Vote to approve - Unanimous

ATTEST:

Glenn Albanesius, Town Clerk



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

TO: Board of Selectmen
FROM: Josh Kelly, Town Manager
SUBJECT: Manager's Report
MEETING DATE: December 5, 2022

Below you will find a list of updates that highlight activities occurring around town since the Board last met and some reminders of activities that occurred in the prior month or that are coming soon. If you have any questions about these items or items that do not appear on this list, please email me at townmanager@townofwinchester.org.

- **Batcheller School:** We are currently working to schedule a time for the Board to hold a special meeting to discuss the options before us in greater detail; please stay tuned for more information.
- **Bonding:** The Town is in need of bonding for both the Hinsdale School project and the first piece of the Infrastructure Investment Plan. Our hope at this time is to aim for a bonding in February; this will require your attention in the coming months. I will bring more information about the needed bond size, projected/estimated schedule of payments, and approval process in the next few meetings.
- **Economic Development:** A meeting was held with a prospective developer about a number of possible projects that their firm may be interested in pursuing. The Town has met with the new owner of 10 Bridge Street, Building #1, and is working with that firm to move forward with hopeful development at the site. We continue to work with a number of businesses that are looking to relocate to town or expand into vacant storefronts on Main Street.
- **Façade & Business Start-Up Programs:** I am actively reaching out to Round 1 recipients to try and close out their cases.
- **Fair Rent Committee:** Work on this project is ongoing.
- **Fiber Optic Internet:** Frontier Communications has announced that it will be laying fiber optic cable for residential and commercial internet use across the entire town (including Winchester Center) between now and the end of March 2023. Fiber optics are more reliable and have symmetrical upload and download speeds, making it a vastly superior technology to the writing used by companies currently serving internet to the area. This will allow residents and businesses alike to do more online with fewer problems. More information will be shared directly with residents by Frontier in the near future.

- **Grants:** There are at least four different grants currently being considered by Town staff for an application, including:
 - The Community Investment Fund 2030, offered by CT DECD, for improvements to Town-owned buildings (due January 2023).
 - The Aquatic Invasive Species Management Grant, offered by CT DEEP, to cover costs associated with invasive weed treatments in Highland Lake (due January 2023).
 - The Trails Grant, offered by CT DEEP, for improvements to local trail systems (due March 2023).
 - The Transportation Rural Improvement Program (TRIP), offered by CT DOT, for improvements to roads in rural locations in town (due April 2023).
- **ID Cards:** Most Town employees currently do not have photo identification cards issued to them. For safety and security purposes, the Town will issue ID cards to all Town employees within the next few weeks. Those ID cards are currently being printed with help from the Board of Education.
- **Mad River Recreation Area:** We had 60 people attend an informational meeting about the proposed improvements at the Mad River Recreation Area on Wednesday, November 30th, many of whom provided us with excited, positive feedback. The Trails Grant offered by the State of Connecticut was announced the same day, and work has begun to develop a submission to that grant.
- **Personnel:** A final draft of the Employee Handbook is enclosed. My goal is to implement that new text by January 1st.
- **Revaluation:** We are approaching the end of revaluation; the numbers from that process are due to the State by the end of January, with an opportunity for small extensions thereafter. We have two new hires that are getting trained up in the Assessors office and we have a new certified Assessor in place that is helping us achieve our goals in the short term and train up the new hires.
- **Sustainable CT:** Work continues with the Conservation Commission to further our objective of achieving the first Sustainable CT certification within the fiscal year.
- **Unions:** We have reached a Tentative Agreement with the Clerical Union. We should know if they will vote to ratify the contract imminently. If that ratification occurs, the contract will come before you shortly thereafter. Following the approval of that contract, work will begin on the Police Union contract.
- **Website:** We are currently in the midst of converting our website over to CivicLift. The public launch date has been slightly altered due to significant technical difficulties with our old website, but I expect that we will go live imminently.

Here are a few upcoming events to mark on your calendars:

- Monday, December 19, 2022 (7pm): Regular Board of Selectmen meeting
- Thursday, December 22, 2022: Town Hall closes at 3pm.
- Friday, December 23, 2022: Town Hall closed (observing Christmas Eve).
- Monday, December 26, 2022: Town Hall closed (observing Christmas Day).
- Monday, January 2, 2023: Town Hall closed (observing New Years' Day).

- Tuesday, January 3, 2023 (7pm): Regular Board of Selectmen meeting.

