



**TOWN OF WINCHESTER  
BOARD OF SELECTMEN MEETING**

**Regular Meeting Agenda  
January 03, 2023 7:00PM**

**P. Francis Hicks Room  
Streamed live on YouTube and Channel 194**

**FILED  
CLERK'S OFFICE**

**DEC 29 2022**

**TOWN CLERK OF WINCHESTER  
WINSTED, CT**

1. **CALL TO ORDER** (Turn your cell phones off)
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA REVIEW**
4. **APPROVAL OF MINUTES**
  - A) Minutes of Regular Meeting on December 19, 2022
5. **CITIZENS' COMMENTS**

The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address.
6. **TOWN MANAGER'S REPORT**
7. **CORRESPONDENCE**
8. **BOARDS AND COMMISSIONS**
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
  - A) Discussion on the October 1, 2022 revaluation process (2<sup>nd</sup> Selectmen Perez)
11. **CITIZENS' COMMENTS**

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

# Town of Winchester

Board of Selectmen

Regular Meeting

Monday December 19, 2022

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 7:02pm

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

Absent Excused	Linda Groppo (Selectman)
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Staff Members	Josh Kelly (Town Manager)
	Glenn Albanesius (Town Clerk)
	Ann Marie Rheault (Finance Director)

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

Item 3 **Agenda Review** - Items 8 (Executive Session) and Item 9 (Finance Director's Report) are swapped

Item 4 **Approval of Minutes**

\* Minutes of Regular Meeting on December 5, 2022

Motion - Sel. Bouchard / Second - Sel. Perez

Sel. Sedlack requested a correction to show that David Lapointe's letter requesting consideration for appointment to the Board of Assessment Appeals was part of the December 5th meeting

Sel. Bouchard requested an addition to show that Town Manager Kelly had responded to Resident David Lapointe's December 5th public comments regarding potential Electro-Magnetic radiation from the Hospital Building on Spencer Street. Josh confirmed that he had passed Mr. Lapointe's site testing along to Torrington Area Health.

Vote to accept minutes - Unanimous (6 - 0)

Item 5 **Introductions**

A) New Staff: William Pietrefase (Building Official)

Mr. Pietrefase introduced himself to the Board of Selectmen and outlined a diverse contracting career that had spanned over 30 years. He was excited with the challenges of his new position and assured the Board that his people skills should usher in a new tenor of professionalism.

In response to a question Bill spoke very highly of the Towns On-Line Permitting program stating that this new tool would help residents and contractors move quicker thru the Building Permit process.

Item 6      **Citizens Comments** -

- \* Resident Frank Olivieri voiced his opinion regarding the upcoming Water Department request for additional bond funding.
- \* Resident Willard Platt spoke concerning the revaluation appeal process; stating that additional dates or an extension of time should be considered so that taxpayer had sufficient opportunity to question their assessment. He also suggested that the past year Grand List and budgeting data be made available for comparison to the numbers that will drive next years mill rate and budget.
- \* Resident Davis Lapointe thanked Selectman Bourque for his motion to give specific budget guidance to Town Manager Kelly for the coming fiscal year. He also questioned the integrity of prior official notices of Water and Sewer cost changes.

Item 7      **Town Manager's Report** - Josh Kelly reported to the Board on the following topics. . .

- \* Multiple meetings have occurred with large developers and vacant space owners as part of a dedicated effort to fill unoccupied business space.
- \* The Town has applied for a number of Grants and continues to review Grant opportunities that will help provide Budget relief and or help with "To Do List" projects.
- \* Town Employees have been given new ID Badges along with protocol guiding when they are to be worn or displayed.
- \* The new Employee Handbook has been properly scrutinized by Department Heads, Selectmen and the Town Attorney. Implementation is scheduled for January 1, 2023.
- \* The State Statute required Revaluation project has been completed with formal notices being mailed out to all property owners. An appeal process is in place for anyone that wants to dispute their new assessment.
- \* The second phase of the Sue Grossman Greenway project is complete. The last phase, which plans to extend the walkway into downtown Winsted requires easements from bordering property owners. Securing these easements will be a priority, as they have been identified as prerequisites to further State of Ct grant awards.
- \* Questions and requests posed to the Town Manger included the following.
  - Sel. Perez agreed with the Public Comment request for Reval Appeal extensions.
  - Sel. Bouchard requested the new website show detailed Capital and Road Project plans and progress.
  - Sel. Bourque asked if Board members could be advised of and included with any Work Training opportunities that were offered Town employees.
  - Sel. Bourque also asked the Town Manager for an update and his assessment of the State Board of Education study of Gilbert School's funding.

