



TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Regular Meeting Agenda
December 19, 2022-7:00PM

Streamed live on YouTube and Channel 194

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 December 05, 2022
5. **INTRODUCTIONS**
 - A) New Staff: William Pietrefase (Building Official)
6. **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.
7. **TOWN MANAGER'S REPORT**
8. **EXECUTIVE SESSION**
 - A) Clerical Union Collective Bargaining Agreement
9. **FINANCE DIRECTOR'S REPORT**
10. **CORRESPONDENCE**
11. **BOARDS AND COMMISSIONS**
12. **UNFINISHED BUSINESS**
 - A) 22-61a Presentation of Draft Employee Handbook (Town Manager Kelly)
13. **NEW BUSINESS**
 - A) 22-62 Proposed Line-Item Transfer (Town Manager Kelly)
 - B) 22-63 Refunds as Recommended by Collector of Revenues (Town Manager Kelly)
 - C) 22-64 Resolution for Community Investment Fund 2030 application
 - D) Vote to adopt Clerical Union Collective Bargaining Agreement (Town Manager Kelly)
14. **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.

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CLERK'S OFFICE

DEC 15 2022

TOWN CLERK OF WINCHESTER
WINSTED, CT



**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING**

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December 19, 2022-7:00PM**

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15. **SELECTMEN'S COMMENTS AND REPORTS**

16. **EXECUTIVE SESSION**

A) Possible sale of Town owned property

17. **ADJOURNMENT**

Town of Winchester

Board of Selectmen
Regular Meeting
Monday, December 5, 2022

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 7:00pm

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

Staff Members	Josh Kelly (Town Manager)
	Glenn Albanesius (Town Clerk)
	Ann Marie Rheault (Finance Director)
	Jim Rollins (Public Works)

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

Item 3 **Agenda Review** - No Changes

Item 4 **Approval of Minutes**

- * Minutes of Special Meeting on November 5, 2022
 - Motion - Sel. Sedlack / Second - Sel. Bourque
 - Vote to accept minutes - (6 - 0 - 1) Sel. Morhardt abstaining
- * Minutes of Regular Meeting on November 21, 2022
 - Correction - Philip Allen's resignation from ZBA was not recognized at this meeting
 - Motion - Sel. Groppo / Second - Sel. Morhardt
 - Vote to accept minutes - (6 - 0 - 1) Sel. Bourque abstaining
- * Minutes of Special Meeting on November 30, 2022
 - Motion - Sel. Bouchard / Second - Sel. Bourque
 - Vote to accept minutes - Unanimous (7 - 0)

Item 5 **Citizens Comments**

- * Resident David LaPointe spoke regarding the 5G cell equipment installation at the Winsted Health Center building on Spencer Street. He raised health concerns related to electromagnetic radiation and asked that the Town Manager to consider a local Health Study regarding this matter.

- Item 6 **Town Manager's Report** - Josh Kelly reported to the Board on the following topics. . .
- * Frontier Communications has announced a townwide installation of fiber optic cable. This technology will significantly improve internet service speeds and the likelihood of lower costs to users.
 - * Four Grants Applications are currently under consideration.
 - Community Investment Fund 2030 offered by CT DECD
 - The Aquatic Invasive Species Management Grant offered by CT DEEP
 - The Trails Grant also offered by CT DEEP
 - The Transportation Rural Improvement Program (TRIP) offered by CT DOT
 - * Photo ID badges have been issued to all Town Employees. A thank you to the BOE for help with this initiative.
 - * The recent Informational meeting for the Mad River Recreational Area attracted over 60 attendees. Suggestions and feedback were gathered; all of which will be considered in the Town's application for the State's newly announced Trails Grant.
 - * A final draft of the new Employee Handbook will be given to each Selectman for a last look. Implementation is targeted for January 1, 2023.
 - * The Property revaluation project is nearly complete. The numbers are due to the State by the end of January.
 - * The Assessors office is once again fully staffed. Two new hires have started their new careers and are training with a Certified Assessor.
 - * The Clerical Union contract is subject to ratification by its membership. Once voted on it will come to the Board of Selectmen for approval.
- Item 7 **Correspondence** - A written application to be placed on the Board of Assessment Appeals as an alternate member was submitted by Resident David LaPointe
- Item 8 **Boards and Commissions** - Sel. Sedlack introduced the following actions.....
- * Alison Pierce (R) was placed into nomination for a seat on the Retirement Administration Board with a term to expire in 12/2026 by Selectman Sedlack
 - * A notice of resignation was received and accepted from the following.
 - Phillip Allen (U) from the Zoning Board of Appeals
 - * The following groups have position openings. Interested candidates are urged to apply!
 - Board of Assessment Appeals - 1 Alternate Seat
 - Arch. Review Committee - 1 Permanent Seats and 2 Alternate Seats
 - Economic Development Commission - 1 Alternate Seat
 - Conservation Commission - 2 Permanent Seats
 - Laurel City Commission - 5 Permanent Seats
 - Inland Wetlands & Watercourses Commission - 1 Permanent Seat
 - Planning & Zoning Commission - 1 Alternate Seat
 - Recreation Board - 1 Permanent Seat
 - Zoning Board of Appeals - 1 Permanent Seat

Item 9

Unfinished Business

A) 22-58b FOI Draft Ordinance

Motion Statement - "I make a motion to proceed and adopt the Ordinance as presented."

Motion - Sel. Sedlack / Second - Sel. Bouchard

Vote to approve - Unanimous (7 - 0)

Item 10

New Business

A) 22-60 Refunds as recommended by Collector of Revenues

Motion Statement - I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue in the amount of \$1891.67.

Motion - Sel. Bouchard / Second - Sel. Groppo

Vote to approve - Unanimous (7 - 0)

B) 22-61 Presentation of Draft Employee Handbook

A general discussion of the Handbook language occurred.

Sel. Bourque questioned the language regarding second jobs held by Town Employees.

Mayor Arcelaschi pointed out needed corrections for Part Time and Full Time hours.

Sel. Bouchard asked about married or dating employees.

Sel. Sedlack made note of language regarding cell phones and social media. Town Manager Kelly explained that these new guidelines were pulled from CCM base model recommendations.

C) Preliminary Discussion of the FY24 Budget

Sel. Bourque opened discussion by stating his opinion that the Board should give Town Manager Kelly and Town staff clear direction as the 2023 -2024 budget begins to take shape.

He voiced concerns that a budget resulting in anything higher than a 1/2 mill rate increase would not pass referendum. He also felt that the Board should act in unison with a motion and vote to formally give Josh specific parameters for the coming year's spending.

Motion Statement 1 by Sel. Bourque - "I make a motion to direct the Town manager to provide us budget proposals of zero increase to the tax rate and no more than a 1/2 mil increase in the tax rate."

A request to amend Sel Bourque's motion was offered by Sel. Bouchard - "I want to modify the motion to say that it should be a zero increase and if there is anything above that that there should be a cost justification and determination of why that would be."

Motion Statement 2 by Sel. Bourque - "I make a motion to direct the Town Manager to present to us a budget of no increase in the tax rate and justification for anything above that."

Discussion ensued with following major points being offered.

- * Reminder that the Board of Education's numbers are a major part of the budget
- * Revaluation equalization will need to be factored into establishing mill rate
- * Ultimate objective should be to craft and submit a budget that the Town will approve
- * Proactive discussions should be held with the Board of Education including notice of tonight's motion.

Motion - Sel. Bourque / Second - Sel. Perez

Vote to approve -(6 - 1) (Sel. Sedlack voting against motion)

D) 22-07 To Consider and Act upon a proposed increase in the amount of \$2,300,000 for an aggregate of \$8,500,000 appropriation and borrowing authorization for costs related to replacements and improvements to water mains and water storage tanks of the Winsted Water Works, including the removal and replacement of watermains generally located at Thibault Avenue, Greenwoods Avenue, Center Street, Case Avenue and Holabird Avenue, replacement and removal of the water storage tank located on Wallen's Hill, the addition of a water storage tank to be located at the Crystal Lake Water Treatment Plant. The appropriation may be spent for acquisition, design, construction and installation costs, equipment, furnishings, materials, utilities, relocation costs, engineering fees, consultants' fees, administrative costs, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project or its financing; to call a Town Meeting and referendum to act on such increase to the appropriation and borrowing authorization; and to make various determinations in connection therewith.

* Public Works Director Jim Rollins and Finance Director Ann Marie Rheault reviewed the details and background events that led to the need for a referendum requesting additional bond funding.

Motion Statement - "I move that we adopt the resolution of the Board of Selectmen concerning the increased amount of \$2.3 million on the Water Works project."

Motion - Sel. Sedlack / Second - Sel. Bouchard

Vote to approve - Unanimous (7 - 0)

Item 11

Citizens Comments

* Resident David Lapointe spoke

Item 12

Selectmen's Comments and Reports

* Sel. Bouchard thanked Public Works, the Recreation Department, The YMCA and the Tort Museum for everyone's help making the December 3rd Holiday festivities a success.

* Mayor Arcelaschi announced the retirement of Police Chief Fitzgerald and thanked him for his dedication to the community and his efforts to modernize the

Item 13

Adjournment

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

To adjourn the meeting at 9:14pm

Vote to approve - Unanimous (7 - 0)

ATTEST:

Glenn Albanesi, 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 – 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 19, 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:** These proposals will be discussed by the Board in executive session.
- **Bonding:** Information you need to make an educated decision about moving forward with the first phase of bonding related to both the Hinsdale project and the Infrastructure Investment Plan will be presented to you in January.
- **Economic Development:** Meetings with multiple large developers and smaller vacant-space owners have occurred, and we are working to fill vacant spaces. The Town has sought a grant, with no municipal match requirements, from the EPA that would help with brownfield remediation at different sites around town.
- **Employee Activity & Wellness Committee:** I have worked with other staff members to form an Employee Activity/Wellness Committee, which will focus on both (1) creating more opportunities for employees to get connected with each other outside of work hours and (2) helping employees stay active and healthy both in and outside the workplace. This committee held a trivia night for Town staff last month, is holding a holiday party this month, will hold a bowling night next month, and is working on creating a plan to implement a wellness program for Town employees. The Board of Selectmen is welcome and encouraged to participate in any of these programs as we move forward!
- **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.

- **Gilbert Study:** In 2022, the State Legislature required the Department of Education to conduct a study on the way in which the Gilbert School is funded. I have been notified that said study will be completed by January 1st, and we will be one of the first agencies to receive said report. As soon as it is given to me, I will make it available to the Selectmen.
- **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). A resolution for this grant is in front of the Board at this meeting.
 - 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:** All Town employees now have ID cards and are required to have them at their desk when they are in the office and are required to have them on their person when they are in the field for any reason.
- **Personnel:** A final draft of the Employee Handbook is enclosed. So long as there are no blocking concerns, that new text will be adopted and implemented on January 1st. A posting has gone up for the Chief of Police position, as Chief Fitzgerald has announced his retirement effective February 1, 2023.
- **Revaluation:** Notices have gone out to households regarding their revaluations. Informal hearings will be held in Town Hall in the coming weeks for individuals who feel that their values are significantly out of line. Information about how to sign up for those hearings is both on the Town's website and is included in the notices that were sent out.
- **School Safety:** Regular meetings are being held between members of the school administration and the Town's administration to ensure that plans, tools, and points of communication are in place to ensure that Winchester has the best response possible in the event of any kind of emergency event occurring in connection with our schools.
- **Sue Grossman Greenway:** Now that work on Phase II of the Greenway is complete, work has begun to identify parcels where easements will be required and soon work will be done to secure said easements.
- **Sustainable CT:** Work continues with the Conservation Commission to further our objective of achieving the first Sustainable CT certification within the fiscal year.

- **Trainings:** Many members of Town staff have recently completed a free advanced Microsoft Excel training through CCM, and all will be undergoing Sexual Harassment Training in the immediate future, if they have not already.
- **Unions:** The Clerical Union has ratified the Tentative Agreement we had made with them. That item is now in front of the Board of Selectmen for ratification tonight.
- **Website:** The new website, provided by CivicLift, is now live. While there are a few adjustments that needed to be made in its first few days of existence, it provides a less expensive alternative to the town while providing expanded utility for staff and residents alike.

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

- 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

GL2161R 12/14/2022 8:57:16

TOWN OF WINCHESTER
B U D G E T R E P O R T - R E V E N U E
FROM 7/01/2018 TO 11/30/2022

PAGE 1
USER - ANNMARIE

FUND 179 000 CAPITAL IMPROVEMENT PROGRAM 05		AMENDED	MONTH TO DATE	YEAR TO DATE	YTD	TO BE
DEPT/OBJ/PROG	DESCRIPTION	BUDGET	REVENUE	REVENUE	PERCENT	COLLECTED
0999	BOE PEARSON					
0999-100-1000-2001	HINSDALE RENOVATION REFERENDUM	820,000.00				820,000.00
0999-110-0000-2016	FY16 GF COMMIT BALANCE TRANSFER	186,000.00				186,000.00
0999-110-0000-2017	FY17 GF COMMIT BALANCE TRANSFER	250,000.00				250,000.00
0999-110-0000-2018	FY18 GF COMMIT BALANCE TRANSFER	81,000.00				81,000.00
0999-110-0000-2019	FY19 GF COMMIT BALANCE TRANSFER	183,012.00				183,012.00
0999-110-0000-2020	FY20 GF COMMIT BALANCE TRANSFER	800,000.00				800,000.00
0999-110-0000-2021	FY21 GF COMMIT BALANCE TRANSFER	516,601.00				516,601.00
0999-110-0000-2022	FY22 GF COMMIT BALANCE TRANSFER	623,581.00				623,581.00
0999-110-0000-2023	FY23 GF COMMIT BALANCE TRANSFER	1,020,000.00				1,020,000.00
110	Head Teachers	3,660,194.00				3,660,194.00
0999-148-0100-1702	SUB GROSSMAN GREENWAY GRANT	1,437,385.90		175,257.87	12.19	1,622,128.03
0999-148-0100-1901	BRIDGE ST INTERSECT ENGINEERING	100,000.00		59,531.94	59.53	40,468.06
0999-148-0100-1902	WHITTING STREET REPAIRS			6,900.00		6,900.00
0999-148-1901-0000	BRIDGE ST ENGINEERING - STATE GRANT					
148	PLANNING, COMMUNITY, AND DEVELOPMENT	1,537,385.90		241,689.81	15.72	1,295,696.09
0999-210-0100-2201	GF APPROP - PD REPAIRS/RENOVATION	20,000.00				20,000.00
0999-311-0100-1403	SUCKER BROOK RD BRIDGE DOT 80%			609,316.24		609,316.24
0999-311-0100-1907	LANSON DRIVE CULVERT - DOT 50%			500,452.63		500,452.63
0999-311-1901-0000	WHITTING ST RENOVATE - STATE GRANT	500,000.00		235,310.49	47.06	264,689.51
0999-311-1910-0000	FY19 LOCIP FUNDED ROAD REPAIRS	103,640.00				103,640.00
0999-311-2006-0000	CASE AVE BRIDGE DOT 80%	232,700.00		114,065.68	49.02	118,634.32
0999-311-2017-0000	FY20 LOCIP FUNDED ROAD REPAIRS	100,000.00				100,000.00
0999-311-2111-0000	FY21 LOCIP FUNDED ROAD REPAIRS	87,442.00				87,442.00
0999-311-2112-0000	OLD NEW HARTFORD ROAD REPAVE			24,000.00		24,000.00
0999-311-2206-0000	FY22 LOCIP FUNDED ROAD REPAIRS	87,442.00				87,442.00
0999-311-2301-0000	FY23 LOCIP FUNDED ROAD REPAIRS	87,295.00				87,295.00
311	HIGHWAYS	1,198,519.00		1,483,145.04	123.75	284,626.04
0999-748-0000-0000	INCOME ON INVESTMENTS		582.06	38,350.60		38,350.60
0999-771-0000-0000	STATE OF CONNECTICUT			425,737.28		425,737.28
0999-813-0100-2201	GF APPROP-SENIOR CTR A/C SYSTEM	7,500.00				7,500.00
0999-910-0804-2018	FY18 GF APPROPRIATION TRANSFER	135,090.00				135,090.00
0999-910-0804-2019	FY19 GF APPROPRIATION TRANSFER	1,394,000.00				1,394,000.00
0999-910-0804-2020	FY20 GF APPROPRIATION TRANSFER	1,150,000.00				1,150,000.00
0999-910-0804-2021	FY21 GF APPROPRIATION TRANSFER	1,250,000.00				1,250,000.00
0999-910-0804-2022	FY22 GF APPROPRIATION TRANSFER	1,075,000.00				1,075,000.00
0999-910-0804-2023	FY23 APPROPRIATION TRANSFER	893,346.00				893,346.00
910	SENIOR CITIZENS	5,897,436.00				5,897,436.00
0999-915-0148-0000	LOCIP		85,000.00	4,212,000.00	47.57	1,685,436.00
0999-915-0148-0001	OPERATING TRANSFER IN GF			184,883.00		184,883.00
915	CAPITAL OUTLAY			2,843,012.00		2,843,012.00
0999	BOE PEARSON	13,141,034.90	85,582.06	3,027,895.00	71.75	3,027,895.00
TOTAL REVENUE		13,141,034.90	85,582.06	9,428,817.73	71.75	3,712,217.17