Respectfully submitted,

Joshua Steele Kelly

Town Manager & CEO

Boards & Commissions

1 CONSIDERATION

(STEP 1 FOR NEW APPOINTMENTS - TO BE RECOGNIZED AT TONIGHT'S MEETING)

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends

NOMINATIONS

(STEP 2 FOR NEW APPOINTMENTS - TO BE VOTED INTO NOMINATION AT TONIGHT'S MEETING)

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends
11/21/2022	Alison Pierce	Retirement Administration Board	R	Member	12/2026

APPOINTMENTS

(FINAL STEP FOR NEW APPOINTMENTS - TO BE VOTED ON FOR APPOINTMENT AT TONIGHT'S MEETING)

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends

RE-APPOINTMENT

(TO BE VOTED ON FOR RE-APPOINTMENT AT TONIGHT'S MEETING)

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends

RESIGNATION

(TO BE MENTIONED AT TONIGHT'S MEETING)

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends
12/05/2022	Philip Allen	Zoning Board of Appeals	U	Member	12/2022

Boards & Commissions

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APPOINTMENTS BY OTHER APPOINTING AUTHORITIES

(TO BE MENTIONED AT TONIGHT'S MEETING)

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends	Appointing Authority

CURRENT VACANCIES

(TO BE MENTIONED AT TONIGHT'S MEETING)

Board/Commission	Position	Openings	Meets On	Appointing Authority
<u>Board of Assessment Appeals</u>	Alternate	1	As needed; several nights in March and several days in September	Board of Selectmen
<u>Conservation Commission</u>	Regular	2	2nd Thursday of each month, 5PM.	Board of Selectmen
<u>Architectural Review Committee</u>	Regular & Alternate	1 & 2 Alternate	As needed	Planning and Zoning Commission
<u>Laurel City Commission</u>	Regular	5	TBD but monthly	Board of Selectmen
<u>Economic Development Commission</u>	Alternate	1	1st & 3rd Tuesday of each month, 7PM	Board of Selectmen
<u>Inland Wetlands & Watercourses Commission</u>	Member	1	3rd Wednesday of each month	Board of Selectmen
<u>Planning & Zoning Commission</u>	Alternate	1	2nd & 4th Monday of each month	Board of Selectmen
<u>Recreation Board</u>	Member	1	1st Wednesday of each month	Board of Selectmen
<u>Zoning Board of Appeals</u>	Member	1	4th Tuesday of each month	Board of Selectmen

From: Alison Pierce <alisonpierce11@yahoo.com>
Sent: Saturday, November 5, 2022 10:05:38 AM
To: Josh Kelly <jskelly@townofwinchester.org>
Subject: Re: Retirement Administration Board

Caution! This message was sent from outside your organization.

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

Hi Josh,

I am doing well and am enjoying this new challenge very much, although I do miss you all as well.

Thank you for reaching out and thinking of me. I would gladly accept the position on the Retirement Board! I definitely can meet via zoom, and possibly sometimes in person, depending on my calendar.

Can you send me the current meeting dates and I'll make sure I don't have any conflicts?

Thank you again for asking me and for valuing my opinion. I am looking forward to working with you all again!!

Talk soon,
Alison

Mr. Kelly,

I have decided I do not wish to be put forward for reappointment to the Zoning Board of Appeals when my term expires in December this year. ZBA is well served by its 2023 roster of citizen volunteers. I believe that my time will be most valuably spent, such as I am able, to moving forward the co-op. If the co-op does come to be as I hope it will, it will be the most substantive work I can ever hope to give my Town and my community.

PA (Phillip Allen)

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BOARD OF SELECTMEN ACTION REQUEST

No.: 22-58b

Date: December 5, 2022

Topic: Freedom of Information Act Ordinance Adoption

From: Joshua Kelly, Town Manager

Background: On October 17, 2022, I presented a new draft ordinance to the Board of Selectmen that outlined training standards and a fee schedule related to Freedom of Information Act Requests. This meeting (Monday, December 5, 2022) marks the third consecutive meeting at which this ordinance is being considered, meaning that the Board of Selectmen may now move to adopt the ordinance.

TOWN CHARTER SECTION 303. ENACTMENT OF ORDINANCES

Before the enactment, amendment, or repeal of any bylaw or ordinance, the Board of Selectmen shall cause to be published on the Town's website a notice setting forth the subject matter of the proposed ordinance. Said notice shall be published for at least 14 days before the enactment, amendment, or repeal of the ordinance. The notice shall be simultaneously filed with the Town Clerk who shall make the notice available for public inspection. After the Board has enacted, amended, or repealed any ordinance, said ordinance shall become operative fifteen (15) days after the entire text of the same shall have been published on the Town's website. The notice shall be simultaneously filed with the Town Clerk who shall make the notice available for public inspection. Any ordinance made by the Board of Selectmen may be amended, or repealed by them in the manner in which bylaws or ordinances are enacted. The form of all bylaws and ordinances shall be as follows: "Be It ordained by the Board of Selectmen by the Town of Winchester, Connecticut."