Item 8      **Executive Session** -

- A) Clerical Union Collective Bargaining Agreement
  - Motion Statement - "Motion to enter Executive Session to discuss the Clerical Union Bargaining Agreement taking the Town Manager to be part of the meeting at 8:01pm."
  - Motion - Sel. Bouchard / Second - Sel. Morhardt
  - Vote to approve - Unanimous (6 - 0)
  - Motion to Return from Executive Session at 8:28pm - Sel. Morhardt



Item 9      **Finance Directors Report**

- \* Finance Director Ann Marie Rheault reviewed current General Fund, Cash Flow and CIP data
- \* A suggestion was made to include FAQ's and explanations of the Reval process onto the new website. Ann Marie felt strongly that proactively explaining the process and implications of Reval would help educate property owners and taxpayers.
- \* Special emphasis and warning was relayed to the Board regarding significant Utility cost increases that were occurring each month and likely would continue.
- \* Spending freeze triggers were discussed.

Item 10      **Correspondence** - None

Item 11      **Boards and Commissions** - Sel. Sedlack introduced the following actions.

- \* David LaPointe was placed into nomination for an Alternate seat on the Board of Assessment Appeals
- \* Adam Quagliaroli (U) submitted an application for consideration as an Alternate Member to the Planning and Zoning Board
- \* Alison Pierce (R) submitted an application for consideration as an Alternate Member to the Board of Assessment Appeals
- 1) Alison Pierce is submitted for Appointment as a member of the Retirement Administration Board with a term to expire 12/2026.
  - Motion - Sel. Bouchard / Second - Sel. Bourque
  - Vote to approve - Unanimous (6 - 0)
- \* A notice of resignation was received and accepted from the following volunteer.
  - Leeann Marvin (D) from the IWWC (Inland Wetlands & Watercourses Commission)
- \* The following groups have position openings. Interested candidates are encouraged 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 - 2 Permanent Seats

Item 12      **Unfinished Business**

A) 22-61a Presentation of Draft Employee Handbook

In response to privacy concerns, Town Manager Kelly reported that consultation with the Town Attorney yielded a professional opinion that any Town employee who held additional jobs should have a disclosure statement on file.

Absent any additional comments or requests of revision, Josh stated that implementation of the new Handbook would start January 1, 2023.

Item 13

**New Business -**

A) 22-62 Proposed Line-Item Transfer

Motion Statement - "I move that the Board of Selectmen approve the line-item transfer of \$30,000 in the Recreation Department as presented."

Motion - Sel. Perez / Second - Sel. Bourque

Vote to approve - Unanimous (6 - 0)

B) 22-63 Refunds as recommended by the 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 \$825.36."

Motion - Sel. Sedlack / Second - Sel. Morhardt

Vote to approve - Unanimous (6 - 0)

C) Resolution for Community Investment Fund 2030 Application

Motion Statement - "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."

Motion - Sel. Sedlack / Second - Sel. Perez

Vote to approve - Unanimous (6 - 0)

D) Vote to adopt Clerical Union Collective Bargaining Agreement

Motion Statement - "I would move that the Board of Selectmen adopt the Collective Bargaining Agreement by and between the Town of Winchester and the United Public Service Employee's Union dated July 1, 2021 to June 30, 2025."

Motion - Sel. Sedlack / Second - Sel. Bourque

Vote to approve - Unanimous (6 - 0)

Item 14

**Citizens Comments**

\* Resident David LaPointe acknowledged and expressed appreciation that Josh Kelly would be staying on as Town Manager. He also expressed an opinion that 44 Elm Street should be considered as a new location for the Police Department

Item 15

**Selectmen's Comments and Reports**

\* Sel. Bouchard - Asked if the replacement Main Street light pole had been ordered and insurance reimbursement had been applied for.

\* Sel. Morhardt - Gave a detailed recap of the most recent Board of Recreation meeting.

\* Mayor Arcelaschi - Spoke about the Town's participation in the "Wreathes Across America" project.

\* Josh Kelly took a moment to confirm that while his recent interest in a Town Managers position in another Town did result in an extensive interview process he would be staying in Winchester and working with a renewed determination to transform our Town into the very best version of itself.

Item 16

**Executive Session -**

A) Possible Sale of Town Owned Property

Motion Statement - "Motion to enter Executive Session to discuss the Possible Sale of Town Owned Property taking the Town Manager and Planner Lance Hanson to be part of the meeting at 9:05pm."

Motion - Sel. Morhardt / Second - Sel. Bouchard

Vote to approve - Unanimous (6 - 0)

The Board returned from Executive Session at 9:51pm having taken no action.

Item 17

**Adjournment**

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

To adjourn the meeting at 9:52pm

Vote to approve - Unanimous (6 - 0)

ATTEST:

Glenn Albanesius, Town Clerk

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





## TOWN OF WINCHESTER – 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: January 3, 2023

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Happy New Year!

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](mailto:townmanager@townofwinchester.org).

- **Batcheller School:** Work is ongoing on this subject.
- **Economic Development:** Since the Board last met, Gianni's Deli opened on Main Street. Be sure to stop by! An RFQ for 508 Main Street has been reposted and is due back to us in February.
- **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. More information will be shared directly with residents by Frontier in the near future.
- **Gilbert Study:** 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. This will be submitted by the end of the week.
  - 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).