GL2161R 12/14/2022
8:57:16

TOWN OF WINCHESTER
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FUND 179 000 CAPITAL IMPROVEMENT PROGRAM 05		AMENDED	MONTH TO DATE	YEAR TO DATE	YTD	OUTSTANDING	UNENCUMBERED	UNEXPENDED
DEPT/OBJ/PROG	DESCRIPTION	BUDGET	EXPENDITURES	EXPENDITURES	PERCENT	ENCUMBRANCES	BALANCE	BALANCE
0113	REPLACEMENT OF VOTING BOOTHS	7,000.00		6,963.14	99.47		36.86	36.86
0113-100-2301-0000	REPLACEMENT OF VOTING BOOTHS							
0114	SOFTWARE	131,000.00		42,389.00	32.36	3,738.00	84,873.00	88,611.00
0114-100-1601-0000	SOFTWARE			400,000.00			84,873.00	88,611.00
0114-100-1901-0000	INFRASTRUCT FINANCING-NONBONDABLE	400,000.00		442,389.00	83.31	3,738.00	84,873.00	88,611.00
0114-100-1901-0000	INFRASTRUCT FINANCING-NONBONDABLE			442,389.00			84,873.00	88,611.00
0114	100 BOARD OF EDUCATION SOFTWARE	531,000.00			83.31	3,738.00		
0114-100-2101-0000	2020 CHEVY TAHOE POLICE VEHICLE							
0115	GRAND LIST REVALUATION - OCT 2022							
0115-100-1801-0000	GRAND LIST REVALUATION - OCT 2022	180,000.00		21,629.65	12.02		158,370.35	158,370.35
0127	TOWN HALL BOILERS							
0127-100-2101-0000	TOWN HALL BOILERS	50,000.00		63,000.00	126.00		13,000.00-	13,000.00-
0127-100-2102-0000	TOWN HALL POLICE DEPT PLUMBING	30,000.00		8,900.00	29.67		21,100.00	21,100.00
0127-100-2103-0000	TOWN HALL SECURITY SYSTEM	20,000.00		19,995.85	99.98		4.15	4.15
0127-100-2104-0000	TH ROOF CUPOLA & ELEVATOR TOWER	20,000.00					20,000.00	20,000.00
0127-100-2301-0000	TOWN HALL ANNUAL REPAIRS/RENOVAT	15,000.00					15,000.00	15,000.00
0127-100-2302-0000	TOWN HALL EXTER & ATTIC BRICK WORK	25,000.00					16,200.00	25,000.00
0127-100-2302-0000	TOWN HALL EXTER & ATTIC BRICK WORK			91,895.85	57.43	8,800.00	59,304.15	68,104.15
0127	100 BOARD OF EDUCATION TOWN HALL BOILERS	160,000.00		91,895.85	57.43	8,800.00	59,304.15	68,104.15
0129	SOLDIERS MONUMENT WINDOWS							
0129-100-2001-0000	SOLDIERS MONUMENT WINDOWS	125,000.00		124,699.84	99.76	299.99	.17	300.16
0129-100-2301-0000	SOLDIERS MONUMENT BUILDING UPGRADE	25,000.00		124,699.84	83.13	299.99	25,000.00	25,000.00
0129-100-2301-0000	SOLDIERS MONUMENT BUILDING UPGRADE			124,699.84			25,000.17	25,300.16
0129	100 BOARD OF EDUCATION SOLDIERS MONUMENT WINDOWS	150,000.00			83.13	299.99	25,000.17	25,300.16
0145	COMPUTER LEASE							
0145-100-2101-0000	COMPUTER & SWITCH UPGRADES	75,000.00		74,886.30	99.85		113.70	113.70
0145-100-2301-0000	ANNUAL COMPUTER REPLACEMENT PROG	16,000.00		74,886.30	82.29		16,113.70	16,113.70
0145	100 BOARD OF EDUCATION COMPUTER LEASE	91,000.00		74,886.30	82.29		16,113.70	16,113.70
0148	PRINTER-PLOTTER							
0148-100-1702-0000	SUE GROSSMAN GREENWAY GRANT	1,437,385.90		186,658.63	1,268,027.11	88.22	108,702.54	169,358.79
0148-100-1702-0001	RETAINAGE EXP-SUE GROSSMAN GREENWAY			9,824.14	55,717.61		55,717.61-	55,717.61-
0148-100-1901-0000	BRIDGE ST INTERSECT ENGINEERING	100,000.00		60,231.94	60.23		39,768.06	39,768.06
0148	100 BOARD OF EDUCATION PRINTER-PLOTTER	1,537,385.90		196,482.77	1,383,976.66	90.02	44,706.70	153,409.24
0210	POLICE CRUISERS 2 EXISTING 1 NEW			1,537,385.90		108,702.54	44,706.70	153,409.24
0210-100-1601-0000	POLICE VEHICLE DODGE CHARGER	3,918.00-					3,918.00-	3,918.00-
0210-100-1701-0000	POLICE SEDAN AMD AND EQUIP	7,174.00		10,087.00	140.60		2,913.00-	2,913.00-
0210-100-1702-0000	POLICE EXPEDITION 4 X 4 AND EQUIP	15,931.00		14,465.82	90.80		1,465.18	1,465.18
0210-100-1801-0000	DODGE CHARGER POLICE VEH W/EQUIP	20,894.00		35,992.00	89.98		4,008.00	4,008.00
0210-100-1901-0000	DODGE CHARGER POLICE VEH W/EQUIP	40,000.00		80,237.66	99.06		762.34	762.34
0210-100-1902-0000	CHEV TAHOE POLICE VEH W/EQUIP	81,000.00		45,022.39	100.05		22.39-	22.39-
0210-100-2101-0000	2020 CHEVY TAHOE POLICE VEHICLE						49,000.00	49,000.00
0210-100-2102-0000	RADIOS	49,000.00					5,000.00	5,000.00
0210-100-2103-0000	DISPATCH EDP RACK	5,000.00		88,121.46	97.91		1,878.54	1,878.54
0210-100-2201-0000	2 POLICE CRUISEES	90,000.00		66,995.33			66,995.33-	66,995.33-
0210-100-2202-0000	BODY CAMERA EXPENSES							

FUND 179 000 CAPITAL IMPROVEMENT PROGRAM 05		AMENDED	MONTH TO DATE	YEAR TO DATE	YTD	OUTSTANDING	UNENCUMBERED	UNEXPENDED
DEPT/OBJ/PROG	DESCRIPTION	BUDGET	EXPENDITURES	EXPENDITURES	PERCENT	ENCUMBRANCES	BALANCE	BALANCE
0210	POLICE CRUISERS 2 EXISTING 1 NEW	20,000.00	1,321.98	19,231.82	96.16	2,000.00	1,231.82-	768.18
0210-100-2301-0000	POLICE STATION UPGRADES	56,000.00					56,000.00	56,000.00
0210-100-2302-0000	FY 2023 POLICE VEHICLE	426,081.00	1,321.98	360,153.48	84.53	2,000.00	63,927.52	65,927.52
100 BOARD OF EDUCATION								
0210	POLICE CRUISERS 2 EXISTING 1 NEW	426,081.00	1,321.98	360,153.48	84.53	2,000.00	63,927.52	65,927.52
0211	FIRE EXTRACATION EQUIPMENT							
0211-100-1608-0000	NEEDS SURVEY	41,500.00		42,607.60	102.67	525.00	1,632.60-	1,107.60-
0211-100-1609-0000	BUILDING IMPROVEMENTS TBD	55,590.00					55,590.00	55,590.00
0211-100-1901-0000	FIRE TRUCK REPLACEMENT - SF	400,000.00					400,000.00	400,000.00
0211-100-2101-0000	FIRE CHIEF PICKUP TRUCK	38,000.00		37,069.00	97.55		931.00	931.00
0211-100-2301-0000	STATION REPAIRS AND UPGRADES-SF	30,000.00					30,000.00	30,000.00
0211-100-2302-0000	AIR COMPRESSOR (FEMA MATCH) - SF	30,000.00					30,000.00	30,000.00
100 BOARD OF EDUCATION								
0211-200-0006-0000	USDA ERHC FIRST RESPONDER EXPENSES	595,090.00		79,676.60	13.39	525.00	514,888.40	515,413.40
0211-200-2301-0000	BOND - AERIAL LADDER TRUCK			779,548.50		2,338,645.50	3,118,194.00-	779,548.50-
0211	FIRE EXTRACATION EQUIPMENT	595,090.00		859,225.10	144.39	2,339,170.50	2,603,305.60-	264,135.10-
0213	RECORDS MANAGEMENT SYSTEM							
0213-100-2301-0000	LAND USE/BUILDING SHARED VEHICLE	40,000.00					40,000.00	40,000.00
0311	ROAD REPAIRS AND IMPROVEMENTS							
0311-100-1402-0000	WEST ROAD BRIDGE ENGINEERING	2,942.00-		894,873.80		193,338.82	2,942.00-	2,942.00-
0311-100-1403-0000	SUCKER BROOK RD BRIDGE TOTAL COSTS			26,212.00				894,873.80-
0311-100-1601-0000	ROADSIDE MOWER	26,212.00		179,600.61	155.84	588,030.26	614,692.21-	1,202,722.47-
0311-100-1602-0000	TWO PLOW TRUCKS	70,200.00					6,000.00-	6,000.00-
0311-100-1701-0000	ROAD MAINTENANCE 16-17	6,000.00-		1,202,722.47				
0311-100-1704-0000	FLORENCE ST RETAINING WALL	2,942.00		296,363.74	173.55	378.63	293,800.37-	293,421.74-
0311-100-1801-0000	SALT SHED	103,804.00		461,445.73	57.68	1,087,429.23	748,874.96-	338,554.27
0311-100-1802-0000	JCB 100C EXCAVATOR	800,000.00		17,652.11			17,652.11-	17,652.11-
0311-100-1901-0000	WHITTING STREET RENOVATION	161,715.00		161,716.48	100.00		1.48-	1.48-
0311-100-1902-0000	PLOW TRUCK #3	114,246.00		114,246.90	100.00		.90-	.90-
0311-100-1903-0000	BACKHOE / BUCKET LOADER	54,500.00		54,500.00		10,000.00	10,000.00-	
0311-100-1904-0000	BRUSH CHIPPER	27,228.00		27,228.00				
0311-100-1905-0000	BUILDING MAINTAINER PICKUP TRUCK	65,595.00		65,595.00				
0311-100-1906-0000	SIDEMALK MAINTAINER MACHINE	445,000.00		799,686.59	179.70	25,649.31	380,335.90-	354,686.59-
0311-100-1907-0000	LANSON DRIVE CULVERT	45,000.00		64,898.50	144.22	26,815.50	46,714.00-	19,898.50-
0311-100-1908-0000	ELM STREET RECONSTRUCTION	25,000.00	1,600.00	25,152.00	100.61		152.00-	152.00-
0311-100-1909-0000	STREET SIGNS	103,640.00					103,640.00	103,640.00
0311-100-1910-0000	FY19 LOCIP FUNDED ROAD REPAIRS	400,000.00		178,321.56	100.00	107,001.05	438,829.24-	331,828.19-
0311-100-1911-0000	FY19 SHIM CRACK CHIP SEAL	400,000.00		305,900.19			.44	.44
0311-100-2000-0000	FY20 SHIM CRACK CHIP SEAL	400,000.00		149,809.00			400,000.00	400,000.00
0311-100-2001-0000	FY20 ROAD MAINTENANCE	25,928.00-		178,321.56			400,000.00	400,000.00
0311-100-2002-0000	PLOW TRUCK #4	178,322.00		178,321.56				
0311-100-2003-0000	PLOW TRUCK #5	149,809.00		293,620.00				
0311-100-2004-0000	CATCHBASIN MAINT TRUCK	293,620.00		35,000.00				
0311-100-2005-0000	SINGLE DRUM ROLLER	328,700.00		232,253.54	70.66	63,560.21	32,886.25	96,446.46
0311-100-2006-0000	CASE AVE BRIDGE	22,000.00		11,300.00	51.36	12,800.00	2,100.00-	10,700.00
0311-100-2007-0000	SMITH HILL ROAD CULVERT	80,000.00		70,525.00	88.16	9,225.00	250.00	9,475.00
0311-100-2008-0000	TAYLOR BROOK CULVERT - W WAKEFIELD	333,942.00		342,380.31	102.53	12,328.97	20,767.28-	8,438.31-