Under this section of the Charter, a notice was placed on the Town's website and was filed in the Town Clerk's Office in October. The Board of Selectmen takes three meetings to review, consider, and act upon proposed charter additions, changes, or repeals. This marks the second of such meetings where this item is under consideration. Therefore, the matter may be finally decided at the December 5, 2022 meeting.

At the meeting on October 17, 2022, the Board of Selectmen asked me to share this document with the Town Attorney, Kevin Nelligan. That was done the day following that meeting, and the amended ordinance is attached.

Requested Action: I ask that the Board of Selectmen continue to discuss and consider this proposed ordinance.

Fiscal Implications: Please see the attached draft ordinance for the draft fee schedule.

Attachments: Draft Ordinance, as amended by the Town Attorney.

Chapter XX

FREEDOM OF INFORMATION ACT

§ XX-1. Adherence to State Law.

The Town of Winchester hereby affirms its commitment to upholding Chapter 14 of the Connecticut General Statutes, the Connecticut Freedom of Information Act. The Town shall conform to all provisions found therein.

§ XX-2. Training and Compliance.

The Town Manager shall be responsible for providing guidance to Town staff on the Freedom of Information Act, establishing standard operating procedures for town departments, boards, and commissions on the Freedom of Information Act, and for overseeing the attainment of Freedom of Information Act compliance for all town departments, boards, and commissions.

§ XX-3. Fees.

The Town shall levy fees for all requests made under the Freedom of Information Act in accordance with the following schedule:

Viewing Easily-Accessible Documents (no copies made)	Free of Charge
Viewing Archived Documents (no copies made)	Price to be calculated based on the number of staff members that must work to retrieve the requested document, the number of hours it will take each involved staff member to complete the retrieval, and the rate of pay associated with the involved staff members, as defined by CGS Sec. 1-212(b)(4).
Photographing or Self-Copying Documents (on a cell phone, etc.)	A flat rate of \$20.00 for as many pictures as the requestor wishes to take per FOIA request, as outlined in CGS Sec. 1-212(g).
Printed 8.5x11" Copies Provided by Town	\$0.25-50 per page.
Oversized Printed Copies Provided by Town	\$6.00 per copy.
Electronic Copies Provided by Town	\$0.15 per page
Production of New Documents Computer-Stored Public Records pursuant to C.G.S. 1-211(a)	<p>Price to be calculated based on the number of staff members that must work to create the requested document, the number of hours it will take each involved staff member to complete the work, and the rate of pay and cost of benefits associated with the involved staff members, as defined by CGS Sec. 1-212(b)(4).</p> <p>(a) An amount equal to the hourly salary attributed to all agency employees engaged in providing the requested computer-stored public record, including their time performing the formatting or programming functions</p>

	<p><u>necessary to provide the copy as requested, but not including search or retrieval costs.</u></p> <p><u>(b) An amount equal to the cost to the agency of engaging an outside professional electronic copying service to provide such copying services, if such service is necessary to provide the copying as requested.</u></p> <p><u>(c) The actual cost of the storage devices or media provided to the person making the request in complying with such request.</u></p>
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Nothing in this ordinance shall require the Town's creation of documents not previously in existence. Fees shall be collected by the Town Manager's Office; fees equal to or greater than \$10.00 must be paid in advance of the documents being released or made viewable by the Town. Fees may only be waived by the Town Manager in accordance with CGS Sec. 1-212(d). New requests may not be made by a given members of the public until that individual has paid all fees associated with their prior requests ~~are paid in full~~.

§ XX-4. When effective.

This chapter shall be effective fifteen (15) calendar days following the Board of Selectmen's adoption of the ordinance.

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-60

Date: December 05, 2022

Topic: New Business (A)- Refunds as Recommended by the Collector of Revenue (with attachments)

From: Josh Kelly, Town Manager

Background: The Town Collector of Revenue has recommended that the refunds described in the attached correspondence be authorized in accordance with Connecticut General Statutes Section 12-129.

Requested Action: The Board of Selectmen should authorize the Town Manager to approve the described refunds.

Fiscal Implications: The described refunds total \$1,891.67

Manager's Recommendation: I recommend that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue.

Recommended Motion: *I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue in the amount of \$1,891.67*

Attachment:

Grand List 2020 Refunds

Grand List 2021 Refunds



The attached list represents taxes that have been corrected by authority of the provision of Section 12-129 of the General Statutes, and by the Assessor or Public Works Director of the Town of Winchester. The taxes/water and/or sewer amounts shown below have been paid and requests received for refunds of the same.