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TOWN OF WINCHESTER
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FUND 179 000 CAPITAL IMPROVEMENT PROGRAM 05		AMENDED	MONTH TO DATE	YEAR TO DATE	YTD	OUTSTANDING	UNENCUMBERED	UNEXPENDED
DEPT/OBJ/PROG	DESCRIPTION	BUDGET	EXPENDITURES	EXPENDITURES	PERCENT	ENCUMBRANCES	BALANCE	BALANCE
0311	ROAD REPAIRS AND IMPROVEMENTS							
0311-100-2010-0000	MARSHALL STREET RENOVATION			36,292.83		832.49	37,125.32-	36,292.83-
0311-100-2011-0000	SCHUEMAN ROAD FY20 PROJECT	75,000.00		79,941.46	106.59		4,941.46-	4,941.46-
0311-100-2012-0000	REACHING HILL FY20 PROJECT	116,920.00		101,464.39	86.78	6,920.00	8,535.61	15,455.61
0311-100-2013-0000	STOME RD 2			5,251.05			5,251.05-	5,251.05-
0311-100-2014-0000	OVERLOOK ROAD	426,000.00		445,062.96	104.47	13,044.62	32,107.58-	19,062.96-
0311-100-2015-0000	SUCKERBROOK RD PAVING			42,920.99		1,687.30	44,608.29-	42,920.99-
0311-100-2017-0000	FY20 LOCIP FUNDED ROAD REPAIRS	100,000.00		308,344.54	77.09	46,923.86	44,731.60	91,655.46
0311-100-2101-0000	FY21 ROAD MAINTENANCE	400,000.00		181,945.96	129.06		40,972.96-	40,972.96-
0311-100-2102-0000	PLOW TRUCK #6	140,973.00		25,000.00	83.33		5,000.00	5,000.00
0311-100-2103-0000	PAVING BOX	30,000.00		117,651.86	99.70	112,000.00	111,651.86-	348.14
0311-100-2104-0000	TWO F550 TRUCKS W PLOWS	118,000.00						
0311-100-2105-0000	SOUTH ROAD ENGINEERING			14,836.25	4.95	14,988.75	270,175.00	285,163.75
0311-100-2106-0000	HIGHLAND LAKE PW STORM DRAINS	300,000.00		47,917.42	159.72	24,514.77	42,432.19-	17,917.42-
0311-100-2107-0000	PRATT ST CULVERT & SIDEWALK	30,000.00		56,750.00	55.64	1,150.00	44,100.00	45,250.00
0311-100-2108-0000	HOLABIRD AVE - COLONY TO FLORENCE	102,000.00		24,959.93	23.11	2,169.00	80,871.07	83,040.07
0311-100-2109-0000	ESOURCE-ALIN, GLEBT, LVLV, OAK, WETMOR	108,000.00		8,600.00	39.09	8,500.00	4,900.00	13,400.00
0311-100-2110-0000	RYAN FIELD DRIVEWAY	22,000.00				32,900.00	54,395.00	87,295.00
0311-100-2111-0000	FY21 LOCIP FUNDED ROAD REPAIRS	87,295.00		503,461.96	100.69		3,461.96-	3,461.96-
0311-100-2201-0000	FY22 ANNUAL ROAD MAINTENANCE	500,000.00	3,115.81	53,322.00	177.74	3,621.20	26,943.20-	23,322.00-
0311-100-2202-0000	CASE AVE - MAIN ST TO GAY ST	30,000.00		5,516.50	4.24	1,250.00	123,233.50	124,483.50
0311-100-2203-0000	UPLAND ROAD	130,000.00		29,966.00	99.89		34.00	34.00
0311-100-2204-0000	PW DIRECTOR PICKUP TRUCK	30,000.00		209,148.11	188.24	155,375.89	98,038.11-	98,038.11-
0311-100-2205-0000	PAYLOADER	111,110.00	9,354.26	168,501.87	42.13		76,122.24	231,498.13
0311-100-2301-0000	FY 2023 ANNUAL ROAD MAINTENANCE	400,000.00					125,000.00	125,000.00
0311-100-2302-0000	SMITH HILL BRIDGE MAINTENANCE	125,000.00					115,000.00	115,000.00
0311-100-2303-0000	WINCHESTER CENTER CEMETARY EXPANS	115,000.00					30,000.00	30,000.00
0311-100-2304-0000	FOREST VIEW-SHED ROAD AND CHAPEL	30,000.00					150,000.00	150,000.00
0311-100-2305-0000	PW FACILITY - STAGING AREA	150,000.00					60,000.00	60,000.00
0311-100-2306-0000	PW FACILITY - ROOF REPLACEMENT	60,000.00					342.83-	342.83-
0311-100-2307-0000	PLOW TRUCK #7 - 6 YR LEASING PROG	43,000.00		43,342.83	100.80		200,000.00	200,000.00
0311-100-2308-0000	COMMUNITIES CHALLENGE GRANT-MATCH	200,000.00					1,799,477.53-	413,103.19-
0311-100-2308-0000	COMMUNITIES CHALLENGE GRANT-MATCH	200,000.00					1,000.00-	594.15-
0311-200-1601-0000	ROAD IMPROVEMENTS 15-16	8,211,903.00	14,070.07	8,625,006.19	105.03	1,386,374.34	1,799,477.53-	413,103.19-
0311-200-2319-0000	BOND- GRANTVILLE RD MAD RIVER BRDG			594.15		405.85	1,748.00	594.15-
0311-200-2319-0000	BOND- GRANTVILLE RD MAD RIVER BRDG			594.15		2,153.85	2,748.00-	
0311	200 Employee Benefits	8,211,903.00	14,070.07	8,625,600.34	105.04	1,388,528.19	1,802,225.53-	413,697.34-
0311	ROAD REPAIRS AND IMPROVEMENTS							
0812	ZERO TURN MOWER							
0812-100-2101-0000	ZERO TURN MOWER	7,900.00		6,749.00	85.43		1,151.00	1,151.00
0812-100-2201-0000	WALKER FIELD DUSCOUT	65,000.00	6,976.00	50,492.68	77.68	8,919.00	5,588.32	14,507.32
0812-100-2301-0000	PARK/REC - NEW MOWER	9,850.00		10,449.00	102.02		199.00-	199.00-
0812-100-2302-0000	WALKER FIELD-SCOREBOARD ELEC REP	8,000.00				3,056.80	4,943.20	8,000.00
0812-100-2303-0000	PARK/REC-TRACTOR W/LOADER ATTACH	27,750.00		67,290.68	56.79	29,100.00	1,350.00-	27,750.00
0812	100 BOARD OF EDUCATION	118,500.00	6,976.00	67,290.68	56.79	41,075.80	10,133.52	51,209.32
0812	ZERO TURN MOWER	118,500.00	6,976.00	67,290.68	56.79	41,075.80	10,133.52	51,209.32
0813	SENIOR CENTER IMPROVEMENTS							
0813-100-0000-0000	SENIOR CENTER IMPROVEMENTS	12,000.00		7,500.00	38.46		12,000.00	12,000.00
0813-100-2201-0000	SENIOR CENTER VAN VIA GRANT	7,500.00		7,500.00			12,000.00	12,000.00
0813-100-2203-0000	SR CNTR-A/C SYST COMPRESSOR REPL	19,500.00		7,500.00	38.46		12,000.00	12,000.00
0813	100 BOARD OF EDUCATION	19,500.00		7,500.00	38.46		12,000.00	12,000.00
0813	SENIOR CENTER IMPROVEMENTS	19,500.00		7,500.00	38.46		12,000.00	12,000.00

TOWN OF WINCHESTER
B U D G E T R E P O R T - E X P E N D I T U R E S
FROM 7/01/2018 TO 11/30/2022

FUND 179 000 CAPITAL IMPROVEMENT PROGRAM 05		AMENDED	MONTH TO DATE	YEAR TO DATE	YTD	OUTSTANDING	UNENCUMBERED	UNEXPENDED
DEPT/OBJ/PROG	DESCRIPTION	BUDGET	EXPENDITURES	EXPENDITURES	PERCENT	ENCUMBERANCES	BALANCE	BALANCE
0813	SENIOR CENTER IMPROVEMENTS							
0915	BOE PEARSON PROJECT			10,397.11		15,000.00	10,397.11-	10,397.11-
0915-148-0000-0000	MAIN STREET PROJECT			4,844.16			10,155.84	4,844.16-
0915-311-0001-0000	HOLABIRD AVE ENGINEERING			15,241.27	38.46	15,000.00	241.27-	15,241.27-
0915	BOE PEARSON PROJECT							
1000	HINSDALE SCHOOL CAPITAL							
1000-100-1701-0000	MOTHBALL HINSDALE SCHOOL	100,000.00					100,000.00	100,000.00
1000-100-1901-0000	HINSDALE ENGINEERING - NOT BONDABLE	153,575.00		153,575.00			100,000.00	100,000.00
100-100-1901-0000	HINSDALE ENGINEERING - NOT BONDABLE	253,575.00		153,575.00	60.56		710,000.00	710,000.00
100	BOARD OF EDUCATION							
1000-878-0000-0000	HINSDALE SCHOOL-ARCHITECT DESIGN	710,000.00					110,000.00	110,000.00
1000-878-0001-0000	HINSDALE SCHOOL-OTHER PROFESS FEES	110,000.00					820,000.00	820,000.00
878	TOTAL	820,000.00					920,000.00	920,000.00
1000	HINSDALE SCHOOL CAPITAL	1,073,575.00		153,575.00	14.31		920,000.00	920,000.00
TOTAL EXPENDITURES		13,141,034.90	218,850.82	12,235,026.31	93.11	3,877,315.02	2,971,306.43-	906,008.59

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TOWN OF WINCHESTER
B U D G E T R E P O R T - R E V E N U E
FROM 7/01/2022 TO 11/30/2022

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FUND 001 000	GENERAL FUND	AMENDED	MONTH TO DATE	YEAR TO DATE	YTD	TO BE
DEPT/OBJ/PROG	DESCRIPTION	BUDGET	REVENUE	REVENUE	PERCENT	COLLECTED
0999	REVENUES - TOWN GENERAL FUND					
0999-700-0000-0000	PROPERTY TAXES - CURRENT	25,505,771.00	191,257.17	14,928,059.61	58.53	10,577,711.39
0999-700-0001-0000	PROPERTY TAXES - PAST DUE	300,000.00	88,110.47	231,814.44	77.27	68,185.56
0999-700-0003-0000	MV SUPPLEMENTAL	200,000.00				200,000.00
700 TAXES		26,005,771.00	279,367.64	15,159,874.05	58.29	10,845,896.95
0999-701-0000-0000	INTEREST AND LBN FEES	150,000.00	32,213.75	110,571.11	73.71	39,428.89
0999-701-0001-0000	SUSPENSE INTEREST	10,000.00				10,000.00
701 REVENUES		160,000.00	32,213.75	110,571.11	69.11	49,428.89
0999-710-0010-0000	TOWN AID - IMPROVED ROADS	299,355.00		147,745.06	49.35	151,609.94
0999-710-0012-0000	PILOT	209,648.00	167,718.40	167,718.40	80.00	41,929.60
0999-710-0013-0000	PEQUOT-MOHEGAN GRANT	49,474.00				49,474.00
0999-710-0019-0000	MUNICIPAL REVENUE SHARING			210,642.79		210,642.79
0999-710-0024-0000	TELECOMMUNICATIONS PROPERTY TAX	26,000.00				26,000.00
0999-710-0125-0000	JUDICIAL PAYMENT 51-56A	1,000.00		1,352.50	135.25	352.50-
0999-710-0198-0000	MUNICIPAL STABILIZATION GRANT	105,432.00		105,432.00		306,204.00
0999-710-0199-0000	GRANTS FOR MUNICIPAL PROJECTS	306,204.00				93,544.00-
0999-710-0215-0000	MUNICIPAL TRANSITION MV TAX CAP					270,678.25
710 STATE OF CONNECTICUT		997,113.00	167,718.40	726,434.75	72.85	5,867,993.00
0999-720-0007-0000	EDUCATION COST SHARING (ECS)	7,823,991.00		1,955,998.00	25.00	400.00
0999-740-0000-0000	ROAD OPENING PERMIT FEE	1,000.00		600.00	60.00	225.00-
0999-741-0000-0000	DRIVEWAY PERMIT FEE			225.00		7,344.95
0999-742-0000-0000	POLICE PERMITS	12,500.00	1,198.00	5,155.05	41.24	775.00
0999-743-0000-0000	PARKING FINES	1,150.00	75.00	375.00	32.61	55,772.72
0999-746-0000-0000	BUILDING PERMITS	140,000.00	33,806.18	84,227.28	60.16	2,000.00
0999-746-0001-0000	HOUSING INSPECTION FEES-RENTALS	2,000.00				790.00
0999-746-0002-0000	PLANNING AND ZONING FEES	8,000.00	1,660.00	7,210.00	90.13	670.00
0999-746-0003-0000	ZONING BOARD OF APPEALS FEES	6,000.00	1,230.00	5,330.00	88.83	930.00-
0999-746-0004-0000	INLAND WETLANDS APPLICATION FEES	3,000.00	700.00	3,930.00	131.00	325.00-
0999-746-0007-0000	PLANNING OFFICE REVENUE	2,000.00	940.00	2,325.00	116.25	129.50-
0999-746-0009-0000	BUILDING DEPARTMENT COPIES		129.50	129.50		57,848.22
746 BUILDING DEPARTMENT FEES		161,000.00	38,465.68	103,151.78	64.07	30,000.00
0999-747-0000-0000	CIRMA DISTRIBUTION	30,000.00				56,557.47-
0999-748-0000-0000	INCOME ON INVESTMENTS	24,000.00	25,213.55	80,557.47	135.66	4,550.00
0999-749-0000-0000	CEMETERIES	15,000.00	1,100.00	10,450.00	69.67	300.00-
0999-749-0002-0000	CEMETERY FOUNDATION INSPECTION FEE		50.00	300.00		4,250.00
749 CEMETARY		15,000.00	1,150.00	10,750.00	71.67	10,800.00
0999-750-0000-0000	GRAVE OPENINGS	20,000.00		9,200.00	46.00	84,803.52
0999-751-0000-0000	TOWN CLERK REVENUE	200,000.00	11,354.75	115,196.48	57.60	11,108.07
0999-753-0000-0000	MISCELLANEOUS REVENUE - TOWN	20,000.00	1,211.38	8,891.93	44.46	30.00-
0999-753-0034-0000	BURNING PERMITS-FIRE DEPARTMENT	200.00		230.00	115.00	11,078.07
753 MISCELLANEOUS REVENUE		20,200.00	1,211.38	9,121.93	45.16	20,000.00
0999-755-0000-0000	RECREATION REVENUE	20,000.00				625.00
0999-758-0000-0000	FIRE MARSHAL REVENUE	1,000.00	375.00	375.00	37.50	435.00-
0999-764-0000-0000	ANIMAL CONTROL REVENUE		45.00	435.00		30,018.59
0999-768-0000-0000	AMBULANCE REVENUE	55,000.00	13,104.82	24,981.41	45.42	39,000.00
0999-783-0000-0000	WINCHESTER HOUSING IN LIEU OF TAX	39,000.00				128,349.00
0999-790-0003-0000	FUND BALANCE - BOE NONLAPSING	128,349.00				157,500.00
0999-796-0000-0000	SEWER-WATER ADMINISTRATION	270,000.00	22,500.00	112,500.00	41.67	23,086.70
0999-796-0002-0000	SEWER DEBT SERVICE	68,300.00	3,217.66	45,213.30	66.20	15,566.84-
0999-796-0003-0000	EMPLOYEE MEDICAL CONTRIBUTIONS	338,300.00	15,566.84	15,566.84	51.22	165,019.86
796 SEWER-WATER REVENUES		36,053,374.00	41,284.50	173,280.14	51.27	17,567,091.83
REVENUES - TOWN GENERAL FUND		36,053,374.00	612,777.47	18,486,282.17	51.27	17,567,091.83
TOTAL REVENUE		36,053,374.00	612,777.47	18,486,282.17	51.27	17,567,091.83

FUND 001 000 GENERAL FUND
DEPT/OBJ/PROG DESCRIPTION
0999 REVENUES - TOWN GENERAL FUND

AMENDED MONTH TO DATE YEAR TO DATE YTD
BUDGET REVENUE REVENUE PERCENT

TO BE
COLLECTED

FUND	001	000	GENERAL FUND																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									</
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FUND 001 000	GENERAL FUND	AMENDED BUDGET	MONTH TO DATE EXPENDITURES	YEAR TO DATE EXPENDITURES	YTD PERCENT	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	UNEXPENDED BALANCE
DEPT/OBJ/PROG	DESCRIPTION	BUDGET			PERCENT			
0114	ACCOUNTING	500.00					500.00	500.00
0114-819-0000-0000	VEHICLE ALLOWANCE	20,000.00					20,000.00	20,000.00
0114-831-0000-0000	OUTSIDE SERVICES - ACTUARY	1,000.00					1,000.00	1,000.00
0114-836-0000-0000	SOFTWARE AGREEMENT/SUPPORT	23,908.00					15,887.74	15,887.74
0114-900-0001-0000	FRINGE BENEFITS - FICA	86,276.00	1,552.10	8,020.26	33.55		53,308.39	53,308.39
0114-900-0002-0000	FRINGE BENEFITS-MEDICAL BENEFITS	110,184.00	7,463.71	32,967.61	38.21		69,196.13	69,196.13
900 FRINGE BENEFITS		473,466.00	9,015.81	40,987.87	37.20		289,027.33	299,027.33
0114	ACCOUNTING		31,023.52	174,438.67	36.84	10,000.00		
0115	ASSESSOR	146,517.00					122,290.87	122,290.87
0115-190-0000-0000	ADMINISTRATIVE SALARIES	2,500.00	3,742.82	24,226.13	16.53		2,500.00	2,500.00
0115-197-0000-0000	OVERTIME	6,000.00				600.00	5,400.00	6,000.00
0115-384-0000-0000	PERSONAL PROPERTY AUDITS	1,850.00	7.14	133.96	7.24	500.61	1,215.43	1,716.04
0115-806-0000-0000	OFFICE SUPPLIES	2,400.00		125.00	5.21		2,275.00	2,275.00
0115-811-0000-0000	TRAINING & EDUCATION	1,815.00	157.31	1,856.88	102.31		41.88-	3,550.00
0115-814-0000-0000	MEMBERSHIPS, DUES & SUBSCRIPTIONS	3,550.00					575.00	4,525.00
0115-817-0000-0000	CONTRACTED PRINTING	575.00						9,961.67
0115-819-0000-0000	VEHICLE ALLOWANCE	15,940.00		11,415.00	71.61		4,525.00	12,984.68
0115-898-0000-0000	SOFTWARE	11,402.00	233.25	1,440.33	12.63		9,961.67	22,946.35
0115-900-0001-0000	FRINGE BENEFITS - FICA	26,098.00	1,930.22	13,113.32	50.25		12,984.68	22,946.35
0115-900-0002-0000	FRINGE BENEFITS-MEDICAL BENEFITS	37,500.00	2,163.47	14,553.65	38.81		22,946.35	166,336.38
900 FRINGE BENEFITS		218,647.00	6,070.74	52,310.62	23.92	1,100.61	165,235.77	
0115	ASSESSOR							
0116	BOARD OF ASSESSMENT APPEAL	2,500.00		266.37	10.65		2,233.63	2,233.63
0116-192-0000-0000	LABOR, SKILLED & PROFESSIONAL	150.00		17.63	9.18		150.00	150.00
0116-819-0000-0000	VEHICLE ALLOWANCE	192.00					174.37	174.37
0116-900-0001-0000	FRINGE BENEFITS - FICA	2,842.00		284.00	9.99		2,558.00	2,558.00
0116	BOARD OF ASSESSMENT APPEAL							
0117	TAX COLLECTOR	71,115.00	5,448.28	33,091.13	46.53		38,023.87	38,023.87
0117-190-0000-0000	ADMINISTRATIVE SALARIES	57,716.00	1,366.78	1,366.78	2.37		56,349.22	56,349.22
0117-191-0000-0000	ADMINISTRATIVE ASSISTANT	1,530.08		14,789.59			14,789.59-	14,789.59-
0117-193-0001-0000	TEMP HELP	1,850.00	564.28	6,736.97	164.16		4,886.97-	4,886.97-
0117-197-0000-0000	OVERTIME	3,130.00	7.14	468.12	14.96		2,661.88	2,661.88
0117-806-0000-0000	OFFICE SUPPLIES	500.00		500.70	100.14		.70-	.70-
0117-808-0000-0000	POSTAGE	670.00					670.00	670.00
0117-809-0000-0000	MAINTENANCE OFFICE EQUIPMENT	1,895.00		88.00	4.64		1,807.00	1,807.00
0117-811-0000-0000	TRAINING & EDUCATION	350.00		250.00	71.43		100.00	100.00
0117-812-0000-0000	DMV MUNICIPAL ACCESS PROGRAM	320.00					320.00	320.00
0117-814-0000-0000	MEMBERSHIPS, DUES & SUBSCRIPTIONS	550.00	479.00	479.00	87.09		71.00	71.00
0117-815-0000-0000	LEGAL NOTICES & ADS	975.00					975.00	975.00
0117-817-0000-0000	CONTRACTED PRINTING	10,446.00	649.53	4,255.92	40.74		6,190.08	6,190.08
0117-819-0000-0000	VEHICLE ALLOWANCE	2,080.01		11,457.12	34.33		21,913.88	21,913.88
0117-900-0001-0000	FRINGE BENEFITS - FICA	43,817.00	2,729.54	15,713.04	35.86		28,103.96	28,103.96
0117-900-0002-0000	FRINGE BENEFITS-MEDICAL BENEFITS	182,888.00	12,125.10	73,483.33	40.18		109,404.67	109,404.67
900 FRINGE BENEFITS								
0117	TAX COLLECTOR							
0118	TREASURER	45,947.00	3,828.91	19,144.55	41.67		26,802.45	26,802.45
0118-190-0000-0000	ADMINISTRATIVE SALARIES							

FUND 001 000	GENERAL FUND	AMENDED BUDGET	MONTH TO DATE EXPENDITURES	YEAR TO DATE EXPENDITURES	YTD PERCENT	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	UNEXPENDED BALANCE
DEPT/OBJ/PROG	DESCRIPTION	BUDGET	EXPENDITURES	EXPENDITURES	PERCENT	ENCUMBRANCES	BALANCE	BALANCE
0118	TREASURER	300.00					300.00	300.00
0118-811-0000-0000	TRAINING & EDUCATION							
0118-819-0000-0000	VEHICLE ALLOWANCE	145.00					145.00	145.00
0118-900-0001-0000	FRINGE BENEFITS - FICA	3,515.00	292.91	1,464.56	41.67		2,050.44	2,050.44
0118	TREASURER	49,907.00	4,121.82	20,609.11	41.30		29,297.89	29,297.89
0119	LEGAL FEES							
0119-814-0000-0000	MEMBERSHIPS, DUES & SUBSCRIPTIONS	18,000.00	1,052.75	5,181.54	28.79		12,818.46	12,818.46
0119-815-0000-0000	LEGAL ADS & NOTICES							
0119-845-0000-0000	LEGAL FEES - TOWN ATTORNEY	60,000.00	6,205.00	19,955.00	33.26		40,045.00	40,045.00
0119-845-0001-0000	LEGAL FEES - OUTSIDE LEGAL COUNSEL	20,000.00		9,492.40	47.46		10,507.60	10,507.60
0119-845-0002-0000	LEGAL FEES - LABOR COUNSEL	22,000.00		3,753.75	17.06		18,246.25	18,246.25
0119-845-0003-0000	LEGAL FEES - ENVIRONMENTAL COUNSEL	5,000.00					5,000.00	5,000.00
0119	LEGAL FEES	107,000.00	6,205.00	33,201.15	31.03		73,798.85	73,798.85
0119	LEGAL FEES	125,000.00	7,257.75	38,382.69	30.71		86,617.31	86,617.31
0120	TOWN CLERK							
0120-190-0000-0000	TOWN CLERK	63,579.00	6,202.90	32,431.59	51.01		31,147.41	31,147.41
0120-191-0000-0000	ASSISTANT TOWN CLERK	47,241.00	3,447.28	17,795.13	37.67		29,445.87	29,445.87
0120-192-0000-0000	CLERK, PART TIME * FLOATER	18,196.00					18,196.00	18,196.00
0120-197-0000-0000	COMPENSATORY TIME		69.87	69.87			69.87-	69.87-
0120-806-0000-0000	OFFICE SUPPLIES	2,810.00	7.14	907.96	32.31	94.97	1,807.07	1,902.04
0120-806-0005-0000	COPIER PAPER	405.00					405.00	405.00
0120-809-0000-0000	MAINTENANCE OF OFFICE EQUIPMENT	3,215.00	7.14	907.96	28.24	94.97	2,212.07	2,307.04
0120-809-0001-0000	MAINTENANCE OF BOOKS AND MAPS	1,400.00		111.78	7.98		1,288.22	1,288.22
0120-809-0002-0000	RESTORATION OF RECORDS	750.00	127.26	127.26	16.97		622.74	622.74
0120-809-0002-0000	OFFICE EQUIPMENT	2,500.00		86.94	3.48		2,413.06	2,413.06
0120-811-0000-0000	TRAINING & EDUCATION	4,650.00	127.26	325.98	7.01		4,324.02	4,324.02
0120-814-0000-0000	MEMBERSHIPS/DUES/SUBSCRIPTIONS	1,651.00	520.00	1,180.00	71.47		471.00	471.00
0120-819-0000-0000	VEHICLE ALLOWANCE	290.00		40.00	13.79		250.00	250.00
0120-825-0000-0000	SUPPLIES & MATERIALS	467.00		105.00	22.48		362.00	362.00
0120-825-0000-0000	INDEXING SYSTEM	440.00					440.00	440.00
0120-828-0002-0000	ELECTIONS PRINTING	25,860.00	2,115.78	10,467.84	40.48	15,392.16	128.67	15,392.16
0120-837-0000-0000	VITAL STATISTICS	1,025.00	551.00	896.33	87.45		330.00	330.00
0120-839-0000-0000	FRINGE BENEFITS - FICA	330.00	687.76	3,738.83	37.38		6,264.17	6,264.17
0120-900-0001-0000	FRINGE BENEFITS - MEDICAL BENEFITS	10,003.00	2,756.13	10,979.85	38.39		17,620.15	17,620.15
0120-900-0002-0000	FRINGE BENEFITS - MEDICAL BENEFITS	28,600.00	3,443.89	14,718.68	38.13		23,884.32	23,884.32
0120	TOWN CLERK	38,603.00	16,485.12	78,938.38	38.40	15,487.13	111,121.49	126,608.62
0121	LAUREL CITY COMMISSION							
0121-800-0000-0000	OPERATING EXPENSES	15,000.00					15,000.00	15,000.00
0122	PLANNING & ZONING COMMISSION							
0122-193-0000-0000	SECRETARY SALARY/SUPPORT STAFF	1,700.00	202.87	1,681.43	98.91		18.57	18.57
0122-811-0000-0000	TRAINING AND EDUCATION	900.00	15.06	127.34	97.21		900.00	900.00
0122-900-0001-0000	FRINGE BENEFITS - FICA	131.00	217.93	1,808.77	66.23		3.66	3.66
0122	PLANNING & ZONING COMMISSION	2,731.00					922.23	922.23
0123	ZONING BOARD OF APPEALS							
0123-193-0000-0000	SECRETARIAL/SUPPORT STAFF	3,000.00		681.80	22.73		2,318.20	2,318.20
0123-811-0000-0000	TRAINING AND EDUCATION	600.00					600.00	600.00