LIST #/GL YR	TAX TYPE	TAXPAYER	AMOUNT OF REFUND/REASON
54530	2021 MV		\$1,727.52
	CHASE AUTO	PO BOX 901076 FORT WORTH, TX 76101-9810	C OF C
100044	2020 MV		\$138.99
	CHASE AUTO	PO BOX 901076 FORT WORTH, TX 76101-9810	C OC C
MV TOTAL REFUNDS BY TYPE			\$1,866.51
3120	2021 RE		\$25.16
	MANCINI LAW	777 ECHO LAKE SUITE G WATERTOWN, CT 06795	OVERPAYMENT
RE TOTAL REFUNDS BY TYPE			\$25.16
NUMBER OF REFUNDS	3	TOTAL REFUNDS	\$1,891.67

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

12/2/2022

Date of Report

Ashley Kelsey

Ashley Kelsey, Collector of Revenue

APPROVED FOR PAYMENT:

DATED: _____

Town Manager

I have received from Town Accountant the above checks to cover the refunds as stated above.

Date:

Collector of Revenue

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-61

Date: December 5, 2022

Topic: Updates to the Employee Handbook (Personnel/HR Policies)

From: Joshua Kelly, Town Manager

Background: As far as we can discern, the most recent update made to the Employee Handbook (which outlines the personnel and human resources policies) was done in the early 1990s. Much has changed in the workplace, including technology, safety standards, and other legal requirements and definitions. Therefore, an overhaul of our Employee Handbook is needed.

The enclosed document is based on the original handbook, but includes additional policies to reflect modern standards. The document is divided into five sections:

1. Hiring & Appointment Policies
2. Employee Benefit Policies
3. Employee Expectation Policies
4. Employee Wellbeing Policies
5. Issues & Solutions

The policies are divided into this manner to ensure clarity and ease of navigation of the policies. Upon adoption, each department will be issued a hard copy and each individual employee will be issued an electronic copy of the policies with the expectation that they are read, understood, and followed. All employees will be required to sign a statement saying that they received a copy of the policies and that they have read and understand their contents.

This document was first written by me, as the Town Manager, and was subsequently reviewed by the Town's labor attorney, Town attorney, members of the Board of Selectmen, Department Directors, and ultimately all other employees. The final draft that has been included in your packets is a polished version created with the input of all these sources to ensure that it reflects the high, current standards that we have as a governmental agency.

This updated document is being presented to the Board of Selectmen for the first time tonight (Monday, December 5, 2022). At this meeting, I will outline the key components of the document and ask for feedback. At the next meeting on Monday, December 19, 2022, I will ask the Board for additional questions, comments, and feedback. Once all of that feedback is collected, I will make additional edits (if required) in consultation with the labor attorney. So long as all stays on schedule, the final document will be adopted and implemented starting on January 1, 2023.

This document will not, and should not, be a one-and-done adoption with no further reviews and edits. Once adopted, I am certain that we will run into new situations that are not yet accounted for by these policies, and updates and additions will be needed. As each update is considered, I will include information about it in a report to the Board of Selectmen so that the group as a whole is always aware of such updates and has the ability to provide feedback on them.

Requested Action: I ask that the Board of Selectmen review the attached Employee Handbook and provide me with feedback at this meeting and the next meeting on

December 19, 2022, so that this document may be implemented by no later than January 1, 2023.

Attachments: Draft Employee Handbook, updated November 15, 2022

Town of Winchester
Recreation Department

Memo to: Town Manager

Subject: December Monthly Report

From: Tanya Risucci

Basketball signups for both recreational and travel was the big thing for October and November. We hired a new basketball coordinator Ashley Clement who has been involved with the town and basketball program itself for over 10 years now.

Travel practices started the week of November 14th with 4 teams this year.

Coach Ashley Clement 7/8 boys

Coach Drew Grenier 7/8 coed

Coach Jerry Rich 5/6 boys

Coach Kevin Lillie 5/6 girls

All teams will play in the northwest league this year, with practices at Pearson School and home games at Gilbert middle school. Uniforms are ordered and we are waiting schedule to be released to work on refs and times for home games.

Recreational basketball started practice the week of November 14th as well, this year we expanded the program having 4 Winsted teams, 1 Colebrook team, 3 from new Hartford and 3 from barkhamsted joining us this year. Games this year will be played between Pearson, Gilbert, and Reg 7, on Saturday mornings.

Recreational pk-1st and 2nd/3rd had sign ups and will start Jan 7th. This is the first year we maxed out in numbers 3 weeks before registration closes. We have a wait list for both programs currently.

2022 summer enrichment grant was completed, and we received the full funds from the grant, we applied for this past summer for camp. The recreational board will be reviewing the 5-year plan to see if we can fund transfer money to complete updates and smaller projects for the fields and grounds.

Art ventures fall program at Hinsdale was the first time offered this year, with 2 weeks left of the program and 14 students signed up, we are looking to do another one starting in January. This program is designed for k-2nd graders to stay after school and do different projects each week.

Other programs at the playground building are going well, with Karate in there Monday nights, fencing renting the building Tuesday and Fridays and gymnastics Thursday evening.