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FUND 001 000 GENERAL FUND		AMENDED		MONTH TO DATE		YEAR TO DATE		YTD		OUTSTANDING		UNENCUMBERED		UNEXPENDED	
DEPT/OBJ/PROG	DESCRIPTION	BUDGET	EXPENDITURES	EXPENDITURES	PERCENT	ENCUMBERANCES	BALANCE	BALANCE				BALANCE	BALANCE		
0136	INLANDS WETLANDS COMMISSION														
0136-811-0000-0000	TRAINING AND EDUCATION	975.00	40.00	40.00	4.10		935.00	935.00							
0136-900-0001-0000	FRINGE BENEFITS - FICA	235.00	27.10	191.89	81.66		43.11	43.11							
0136	INLANDS WETLANDS COMMISSION	4,260.00	432.26	2,765.34	64.91		1,494.66	1,494.66							
0142	FARMINGTON RIVER WATERSHED														
0142-814-0000-0000	MEMBERSHIP, DUES & SUBSCRIPTIONS	1,229.00		1,229.00											
0145	PURCHASING/DATA PROCESSING														
0145-190-0000-0000	ADMINISTRATIVE SALARY	67,473.00	5,332.62	27,227.81	40.35		40,245.19	40,245.19							
0145-197-0000-0000	OVERTIME	500.00					500.00	500.00							
0145-806-0000-0000	OFFICE SUPPLIES	300.00	7.15	70.80	23.60	46.99	182.21	229.20							
0145-809-0000-0000	MAINTENANCE OF EQUIPMENT	87,480.00	7,678.16	37,676.32	43.07	2,500.00	47,303.68	49,803.68							
0145-812-0000-0000	DATA PROCESSING	66,677.00	5,618.50	16,960.16	25.44		49,716.84	49,716.84							
0145-812-0001-0000	WEB SITE	4,300.00					4,300.00	4,300.00							
812 DATA PROCESSING		70,977.00	5,618.50	16,960.16	23.90		54,016.84	54,016.84							
0145-814-0000-0000	MEMBERSHIP DUES & SUBSCRIPTIONS	100.00		100.00											
0145-898-0000-0000	SOFTWARE AGREEMENT/SUPPORT	97,083.00	3,964.68	89,265.83	91.95		7,817.17	7,817.17							
0145-900-0001-0000	FRINGE BENEFITS - FICA	5,201.00	374.58	2,002.91	38.51		3,198.09	3,198.09							
0145-900-0002-0000	FRINGE BENEFITS - MEDICAL BENEFITS	22,975.00	2,117.24	10,962.08	47.71		12,012.92	12,012.92							
900 FRINGE BENEFITS		28,176.00	2,491.82	12,964.99	46.01		15,211.01	15,211.01							
0145	PURCHASING/DATA PROCESSING	352,089.00	25,092.93	184,265.91	52.34	2,546.99	165,276.10	167,823.09							
0148	COMMUNITY PLANNING & DEVELOPMENT														
0148-190-0000-0000	ADMINISTRATIVE SALARY	72,218.00	11,314.82	44,507.84	61.63		27,710.16	27,710.16							
0148-190-0003-0000	TOWN PLANNER	85,000.00					85,000.00	85,000.00							
190 ADMINISTRATIVE SALARY		157,218.00	11,314.82	44,507.84	28.31		112,710.16	112,710.16							
0148-191-0000-0000	ADMIN ASSISTANT	57,716.00	4,439.66	23,752.18	41.15		33,963.82	33,963.82							
0148-197-0000-0000	OVERTIME	2,626.00	497.01	2,365.39	90.08		260.61	260.61							
0148-806-0000-0000	OFFICE SUPPLIES	3,000.00	105.88	869.22	28.97	465.98	1,664.80	2,130.78							
0148-811-0000-0000	TRAINING AND EDUCATION	910.00		354.00	38.90		556.00	556.00							
0148-814-0000-0000	MEMBERSHIP, DUES & SUBSCRIPTIONS	320.00		30.00	9.38		290.00	290.00							
0148-830-0000-0000	OUTSIDE SERVICES	3,000.00	240.50	1,043.95-	34.80-		4,043.95	4,043.95							
0148-898-0000-0000	SOFTWARE	7,600.00		2,200.00	28.95		5,400.00	5,400.00							
0148-900-0001-0000	FICA	16,722.00	1,184.65	5,478.48	32.76		11,243.52	11,243.52							
0148-900-0002-0000	MEDICAL BENEFITS	43,815.00	6,346.50	10,570.36	24.12		33,244.64	33,244.64							
900 FRINGE BENEFITS		60,537.00	7,531.15	16,048.84	26.51		44,488.16	44,488.16							
0148	COMMUNITY PLANNING & DEVELOPMENT	292,927.00	24,129.02	89,083.52	30.41	465.98	203,377.50	203,843.48							
0150	CIVIL SERVICE COMMISSION														
0150-193-0000-0000	CLERICAL SERVICE/SUPPORT STAFF	1,250.00	62.50	312.50	25.00		937.50	937.50							
0150-806-0000-0000	STATIONARY AND POSTAL SERVICES	600.00		216.00	36.00		384.00	384.00							
0150-810-0000-0000	DUPLICATION SERVICE	250.00					250.00	250.00							
0150-832-0000-0000	CHIEF EXAMINER/OUTSOURCE SERVICES	10,000.00		8,112.50	81.13		1,887.50	1,887.50							
0150-900-0001-0000	FRINGE BENEFITS - FICA	861.00	4.79	86.09	10.00		774.91	774.91							
0150	CIVIL SERVICE COMMISSION	12,961.00	67.29	8,727.09	67.33		4,233.91	4,233.91							
0152	FRIENDS OF MAIN STREET														
0152-805-0000-0000	TRANSFER TO OUTSIDE AGENCY	9,000.00		4,500.00	50.00		4,500.00	4,500.00							
0210	POLICE														
0210-190-0000-0000	ADMINISTRATIVE SALARIES	102,000.00	7,856.86	41,641.36	40.82		60,358.64	60,358.64							
0210-192-0000-0000	LABOR, SKILLED & PROFESSIONAL	1,541,439.00	105,252.07	564,387.25	36.61		977,051.75	977,051.75							

[illegible]

FUND 001 000 GENERAL FUND		AMENDED	MONTH TO DATE	YEAR TO DATE	YTD	OUTSTANDING	UNENCUMBERED	UNEXPENDED
DEPT/OBJ/PROG	DESCRIPTION	BUDGET	EXPENDITURES	EXPENDITURES	PERCENT	ENCUMBRANCES	BALANCE	BALANCE
FIRE								
0211		14,000.00		676.00	4.83		13,324.00	13,324.00
0211-204-0000-0000	MEDICAL EXAMS & PHYSICALS	100.00					100.00	100.00
0211-204-0001-0000	PHYSICAL FITNESS PROGRAM	14,100.00		676.00	4.79		13,424.00	13,424.00
204 OVERTIME								
0211-806-0000-0000	OFFICE SUPPLIES	400.00					400.00	400.00
0211-807-0000-0000	TELEPHONE	7,640.00	767.44	3,929.83	51.44	4,621.58	911.41-	3,710.17
0211-809-0000-0000	MAINTENANCE OF OFFICE EQUIPMENT	4,500.00	510.00	1,563.33	34.74	199.00	2,737.67	2,936.67
0211-811-0000-0000	TRAINING AND EDUCATION	20,150.00	620.00	1,050.00	5.21	1,540.00	17,560.00	19,100.00
0211-811-0001-0000	FIRE SAFETY & PREVENTION	1,600.00	1,058.14	1,212.64	75.79		387.36	387.36
811 TRAINING EDUCATION								
0211-812-0000-0000	COMPUTER AND SOFTWARE+	21,750.00	1,678.14	2,262.64	10.40	1,540.00	17,947.36	19,487.36
0211-814-0000-0000	MEMBERSHIP, DUES & SUBSCRIPTIONS	10,200.00		7,493.85	73.47		2,706.15	2,706.15
0211-820-0000-0000	VEHICLE,GAS,OIL & GREASE	585.00	574.60	2,422.57	35.04		380.00	380.00
0211-822-0000-0000	ELECTRICITY	5,110.00	1,362.54	6,537.98	47.55	8,187.29	2,687.43	2,687.43
0211-823-0000-0000	HEATING FUEL	13,750.00	1,021.77	3,121.67	16.05	14,702.45	975.27-	7,212.02
0211-824-0000-0000	WATER AND SEWER RENT	19,450.00					1,625.88	16,328.33
0211-825-0000-0000	SUPPLIES AND MATERIALS	3,700.00	856.03	1,687.23	45.60		2,012.77	2,012.77
0211-825-0002-0000	FIREFIGHTING EQUIPMENT	1,930.00		469.95	24.35	5,390.50	3,930.45-	1,460.05
825 SUPPLIES & MATERIALS								
0211-826-0000-0000	MAINTENANCE OF EQUIPMENT	33,220.00		1,240.37	3.73	107.73	31,871.90	31,979.63
0211-827-0000-0000	MAINTENANCE OF STRUCTURES	35,150.00		1,710.32	4.87	5,498.23	27,941.45	33,439.68
0211-829-0000-0000	MAINTENANCE OF UNIFORMS	58,450.00	3,260.48	12,534.27	21.44	6,612.12	39,303.61	45,915.73
0211-831-0000-0000	CONTRACTED SERVICES	13,800.00	172.00	5,135.91	37.22	1,600.00	7,064.09	8,664.09
0211-832-0000-0000	CONTRACTED LABOR	3,200.00		110.00	3.44		3,090.00	3,090.00
0211-846-0000-0000	TIRES	5,580.00	636.12	4,363.42	78.20	2,528.96	1,312.38-	1,216.58
0211-849-0000-0000	MAINTENANCE OF FIRE ALARMS	1,600.00					1,600.00	1,600.00
0211-900-0001-0000	FRINGE BENEFITS - FICA	3,600.00					3,600.00	3,600.00
0211-900-0002-0000	FRINGE BENEFITS-MEDICAL BENEFITS	100.00					100.00	100.00
0211-900-0006-0000	PAY PER CALL	10,770.00	782.51	4,145.96	38.50	6,624.04	6,624.04	6,624.04
900 FRINGE BENEFITS								
0211		73,438.00	3,678.13	18,224.31	45.94	21,443.69	21,443.69	21,443.69
		23,000.00		210.00	.91	22,790.00	22,790.00	22,790.00
		4,460.64		22,580.27	30.75	50,857.73	50,857.73	50,857.73
		26,223.96		131,491.01	30.12	45,489.63	259,611.36	305,100.99
BUILDING DEPARTMENT								
0213		73,490.00	4,156.60	14,048.95	19.12		59,441.05	59,441.05
0213-190-0001-0000	BUILDING OFFICIAL	67,870.00	5,471.64	27,934.33	41.16		39,935.67	39,935.67
0213-190-0005-0000	FIRE MARSHAL-FULL TIME POSITION	141,360.00	9,628.24	41,983.28	29.70		99,376.72	99,376.72
190 ADMINISTRATIVE SALARY								
0213-193-0000-0000	SECRETARIAL/SUPPORT STAFF	4,500.00		8,740.57			8,740.57-	8,740.57-
0213-197-0000-0000	OVERTIME	1,500.00		848.35	18.85		3,651.65	3,651.65
0213-806-0000-0000	OFFICE SUPPLIES	1,000.00					1,500.00	1,500.00
0213-809-0000-0000	MAINTENANCE OF OFFICE EQUIPMENT	2,000.00					1,000.00	1,000.00
0213-811-0000-0000	TRAINING AND EDUCATION	1,010.00					2,000.00	2,000.00
0213-814-0000-0000	MEMBERSHIP,DUES & SUBSCRIPTIONS	550.00					1,010.00	1,010.00
0213-818-0000-0000	CLOTHING ALLOWANCE	300.00					550.00	550.00
0213-819-0000-0000	VEHICLE ALLOWANCE	1,200.00	61.59	264.07	22.01		300.00	300.00
0213-820-0000-0000	VEHICLE: GAS, OIL & GREASE	1,900.00					935.93	935.93
0213-821-0000-0000	MAINTENANCE OF VEHICLES	5,580.00	203.08	813.07	14.57	2,436.60	2,330.33	4,766.93
0213-825-0000-0000	SUPPLIES AND MATERIALS	5,000.00					5,000.00	5,000.00
0213-830-0001-0000	DEMOLITION OF BUILDINGS	4,000.00					2,392.43-	2,392.43-
0213-830-0002-0000	RELOCATION COSTS	9,000.00					2,607.57	2,607.57
830 CONTRACTED EQUIPMENT								
0213-900-0001-0000	FRINGE BENEFITS - FICA	11,237.00	697.36	3,944.32	35.10		7,292.68	7,292.68

FUND	001	000	GENERAL FUND																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																</
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FUND 001 000 GENERAL FUND		AMENDED BUDGET		MONTH TO DATE EXPENDITURES		YEAR TO DATE EXPENDITURES		YTD PERCENT		OUTSTANDING ENCUMBRANCES		UNENCUMBERED BALANCE		UNEXPENDED BALANCE	
DEPT/OBJ/PROG	DESCRIPTION	BUDGET		EXPENDITURES		EXPENDITURES		PERCENT		ENCUMBRANCES		BALANCE		BALANCE	
0231 PUBLIC SAFETY DISPATCH															
0231-197-0000-0000 OVERTIME		2,500.00		294.45		1,012.16		40.49				1,487.84		1,487.84	
0231-806-0000-0000 OFFICE SUPPLIES		1,000.00				854.14		85.41				145.86		145.86	
0231-811-0000-0000 TRAINING AND EDUCATION		500.00										500.00		500.00	
0231-825-0000-0000 SUPPLIES AND MATERIALS		500.00										54.46		54.46	
0231-826-0002-0000 CHAPTER TOWER RENTAL		10,500.00		345.56		445.54		89.11				10,500.00		10,500.00	
0231-826-0003-0000 NECS SERVICE AGREEMENT		2,200.00										2,200.00		2,200.00	
826 MAINTENANCE OF EQUIPMENT		12,700.00										12,700.00		12,700.00	
0231-831-0001-0000 CONTRACTED SERVICES - LCD		185,500.00				92,749.82		50.00				92,750.18		92,750.18	
0231-900-0001-0000 FICA		4,287.00		271.89		1,482.01		34.57				2,804.99		2,804.99	
0231-900-0002-0000 MEDICAL BENEFITS		28,369.00		2,685.07		13,230.61		46.64				15,138.39		15,138.39	
900 FRINGE BENEFITS		32,656.00		2,956.96		14,712.62		45.05				17,943.38		17,943.38	
0231 PUBLIC SAFETY DISPATCH		288,888.00		7,525.96		130,047.79		45.02				158,840.21		158,840.21	
0311 HIGHWAYS															
0311-190-0000-0000 ADMINISTRATIVE SALARIES		95,000.00		7,307.68		38,730.70		40.77				56,269.30		56,269.30	
0311-192-0001-0000 ENGINEER		94,704.00		7,284.90		38,609.97		40.77				56,094.03		56,094.03	
0311-193-0000-0000 SECRETARIAL/SUPPORT STAFF		65,961.00		5,073.88		26,891.56		40.77				39,069.44		39,069.44	
0311-194-0000-0000 GENERAL LABOR		785,600.00		44,990.23		264,967.81		33.73				520,632.19		520,632.19	
0311-194-0001-0000 W&S SNOW REMOVAL		8,761.00										8,761.00		8,761.00	
194 GENERAL LABOR		794,361.00		44,990.23		264,967.81		33.36				529,393.19		529,393.19	
0311-197-0000-0000 OVERTIME		100,000.00		5,133.65		15,564.65		15.56				84,435.35		84,435.35	
0311-806-0000-0000 OFFICE SUPPLIES		2,634.00		84.90		738.50		28.04				1,895.50		1,895.50	
0311-807-0000-0000 TELEPHONE		12,920.00		579.57		2,778.86		21.51				10,141.14		10,141.14	
0311-811-0000-0000 TRAINING AND EDUCATION		6,125.00		425.00		690.00		11.27				5,435.00		5,435.00	
0311-812-0000-0000 COMPUTER & SOFTWARE		3,000.00				55.64		1.85				2,944.36		2,944.36	
0311-814-0000-0000 MEMBERSHIP, DUES & SUBSCRIPTIONS		24,345.00				1,895.00		7.78				22,450.00		22,450.00	
0311-820-0000-0000 VEHICLE,GAS,OIL & GREASE		67,840.00		479.22		23,348.38		34.42				42,023.01		44,491.62	
0311-822-0000-0000 ELECTRICITY		15,255.00				4,503.53		29.50				5,406.61-		10,761.47	
0311-823-0000-0000 HEATING FUEL		24,245.00		188.57		2,637.18		10.88				21,607.82		21,607.82	
0311-825-0000-0000 SUPPLIES AND MATERIALS		31,070.00		1,531.95		5,733.58		18.45				24,894.45		25,336.42	
0311-826-0000-0000 MAINTENANCE OF EQUIPMENT		86,450.00		7,811.70		39,939.48		46.20				24,977.08		46,510.52	
0311-826-0001-0000 FLEET REPAIRS		35,000.00		283.00-		15,683.49		44.81				1,841.51		19,316.51	
826 MAINTENANCE OF EQUIPMENT		121,450.00				55,622.97		45.80				26,818.59		65,827.03	
0311-827-0000-0000 MAINTENANCE OF STRUCTURES		19,200.00		301.63		4,601.97		23.97				14,808.03		14,598.03	
0311-829-0000-0000 UNIFORMS & SAFETY CLOTHING		10,976.00				6,653.65		60.62				4,322.35		4,322.35	
0311-830-0000-0000 CONTRACTED EQUIPMENT		25,665.00		2,156.45		2,547.57		9.92				11,750.33		23,137.43	
0311-831-0000-0000 CONTRACTED SERVICES		77,995.00		6,267.26		41,364.31		53.03				6,802.58		36,630.69	
0311-832-0000-0000 CONTRACT LABOR		800.00				300.00		37.50				500.00		500.00	
0311-844-0000-0000 MAIN STREET MAINTENANCE		25,000.00		1,817.39		9,574.79		38.30				2,272.56		15,425.21	
0311-846-0000-0000 TIRES		13,920.00				4,192.94		30.12				6,700.68		9,727.06	
0311-851-0000-0000 ENGINEERING SERVICES		32,000.00		2,500.00		3,708.25		11.59				25,900.00		28,291.75	
0311-853-0000-0000 STREET & TRAFFIC SIGNS		10,000.00				2,740.00		27.40				6,380.00		7,260.00	
0311-859-0000-0000 SALT		205,000.00				112,621.84		54.94				52,418.16		92,378.16	
0311-860-0000-0000 SAND FOR ICE CONTROL		19,500.00				19,486.65		99.93				140.00-		13.35	
0311-865-0000-0000 PIPE & MANHOLES		18,000.00				6,196.00		34.42				11,000.00		11,804.00	
0311-866-0000-0000 AGGREGATE MATERIALS		22,500.00				1,632.06		7.25				20,355.04		20,867.94	
0311-900-0001-0000 FRINGE BENEFITS - FICA		87,615.00		5,006.99		30,734.67		35.08				56,880.33		56,880.33	
0311-900-0002-0000 FRINGE BENEFITS-MEDICAL BENEFITS		261,215.00		17,623.37		104,710.86		40.09				156,504.14		156,504.14	
900 FRINGE BENEFITS		348,830.00		22,630.36		135,445.53		38.83				233,384.47		233,384.47	
0311 HIGHWAYS		2,288,326.00		116,281.34		833,833.89		36.44				1,454,492.11		1,454,492.11	

TOWN OF WINCHESTER
BUDGET REPORT - EXPENDITURES
FROM 7/01/2022 TO 11/30/2022

[illegible]

GL2161R 12/14/2022
8:56:53

TOWN OF WINCHESTER
B U D G E T R E P O R T - E X P E N D I T U R E S
FROM 7/01/2022 TO 11/30/2022

PAGE 13
USER - ANNMARIE

FUND 001 000	GENERAL FUND	AMENDED BUDGET	MONTH TO DATE EXPENDITURES	YEAR TO DATE EXPENDITURES	YTD PERCENT	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	UNEXPENDED BALANCE
DEPT/OBJ/PROG	DESCRIPTION	BUDGET	EXPENDITURES	EXPENDITURES	PERCENT	ENCUMBRANCES	BALANCE	BALANCE
0810	PARKS							
0810-830-0000-0000	CONTRACTED SERVICES	20,300.00					20,300.00	20,300.00
0810	PARKS	24,434.00		74.00	.30	785.00	23,575.00	24,360.00
0811	PUBLIC CELEBRATIONS							
0811-194-0000-0000	GENERAL LABOR	2,000.00					2,000.00	2,000.00
0811-596-0000-0000	HOLIDAY DISPLAYS-INSTALL/REMOVAL	1,500.00					1,500.00	1,500.00
0811-596-0001-0000	REPLACEMENT DISPLAYS	1,500.00	880.83	880.83	58.72		619.17	619.17
596	GENERAL LABOR	3,000.00	880.83	880.83	29.36		2,119.17	2,119.17
0811	PUBLIC CELEBRATIONS	5,000.00	880.83	880.83	17.62		4,119.17	4,119.17
0812	RECREATION							
0812-190-0000-0000	ADMINISTRATIVE SALARIES	37,683.00	3,167.85	15,118.06	40.12		22,564.94	22,564.94
0812-194-0000-0000	GENERAL LABOR	156,375.00	6,487.00	58,914.89	37.68		97,460.11	97,460.11
0812-194-0001-0000	HOLIDAY PAY	1,250.00		1,452.00	116.16		202.00-	202.00-
194	GENERAL LABOR	157,625.00	6,487.00	60,366.89	38.30		97,258.11	97,258.11
0812-197-0000-0000	OVERTIME	2,818.00	100.43	857.44	30.43	1,553.73	406.83	1,960.56
0812-806-0000-0000	OFFICE SUPPLIES	390.00		119.98	30.76		270.02	270.02
0812-807-0000-0000	TELEPHONE	2,400.00	101.01	441.32	18.39		1,958.68	1,958.68
0812-811-0000-0000	TRAINING AND EDUCATION	500.00					500.00	500.00
0812-814-0000-0000	MEMBERSHIP, DUES & SUBSCRIPTIONS	105.00		110.00	104.76		5.00-	5.00-
0812-818-0000-0000	CLOTHING ALLOWANCE	500.00		165.00	33.00		335.00	335.00
0812-819-0000-0000	VEHICLE ALLOWANCE	205.00		18.36	8.96		186.64	186.64
0812-820-0000-0000	VEHICLE: GAS, OIL & GREASE	3,020.00	237.05	1,587.91	52.58		1,432.09	1,432.09
0812-822-0000-0000	ELECTRICITY	17,835.00	3,692.85	11,683.18	65.51	4,630.82	1,521.00	6,151.82
0812-823-0000-0000	HEATING FUEL	4,490.00		89.60	2.00		4,400.40	4,400.40
0812-824-0000-0000	WATER AND SEWER RENT	22,330.00	9,786.15	15,660.42	70.13		6,669.58	6,669.58
0812-825-0000-0000	SUPPLIES AND MATERIALS	5,675.00	1,618.73	2,123.13	37.41	340.00	3,211.87	3,551.87
0812-826-0000-0000	MAINTENANCE OF EQUIPMENT	9,540.00	408.74	7,542.17	79.06	250.00	1,747.83	1,997.83
0812-827-0000-0000	MAINTENANCE OF GROUNDS	27,500.00	1,435.44	10,937.38	39.77	2,989.09	13,573.53	16,562.62
0812-830-0000-0000	CONTRACTED EQUIPMENT	500.00	68.00	136.00	27.20		364.00	364.00
0812-831-0000-0000	OUTSIDE SERVICES	9,220.00	139.09	2,852.94	30.94	3,367.06	3,000.00	6,367.06
0812-832-0000-0000	CONTRACTED LABOR	13,000.00	1,288.60	3,413.60	26.26	3,150.00	6,436.40	9,586.40
0812-841-0000-0000	RECREATION CELEBRATIONS	2,800.00	371.03	1,112.10	39.72	750.00	937.90	1,687.90
0812-841-0001-0000	RECREATION ASSISTED PROGRAMS	3,000.00		1,000.00	33.33		2,000.00	2,000.00
841	SPECIAL PROGRAMS	5,800.00	371.03	2,112.10	36.42	750.00	2,937.90	3,687.90
0812-842-0000-0000	BACKGROUND CHECKS	350.00					350.00	350.00
0812-900-0001-0000	FRINGE BENEFITS - FICA	15,158.00	746.30	6,556.23	43.25		8,601.77	8,601.77
0812	RECREATION	336,644.00	29,648.27	141,891.71	42.15	17,030.70	177,721.59	194,752.29
0813	SENIOR CITIZENS/FAMILY SERVICES							
0813-190-0000-0000	ADMINISTRATIVE SALARIES	69,415.00	5,596.20	28,684.71	41.32		40,730.29	40,730.29
0813-192-0000-0000	LABOR, SKILLED AND PROFESSIONAL	24,218.00	514.09	6,985.05	28.84		17,232.95	17,232.95
0813-193-0000-0000	SECRETARIAL/SUPPORT STAFF	20,567.00	2,259.81	8,968.31	43.61		11,598.69	11,598.69
0813-197-0000-0000	OVERTIME	4,500.00					4,500.00	4,500.00
0813-800-0001-0000	HEALTHY AGING PROGRAMS	3,900.00	360.00	771.15	19.77		3,128.85	3,128.85
0813-806-0000-0000	OFFICE SUPPLIES	2,000.00		1,269.06	63.45		730.94	730.94
0813-806-0002-0000	COPIER	600.00					600.00	600.00
806	OFFICE SUPPLIES	2,600.00		1,269.06	48.81		1,330.94	1,330.94
0813-807-0000-0000	TELEPHONE	2,560.00	136.02	882.01	34.45	860.03	817.96	1,677.99
0813-808-0000-0000	POSTAGE	500.00		498.60	99.72		1.40	1.40

[illegible]

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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
12/19/2022	David Lapointe	Board of Assessment Appeals	R	Alternate	10/2024
12/19/2022	Adam Quagliaroli	Planning & Zoning Commission	U	Alternate	10/2025
12/19/2022	Alison Pierce	Board of Assessment Appeals	R	Alternate	10/2024

NOMINATIONS

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

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends

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
12/19/2022	Alison Pierce	Retirement Administration Board	R	Member	12/2026

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)

Boards & Commissions

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends
12/19/2022	Leeann Marvin	IWWC	D	Member	4/2024

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	2	4th Tuesday of each month	Board of Selectmen

APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION
WINCHESTER, CONNECTICUT

338 Main St. Winsted CT 06098 860 379-2713

www.townofwinchester.org

If you are interested in the well-being and betterment of our community and are willing to put in the time to review appropriate material and attend meetings, this is an opportunity for you **to apply to become a member of one of our Boards or Commissions**. This application will be reviewed by the Board of Selectmen. The Board of Selectmen is responsible for making appointments for **Board/Commission vacancies**.

LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Winchester TAX Board of Appeals (alternate)

NAME:

David G. LaPointe

ADDRESS:

11 Hillside Ave Winchester, CT 06098

HOME PHONE #:

(860) 379-2736

CELL PHONE #:

(203) 757-7873

E-MAIL:

davidglaointe@gmail.com

ARE YOU A REGISTERED VOTER IN THE TOWN OF WINCHESTER?

YES

PRIOR CIVIC INVOLVEMENT:

^{Past} Notary Public and Justice of the Peace

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

20 year MEMBER of the Winchester TaxPayers Association.

Have you contacted any current members or ^{*}attended any meetings on the Board/Commission that interests you? * YES

Name:

Signature:

David G. LaPointe

Date:

Nov. 28th 2022

Please note that all Board/Commission members are subject to the Town of Winchester's Conflict of Interest Policy

Please Return To:

Town Manager

338 Main St.

Winsted CT 06098

townmanager@townofwinchester.org

APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION

WINCHESTER, CONNECTICUT

338 Main St. Winsted CT 06098 860 379-2713

www.townofwinchester.org

If you are interested in the well-being and betterment of our community and are willing to put in the time to review appropriate material and attend meetings, this is an opportunity for you to apply to become a member of one of our Boards or Commissions. This application will be reviewed by the Board of Selectmen. The Board of Selectmen is responsible for making appointments for Board/Commission vacancies.

LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

~~ZONING BOARD OF APPEALS~~ PLANNING AND ZONING
NAME: ADAM QUAGLIAROLI Commission

ADDRESS: 153 OLD ROBERTSVILLE RD.

HOME PHONE #: _____ CELL PHONE #: 860-500-6117 E-MAIL: AMONQUAG@GMAIL.COM

ARE YOU A REGISTERED VOTER IN THE TOWN OF WINCHESTER? YES - (u)

PRIOR CIVIC INVOLVEMENT: VOTING AND ATTENDING TOWN MEETINGS

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST: AS AN ENGINEER I POSSESS THE ABILITY TO INTERPRET SPECIFICATIONS, REQUIREMENTS, REGULATIONS, ETC... AND APPLY THEM AS THEY ARE INTENDED. PERSONALLY I HAVE A PASSION FOR THE MEANINGFUL USAGE AND PURPOSE OF NATURAL RESOURCES AND THEIR CONSERVATION. Have you contacted any current members or attended any meetings on the Board/Commission that interests you? No Name: _____

I HAVE READ RECENT MEETING MINUTES AND AGENDAS ONLY TO BECOME FAMILIAR WITH CURRENT ACTIVITIES.

Signature: [Signature] Date: 11/3/22

Please note that all Board/Commission members are subject to the Town of Winchester's Conflict of Interest Policy

Please Return To:
Town Manager
338 Main St.
Winsted CT 06098
townmanager@townofwinchester.org

APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION
WINCHESTER, CONNECTICUT

338 Main St. Winsted CT 06098 860 379-2713
www.townofwinchester.org

If you are interested in the well-being and betterment of our community and are willing to put in the time to review appropriate material and attend meetings, this is an opportunity for you to apply to become a member of one of our Boards or Commissions. This application will be reviewed by the Board of Selectmen. The Board of Selectmen is responsible for making appointments for Board/Commission vacancies.

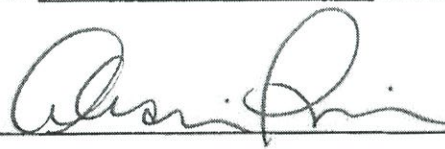
LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

NAME: Alison Pierce
ADDRESS: 106 Ledge Drive
HOME PHONE #: ✓ CELL PHONE #: 860 999 3785 E-MAIL: alisonpierce11@yahoo.com
ARE YOU A REGISTERED VOTER IN THE TOWN OF WINCHESTER? Yes (Republican)
PRIOR CIVIC INVOLVEMENT: Former town employee, volunteer

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

Municipal financial experience, finance + analysis,
20+ yrs of tax + finance experience.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? _____ Name: _____

Signature:  Date: 12/16/12

Please note that all Board/Commission members are subject to the Town of Winchester's Conflict of Interest Policy

Please Return To:
Town Manager
338 Main St.
Winsted CT 06098
townmanager@townofwinchester.org

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



TOWN OF WINCHESTER – CITY OF WINSTED

Planning and Community Development

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

Phone: (860) 738-6593

Fax: (860) 738-6598

November 30, 2022

Dear Town of Winchester Board of Selectmen,

This letter is on behalf of the Inland Wetlands and Watercourses Commission resignation for board member, Leeane Marvin; effective on December 31, 2022.

Please advertise the opening for a new IWWC board member.

Thank you for your consideration.

Sincerely,

Lance D. Hansen
Winchester Town Planner

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-61a

Date: December 19, 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

BOARD OF SELECTMEN ACTION REQUEST

No.: 22-62

Date: December 19, 2022

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

From: Joshua Kelly, Town Manager

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

Section 914.

INTRA-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, Finance Director Ann Marie Rheault has requested a transfer of funds to cover FY22 year-end deficits.

Fiscal Implications:None

FROM: Recreation Department			
<u>Line</u>	<u>Description</u>		<u>Amount</u>
812-194-0000		Total	\$30,000.00
TO: Recreation Department			
<u>Line</u>	<u>Description</u>		<u>Amount</u>
812-827-0000			\$30,000.00
		Total	\$30,000.00

Recommended Motion: I move that the Board of Selectmen approve the line-item transfers of \$30,000.00 in the Recreation department as outlined on the attached documents



In accordance with Section 914, Finance Director Ann Marie Rheault has requested a transfer of funds to cover charges

Fiscal Implications: none

FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER Recreation

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

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


Rec - General Labor	812-194-0000						\$30,000.00

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

Rec - Maintenance of Grounds	812-827-0000						\$30,000.00

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

did a grant and received the funds that paid for summer staff and 2 lifeguards during the summer program. These are projected recreation department.

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

see attached sheets

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:



12/14/2022

7. DATE SUBMITTED TO BOARD OF SELECTMEN _____

8. DATE APPROVED BY BOARD OF SELECTMEN _____

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

Fund transfer: \$30,000 from general fund 812-194

Received grant from summer enrichment program of approx. \$68,0000 to cover staff for summertime

Transfer to fund 812-827-0000

The recreational board like to use the money from this grant to finish projects for the fields and beach.

\$6811.17 remove telephone poles at Resha Beach and put in nice guard rail.

\$ 7200.00 concrete pad at Ryan Field for near bleacher set that was purchased by gaylord tiffany grant.
Remove old broken one, currently there.

\$2133.76 purchase two benches for tennis courts, so they have their own set throughout the season.

\$2619.28 benches for new dugout, as we didn't have enough in capital to finish the project.

\$3516.40 padding for bottoms of backstop and dugouts. Save the life of the fencing and add protection around the stairs on the field.

\$50.25 5x8 ft privacy screen and zip ties for new dugout corner to block view and match other side.

\$6000.00 50' of commercial grade 12' high galvanized chain link fence for ryan field.

\$28330.86

As pricing is from quotes and online as of today, I am requesting a little over that amount incase of an increase.

Pleasant Valley Fence

a J. Bazzano Company, LLC

Rt. 181, PO Box 153, Pleasant Valley, CT 06063

Phone 860-379-0088 Fax 860-238-7012

Connecticut License #0620519

www.pleasantvalleyfence.net

Sales Agreement

Date

6/30/22

Name / Address		Ship To	
Tanya Risucci Town of Winchester Rec Dept Winsted, CT 06098			
Estimate #	Customer E-mail	Customer Alt. Contact	Customer Fax
	trisucci@townofwinchester...		

Item	Description	Qty	Cost	Total
Installation	120' of PT Guide Rail 8x8 posts 4x8 rail (4) extra posts & holes		6,811.17	6,811.17
Payment Terms	Terms of payment. 1/2 down as deposit and signature required. Balance due in full on receipt of invoice			0.00

TERMS AND CONDITIONS

Total

\$6,811.17

1. Paid in Full when completed or as agreed by seller.
2. YOU THE PURCHASER HAVE THREE BUSINESS DAYS TO CONCEL THIS SALES AGREEMENT UNDER CONTRACT LAW. See attached Notice.
3. Price is determined on the footage shown, but will vary dependent upon actual footage used.
4. Installation extras may include compressor and cement charges in the event of striking ledge.
5. No returns on custom orders.
6. All contract changes must be in writing and approved by parties.
7. Purchaser to acquire all necessary permits and variances.
8. All property lines and grades to be established by purchaser.
9. Fence lines to be cleared by purchaser. Fence to follow contour of ground.
10. Pleasant Valley Fence Company not responsible for damage to underground pipes or wires.
11. Service charge per month will be added to account unpaid after 30 days from date of invoice. 1 1/2% per month.
12. You will be responsible for all reasonable collection costs or attorney's fees incurred in the colleciton of accounts in default.

ACCEPTED BY CUSTOMER

Quotes are good for ____days and are based on the above material.

Signature _____ Date _____ Name _____



Diamond Back Property Management, LLC
107 Indian Meadow Drive
Winsted, CT 06098

Estimate

Date	Estimate #
11/10/2022	111022

Name / Address
Town of Winchester 338 Main Street Winsted, CT 06098

			Project
Description	Qty	Rate	Total
Work to be completed at: 75 Rowley St		0.00	0.00
Excavate 6" of existing sub grade and install 3/4" DOT approved processed stone. Install 24x10 concrete pad using 3,500 p.s.i. air entrained, mixed in transit concrete which will be poured to a depth of 6". Customer will be responsible for regrading area when the work is complete.	1	7,200.00	7,200.00
		Subtotal	\$7,200.00
		Sales Tax (6.35%)	\$0.00
		Total	\$7,200.00

Product	Price	Qty	Subtotal	Actions
---------	-------	-----	----------	---------



7.5' Bench

7.5'
Por
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Po
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er
Coa
ted
Pla
yer
Ben
ch

w/
Bac
kre
st.
BEP
G08
C

SKU:

A07-

220

Color:

Navy

[REMOVE](#)

Typically

ships

in

3-5

business

days

Subtotal

\$1,859.90

Shipping & Handling

\$273.86

\$929.95 (Standard Shipping)
48 contiguous United States

[EDIT](#)

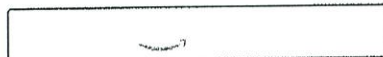
GRAND TOTAL:

\$2,133.76

\$1,859.90

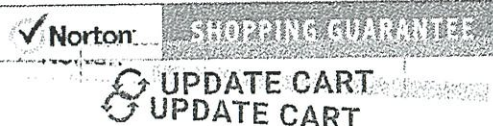
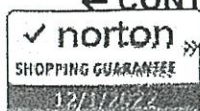
[REMOVE](#)

PROCEED TO CHECKOUT



USE YOUR AMAZON ACCOUNT

rayrol

[← CONTINUE SHOPPING](#)

← UPDATE CART

[Edit Order](#)



Painted Aluminum Player
Benches (115-380-250)

2

Size: 15' (10 seats) / Mount: In-Ground / Features:
With backrest / Color: Royal Blue

2 \$2,258

Subtotal

\$2,258

Shipping

\$361.28

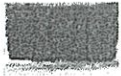
Tax

\$0

Total

\$2,619.28

Edit Order



Folding Backstop Pads (145-107-229)

7

Height: 2'H / Width: 10'W / Color: Red / Expected Ship Date: 01-03-2023 7 \$2,233



Folding Backstop Pads (145-107-209)

3

Height: 2'H / Width: 6'W / Color: Royal Blue / Expected Ship Date: 01-03-2023 3 \$747

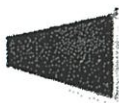
Subtotal \$2,980

Shipping \$536.40

Tax \$0

Total \$3,516.40

Pick Up In Store



Subtotal\$47.25
Pick Up In StoreFREE
Estimated Sales Tax*\$3.00
Apply Tax Exempt ID
Total\$50.25

4:17



< Inbox

2 Messages

Estimate 6024 from...

**Pleasant Valley Fence**

a J. Bazzano Company, LLC
 Rt. 181, PO Box 153, Pleasant Valley, CT 06063
 Phone 860-379-0088 Fax 860-238-7012
 Connecticut License #0620519
 www.pleasantvalleyfence.net

Sales Agreement

Date

8/5/22

Name / Address Kurt Root		Ship To Ryan Field	
Estimate #	Customer E-mail rootman19@aol.com	Customer Alt. Contact	Customer Fax

Item	Description	Qty	Cost	Total
Installation	50' of Commercial-grade 12" high Galvanized Chain Link top, middle, & bottom rail All post set in concrete		6,000.00	6,000.00
Payment Terms	Terms of payment 1/2 down as deposit and signature required Balance due in full on receipt of invoice Tax Exempt		0.00%	0.00
Total			\$6,000.00	

TERMS AND CONDITIONS

1. Paid in Full when completed or as agreed by seller.
2. YOU THE PURCHASER HAVE THREE BUSINESS DAYS TO CANCEL THIS SALES AGREEMENT UNDER CONTRACT LAW See attached Notice
3. Price is determined on the footage shown, but will vary dependent upon actual footage used
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12. You will be responsible for all reasonable collection costs or attorney's fees incurred in the collection of accounts in default.

ACCEPTED BY CUSTOMER

Quotes are good for ___ days and are based on the above material.

Signature

Date _____ Name _____



BOARD OF SELECTMEN ACTION REQUEST

No.: 22-63

Date: December 19, 2022

Topic: New Business (B)- 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 \$825.36

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 \$825.36*

Attachment:

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
50039 2021	MV	AILEEN	\$156.78
	ACKERMAN	88 MUNRO PLACE	C OF C
		WINSTED, CT 06098	
	MV	TOTAL REFUNDS BY TYPE	\$156.78
4227 2021	RE		\$668.58
	CORELOGI	3001 HACKBERRY RD	OVERPAYMENT
	C	IRVING, TX 75063	
	RE	TOTAL REFUNDS BY TYPE	\$668.58
NUMBER OF REFUNDS	2	TOTAL REFUNDS	\$825.36

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.

12/15/2022

Date of Report

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.: 22-64

Date: December 19, 2022

Topic: Resolution to Permit the Filing of a Community Investment Fund 2030 Grant Application

From: Joshua Kelly, Town Manager

Background: The Community Investment Fund 2030 (CIF) is a State grant program provided to foster economic development in historically underserved communities across the state. CIF will provide a total of up to \$875 million (across multiple years) to eligible municipalities as well as not-for-profit organizations and community development corporations that operate within them.

A proposal has come forward that suggests that the Town-owned building located at 44 Elm Street be renovated and rented out to area non-profits that provide human services to local residents. In order for this to even be a possibility, major improvements are needed at the site of 44 Elm Street.

Requested Action: I ask that the Board of Selectmen adopt the attached resolution to support our application to the Community Investment Fund for improvements to 44 Elm Street.

Financial Impact: None (grant program requires no municipal match).

Recommended Motion: "I move that the Board of Selectmen adopt the attached DECD resolution, as presented, in support of making improvements to the site of 44 Elm Street as part of the Community Investment Fund 2030 grant program."

Attachments: Resolution for Board's adoption.
Borghesi cost analysis for upgrades to site.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
STATE OF CONNECTICUT
(AN EQUAL OPPORTUNITY EMPLOYER)
CERTIFIED RESOLUTION OF THE GOVERNING BODY

I, Glenn Albanesius, Town Clerk, certify that below is a true and correct copy of a _____
(Name of Official) (Title of Official)

resolution duly adopted by the Town of Winchester, CT
(Name of the Applicant)

at a meeting of its Board of Selectmen
(Governing Body)

duly convened on December 19, 2022 and which has not been rescinded or modified in
(Meeting Date)

any way whatsoever and is at present in full force and effect.

(Date)

(Signature and Title of Official)

SEAL

WHEREAS, pursuant to Section 32-285a,
(State Statutory Reference)

the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and **WHEREAS**, it is desirable and in the public interest that the Town of Winchester make an application to the State for
(Applicant)

\$ \$1,299,000.00 in order to undertake the 44 Elm Street Repair/Renovation
(Name and Phase of Project)

_____ and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE
Town of Winchester's Board of Selectmen

(Governing Body)

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by Section 32-285a
(State Statutory Reference)

2. That the filing of an application for State financial assistance by
Town of Winchester, CT
(Applicant)

in an amount not to exceed \$ 1,299,000.00 is hereby approved and that

Joshua Steele Kelly, Town Manager & CEO

(Title and Name of Authorized Official)

is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of

the Town of Winchester, CT.

(Name of Applicant)

Borghesi

Building & Engineering Co., Inc.

December 14, 2022

Town of Winsted

Budgetanalyst@townofwinchester.org

Attention: Tom Heuschkel, Budget Analyst

Dear Tom,

I have provided herein a breakdown of the budget for the bank building at 44 Elm Street to be converted to a Community Center. The budget costs are as follows:

1. Drawings & architectural	\$36,000.00
2. Permit	\$4,000.00
3. Demolition of partitions and dropped ceilings, cutting the concrete floor for an elevator, etc.	\$75,000.00
4. New partitions & new dropped acoustical tile ceilings	\$102,000.00
5. Doors and hardware	\$60,000.00
6. Cabinet and counter Allowance	\$25,000.00
7. Glass and sheetrock walls at the conference room	\$18,000.00
8. Flooring using LVT vinyl flooring, ceramic tile floors and walls, carpet tile, and vinyl base	\$72,000.00
9. Painting	\$20,000.00
10. Roof patching repair Allowance	\$10,000.00
11. Heating and air conditioning throughout	\$120,000.00

ENGINEERS · DESIGNERS · CONTRACTORS

2155 East Main Street Torrington, CT 06790 860-482-7613 FAX 860-482-5082


12. Electrical lighting, outlets, switches and wiring of new HVAC equipment, emergency lights and exit lights	\$160,000.00
13. Plumbing with sinks, toilets, urinals, shower stalls, water heater, etc.	\$96,000.00
14. An elevator (Genesis one person ADA elevator)	\$110,000.00
15. Toilet partitions	\$15,000.00
16. Toilet accessories	\$7,000.00
17. Changing room benches and lockers	\$12,000.00
18. Miscellaneous work	\$60,000.00
19. Supervision, dumpsters, clean, enclosures, overhead and profit	<u>\$150,000.00</u>
Total Budget Cost	\$1,152,000.00

I have used my best judgement to provide a budget that will provide to you the above upgrades. The cost was established based on a Design-Build approach and no requirement for prevailing wages. No sales tax is included since you are a tax-exempt corporation.

The budget cost of the above work is the sum of \$1,152,220.00.

If you have any questions or require additional information, please feel free to contact me.

Respectfully submitted,
Borghesi Building & Engineering Company, Inc.


Allan Borghesi
Chairman

REPORT TO BOARD OF SELECTMEN

December 2022

Department - TOWN CLERK

	Name	Position	Term
Staff	Glenn Albanesi	Town Clerk	Elected November 2021 - 2 yr term
	Lauren Dombrowski	Assistant Town Clerk	Hired November 1, 2021 (full time)
	Pam Prevuznak	Part Time Assistant Town Clerk	Hired January 2022 (16 hrs / week)

Stats	Office Space	Front Office	330 sq feet
		Vitals Vault	50 sq feet
		Land Recording Vault	50 sq feet
		Back Office	337 sq feet
		Total	767 sq feet
	Town Office Equipment (OWNED)	Copier	1
		Typewriters	2
		Hard Drive	3
		Monitors	3
		Printer	1
	COTT Office Equipment (LEASED)	Hard Drive	3
		Monitors	3
		Printers	2
		Scanner	1
	Responsibilities	Land Recordings	
		Vital Statistics - Birth / Death / Marriage	
		Election - Management and Oversight	
		Licensing - Sports and Dogs	
		Notary Services	
		Meeting Agendas and Minutes Storage	
		BOS Minutes	
		Trade Names	
		Receptionist for most random inbound phone calls	

Revenue	Monthly 2022	July	August	Sept	October	November	
		\$30,099.00	\$29,467.00	\$29,350.00	\$40,342.85	\$24,312.15	
	Annual	2022 YTD	2021	2020	2019	2018	2017
		\$345,234.00	\$507,299.00	\$376,247.00	\$304,308.00	\$281,625.00	\$275,305.00

Overview

The Town Clerk is an elected official, serving two year terms. The office is governed by the Winchester Town Charter and Connecticut State Statutes and acts as the Clerk to the Board of Selectmen as well as Registrar of Vital Records. Responsible for a variety of municipal functions, General Statutes directly guide duties of the office, standards and procedures for restoration and storage of all valuable records. Service fees are established and regulated by the State of Connecticut. Legislative and Freedom of Information Laws are strictly followed as well as rules written by the State Elections Enforcement Office.

2022 Initiatives & Accomplishments

- * Initiated a "Kaizen" workplace philosophy
- * Refresh front office and highlight services offered - (All labor, paint, curtains and wall art paid for personally by Glenn)
- * Added Part Time Assistant to optimally staff department
- * Enabled scanning feature on existing copier to avoid purchase of separate equipment
- * Reduced annual budget by 8%
- * Organize and Neaten office Bulletin Board
- * Revamp Map Storage System - used State grant funds to purchase 2 Hanging Style Map Cabinets
- * Transition Existing Maps into New Mobile Storage Cabinets
- * Compile a Master Inventory Location List of all stored items in Town Clerks office
- * Build a detailed and comprehensive SOP (Standard Operating Procedures) Guide
- * Update, Refresh and Reformat most all of the forms the office uses
- * Sequentially number all Vital Record Books to eliminate misfiling
- * Cut the cost of Vital Record Paper in half
- * Extensively research information improvements and formatting for the new Town Clerk website
- * Replaced worn front office entrance carpet runner and added cushioned standing mats
- * Winchester Town Clerk team hosted the 2022 LCTCA's Annual Meeting at American Mural Project
- * Implemented a new On-Line Dog Licensing program
- * Town Clerk and Assistant Town Clerk attended the SOCT "Records Management" class at CCSU
- * Researched vendors & submitted to Finance Dept a request to accept Credit Card Payments
- * Successfully discharged department duties and responsibilities for Nov 3rd State election

In Process	Completed
	XXX
	XXX
	XXX
	XXX
	XXX
	XXX
	XXX
XXX	
XXX	
XXX	
XXX	
	XXX
	XXX
XXX	
	XXX
	XXX
	XXX
XXX	
XXX	

Department Capital Improvement

- * Winchester's overflow Land Record storage area is out of compliance with the State of CT storage environment requirements.
- * Existing, approved vault space for Vital and Land Records has been exceeded. Hard copy records currently not stored in the vaults are technically at risk.
- * We have enlisted the guidance of Ron Keith from Dupont Systems to help develop a floor plan and expandable storage system that will serve the Towns needs for the next 50 years.
- * There appears to be available funding to complete this project.
- * Discussion of this initiative was part of my October 17th meeting with the Town Manager. (Waiting for Finance review of funding)

Major Concerns

* Current Recording Software - COTT SYSTEMS has fallen well behind competitors functionality and ease of use.

We are in year 2 of a 5 year contract and hoping that service and program improvements are implemented as soon as possible.

IQS has met with our office and established that their system advancements puts Winchester at clear disadvantage.

Assistant TC Lauren Dombrowski visited Torrington and determined that IQS does indeed have a superior platform.



Town of Winchester~ City of Winsted
POLICE DEPARTMENT
338 Main St., Winsted Connecticut 06098



TO: Josh S. Kelly, Town Manager
FROM: William T. Fitzgerald, Jr., Chief of Police
DATE: October 7, 2021
RE: Monthly Report – November 2022

I have the following are the monthly activities as to goals and accomplishment achieved by the police department:

Department Special Considerations:

- Vacation house check locations and updated weekly listing
- House checks directed patrols and walking patrols when time permits.
- Directed Patrols

Other Considerations:

Evening shift had a total of **207** calls for service.

There were **5** arrests (including 3 warrant arrests):

- **1** stemming from a complaint Suspicious Circumstances. Charges: Breach of Peace 2nd, Criminal Trespass 2nd, Threatening 2nd – Juvenile Summons Issued (22-7075).
- **1** stemming from a complaint of Domestic Violence. Charges: Assault 3rd and Disorderly Conduct (22-7228).

Warrant arrests:

- **1** arrest for Disorderly Conduct and Violation of Protective Order x2 counts (22-6679).
- **1** arrest for Illegal Operation of Motor Vehicle with Intent to Harass (22-6500).

- 1 arrest for Possession of Drug Paraphernalia and Possession of Controlled Substance (22-6371).

Other Considerations:

There were **43** Medical Emergencies / Ambulance Request / well-being check calls; **0** Overdose; **6** Emergency committal/Emotionally Disturbed Person; **21** General Inquiries; **5** Domestic Violence / Intimidation complaints; **3** Intrusion Alarms; **17** Suspicious calls; and **9** Disturbance/Loud Noise complaints.

Function Status Update:

- *Training:* Sgt. Mark Blanchette (refer to training report)
- *Traffic:* Sgt. Peter Delouis (refer to traffic report)
- *Medical Officer:* Ofc. Jessica Luzefski (nothing to report)
- *Fleet Manager:* Ofc. Abdullah Davranmakel – Researching new vehicle gun racks for the new COLT M4 rifles. Configuration of new rifles is different than the older style M16 we currently carry.
- -Sgt. Kinahan reassigned to Patrol Division on 11/21/22
- **Functions Assigned:**
-
- Sgt. Kinahan- Patrol Supervision, Scheduling, Internal affairs, Use of Force review, body camera review/preparation/submission to various requestors (SAO, private attorneys, citizens).
- Sgt. Boyne- Patrol Supervision, Communications, Scheduling
-

Medical Drop Off Box

Total since Implementation:

- 1087.1 lbs. Ave -Weekly 13.9lbs.
- Total for Year 2022- 147.4 lbs.

Overdose Calls

Calendar Year	OD Calls	Fatal	Narcan Used	
2014	1	0	0	
2015	16	0	0	
2016	25	1	11	36%
2017	31	4	18	19%
2018	14	1	12	-121%
2019	16	2	11	13%
2020	28	5	19	43%
2021	23	4	17	-22%
2022	18	3	14	
	172	20	102	

10/22/2022

Total Calls Service

	2021	2022	
January	626	716	14%
February	578	675	17%
March	708	711	0%
April	709	815	15%
May	764	889	16%
June	870	788	-9%
July	825	803	-3%
August	822	796	-3%
September	694	782	13%
October	793	694	-12%
November	728	650	-11%
December			
	7389	7669	4%

Accomplishments:

- Officers continue to show enthusiasm and diligent work ethic during calls for service and case work. Excellent professionalism, proficiency, dedication to duty, and teamwork.

Roll Call Training

- Monthly policy review
- Monthly policy reviews completed as directed.

Training Unit

Waltzer: DRE Certification Training

November 1, 2022: Sent training notice to Sgt. Kevin Kinahan, Ofc. Dan Pietrafesa and Evidence Officer Bruce Whiteley, informing them of the pending expiration of their COLLECT/NCIC certification (December 1, 2022) and that they must complete the online recertification training by 11/17/22.

November 1, 2022: Administrative Assistant/Records Clerk Kathy Venezia completed a webinar course through Police Records Management Group titled *"Managing Police Records"*.

November 4, 2022: Notified CT Police Academy that the two seats reserved for our agency in the 377th training session slated to commence 12/30/22 would not be filled as we have no viable candidates.

November 4, 2022: Submitted a seat request to the CT Police Academy for two seats each in the 378th and 379th training sessions slated to commence 4/26/23 and 7/7/23 respectively.

November 7, 2022: Sgt. Kevin Kinahan, Ofc. Dan Pietrafesa, and Evidence Officer Bruce Whiteley, completed their COLLECT/NCIC recertification. Their new expiration date is 11/7/23.

November 9, 2022: Administrative Assistant/Records Clerk Kathy Venezia completed a webinar course through Police Records Management Group titled *"Redacting Records"*.

November 10, 2022: Animal Control Officer (ACO) Alicia Campbell attended a training seminar titled *"Compassion Fatigue for Animal Control Officers"* in Stratford, CT. The training was applied towards her mandatory annual continuing education credit.

November 11, 2022: Ofc. Justin Waltzer completed the first phase (10 day) of training as a Drug Recognition Expert (DRE). The Connecticut Department of Transportation Highway Safety Office, in coordination with the Department of Emergency Services and Public Protection, Police Officer Standards and Training Council's Field Services Training Division is hosting the training. Field certifications are scheduled to take place in Florida the week of December 6, 2022.

November 14, 2022: A "Officer Departure Form" (POSTC57) was completed and submitted, along with Ofc. Bryan Failla's State of CT. Police Officer Certification card, to the CT Police Academy, announcing his separation from service with the town effective 11/7/22.

November 14-16, 2022: Sgt. Peter Delouis and Ofc. Jessica Luzefski attended training for recertification as an Emergency Medical Responder (EMR) at the Waterbury PD training classroom.

November 15, 2022: Sgt Kevin Kinahan scheduled to attend Emergency Medical Responder (EMR) training for recertification at Waterbury PD January 10, 11, 12, 2023. Ofc. Anthony Horton scheduled for February 15, 16, 17 2023.

November 23, 2022: Registered Ofc. Brandon Simmons for training titled *"Search and Seizure Essentials for Cell Phones"* as part of the Chief State's Attorney's Training Initiative. Training to be held at the CT. Police Academy on 12/01/22.

OTHER NOTES:

RE: Recruit Rudy David

Ofc. Rudy David successfully completed the Field Training and Evaluation Program and was assigned to the Patrol Division working the day shift.

Functions Assigned:

Patrol Commander / Final Report Review: 875
Fleet: 92

Function Status Update:

Patrol Commander: No significant information during reporting period.

FLEET: No issues

Functions Assigned:

(932)- Communications
(932)- Scheduling

Function Status Update:

(932)- Communications- -Continuing to improve relations between PD and LCD.
Continuing to improve relations between PD and LCD.

Functions Assigned: 2nd shift patrol command / school functions and safety programs /DARE / Medical Coordination and training.

Function Status Update: Medical supplies restocked, bags gone through. for cars.

CID

On November 1st Detective Crean was assigned to the Detective Division and Sgt Kinahan was assigned to the Patrol Division on November 21st. Officer Simmons transferred to CID on December 4th, 2022.

The following investigations were assigned to the Detective Division during this month:

22-7419 -- Sexual Assault
22-7069 -- Larceny (Stolen Checks)
22-1168 -- DCF referral (Lead poisoning at child's home)
22-7199 -- Untimely Death
22-5593 -- DCF referral (Child Abuse)
22-6775 -- Harassment (Nude photographs of minor on internet)
22-6855 -- Untimely Death (Possible drug overdose)
22-6358 -- Sex Assault (Complaint withdrawn by Victim)
22-5572 -- Suspicious Circumstance (Internet Scam)

The following investigations are jointly being investigated by the Child Abuse Investigation Team (CAIT):

22-4739 -- Sex Incest (Sgt Kinahan is keeping this investigation)
22-3913 -- Sex Assault (Sgt Kinahan is keeping this investigation)
22-5593 -- Assault Against Child (This case was assigned to Det Crean)

The following investigations the Detective Division assisted the Patrol Division and the State's Attorney's Office (G.A.18) during this month:

22-7284 -- Search Warrant for medical records for an Assault/DWI investigation
22-7561 -- Search and Seizure Risk Warrant
22-7423 -- Search and Seizure Risk Warrant
22-4211 -- Home Invasion (Assisted GA 18 with Buccal Swab of Suspect)

There has been one call out on November 12th where a missing juvenile was located in Bridgeport and reported she was sexually assaulted. The sexual assault occurred in Waterbury and their Detective Division took over the investigation and the missing person investigation was closed.

TRAFFIC

For the month of November 2022, the Winchester Police Department had a total of **34** motor vehicle stops. There were **3** infractions issued, **7** written warnings, and **15** verbal warnings issued, and the rest were no action. One stop led to a D.U.I. arrest.

There was a total of **18** motor vehicle crashes.

There were **6** parking issues.

(932)- 1033 Program- Inventory performed

- 1033- Sgt. Boyne Inventory performed

Monthly Overtime Cost Analysis: Fiscal Year

2022-23 Month	Amount	HOLIDAYS	TRAINING	Marine Patrol	DUI Grant Click it Ticket	Special Detail	Cover Dispatch	Cover LCD	COVID 19	ACTUAL
July	\$38,633.93	\$4,358.26	\$9,248.14	\$1,627.83	\$0.00	3206.84	\$743.31	\$0.00	\$0.00	\$19,449
August	\$18,368.08	\$334.75	\$1,471.31	\$1,053.57	\$0.00	\$250.26	327.78	\$0.00	\$0.00	\$14,930
September	\$26,753.86	\$4,636.66	\$3,578.67	\$1,285.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,253
October	\$22,616.08	\$6,891.76	\$3,504.91	\$0.00	\$0.00	\$0.00	\$298.95	\$0.00	\$0.00	\$11,920
November	\$32,377.56	\$6,354.59	\$7,506.65	\$0.00	\$0.00	\$0.00	\$181.20	\$0.00	\$0.00	\$18,335
December										
January										
February										
March										
April										
May										
June										
	\$138,749.51	\$22,576.02	\$25,309.68	\$3,966.62	\$0.00	\$250.26	\$1,551.24	\$0.00	\$0.00	\$81,888
Ave	\$27,749.90	\$4,515.20	\$5,061.94	\$793.32	\$0.00	\$62.57	\$310.25	\$0.00	\$0.00	\$16,377

DARE/Crime Prevention- Off. Pietrafesa instructors schools closed no DARE.

Juvenile Unit Liaison- Nothing to report

Animal Control

Animal Complaints	26
Dog Bites	0
Quarantine Animals	0
Follow Up Investigations	2
Roaming Dogs	10
Wildlife Calls	1
Written Warning Issued	0
Verbal Warning Issued	1
Infractions Issued	1

Calls For Service- Calendar Year

	Days Days	Evening Evening	Mid Mid	Total Total	Ave Ave
2022					
January	291	233	192	716	239
February	307	207	160	674	225

March	320	250	141	711	237
April	330	313	172	815	272
May	364	338	186	888	296
June	350	320	118	788	263
July	332	295	176	803	268
August	317	326	150	793	264
September	328	317	137	782	261
October	314	271	105	690	230
November	314	207	127	648	216
December				0	

	3567	3077	1664	8308	2771
Monthly Ave	324.2727	279.7	151.2727	755.3	251.8
Weekly Ave	81.06818	69.9	37.8	188.8	62.9
Daily Ave	10.1	8.7	5	23.6	7.9
Per Off Shift	3.4	2.9	1.6	7.9	2.6
Meal break	1				
Shift Hrs	8				
Free time	1				
Est Call Time					
Per	3				
Proactive					
Time	1				
Report Time					
est	1.5				
Prelim Invest	1.5				
	8				

Respectfully Submitted,



Chief William T. Fitzgerald Jr

Chief William Fitzgerald