- **Personnel:** The new Employee Handbook was made effective January 1<sup>st</sup>. A posting has gone up for the Chief of Police position, as Chief Fitzgerald has announced his retirement effective February 1, 2023.
- **Revaluation:** Informal hearings will be held in Town Hall the rest of this week 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.
- **Sue Grossman Greenway:** A grant application to cover this item, as well as others, through the CT Communities Challenge Grant program was denied.
- **Sustainable CT:** Work continues with the Conservation Commission to further our objective of achieving the first Sustainable CT certification within the fiscal year.
- **Unions:** Now that the Clerical contract is ratified, work is beginning to negotiate the Police contract.
- **Water Works:** The Water Works referendum is set for January 7<sup>th</sup> from 8am – 8pm at Pearson School.
- **Website:** The new website, provided by CivicLift, is now live. We continue to make adjustments to improve the site experience and navigation.

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

- Monday, January 2, 2023: Town Hall closed (observing New Years' Day).
- Tuesday, January 3, 2023 (5:30pm): Special Town Meeting on Water Works Referendum Question.
- Tuesday, January 3, 2023 (7pm): Regular Board of Selectmen meeting.
- Saturday, January 7, 2023 (8am – 8pm): Referendum

Respectfully submitted,  
 Joshua Steele Kelly  
 Town Manager & CEO



# Boards & Commissions

## 1 CONSIDERATION

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

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends
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## NOMINATIONS

*(STEP 2 FOR NEW APPOINTMENTS - TO BE VOTED INTO NOMINATION 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

## APPOINTMENTS

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

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends

## RE-APPOINTMENT

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

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends

## RESIGNATION

*(TO BE MENTIONED AT TONIGHT'S MEETING)*

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends

## Boards & Commissions


### 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 &amp; Watercourses Commission</u>	Member	1	3rd Wednesday of each month	Board of Selectmen
<u>Planning &amp; 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](http://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:** Board of Assessment Appeals

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: 12/16/22

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](mailto:townmanager@townofwinchester.org)



# APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION

## WINCHESTER, CONNECTICUT

338 Main St. Winsted CT 06098 860 379-2713  
[www.townofwinchester.org](http://www.townofwinchester.org)

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### 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: <sup>Past</sup> 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 <sup>\*</sup>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](mailto:townmanager@townofwinchester.org)

**APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION**  
**WINCHESTER, CONNECTICUT**

338 Main St. Winsted CT 06098 860 379-2713  
[www.townofwinchester.org](http://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.

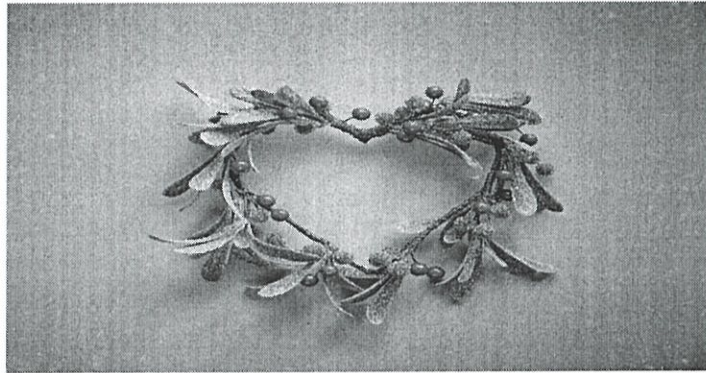
Signature: [Signature] Date: 11/3/22

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](mailto:townmanager@townofwinchester.org)



## Social Services Board of Selectman Update November 1-December 30, 2022



### Clients:

- New: Forty-Nine new service users (27 in November/22 in December). Total for 2022 is approximately 150 new service users and 30 continued service users (more than one service contact). 2021 approximately 80 new service users.
- The Homeless Outreach Worker from The Center for Human Development has not been able to consistently provide services to Winsted. Prior to the opening of the Overflow Cold Weather Shelter, I contacted every unsheltered person I could find (10) to inform them of the shelter. All but two had plans with friends or family to double up for the winter.
- Accompanied one client DMV, Social Security Office, and DSS on several occasions to obtain vital documents required for a housing voucher.
- Accompanied another client (client has NOI Case Manager) to DSS to resolve a 5-month delay in SAGA benefits. Issue resolved.
- Accompanied one client to Court on 12/6/22. Met with Public Defender and documented client's efforts to obtain housing to present to Judge on 1/10/23.
- Twelve client meetings in office and ten client meetings in the community.
- November and December calls were for rent assistance, energy assistance, evictions, security deposit assistance, and holiday gift assistance.

### Committees/Meetings:

- Member of the Housing Affordability Steering Committee: Plan adopted by the BOS on 10/17/22.
- Department Directors Meeting: 11/3/22, 11/17/22, 12/1/22, 12/15/22.
- Northwest Cares Meeting: 11/2/22
- Northwest Hills Prevention Coalition: 11/3/22, 12/1/22
- Northwest Coordinated Access Network Leadership: 11/9/22, 12/14/22
- Northwest CAN Housing Solutions: \*11/9/22, 11/30/22, 12/7/22, 12/21/22\*
- Litchfield County Cold Weather Shelter Planning: Weekly



- Litchfield Hill Opioid Task Force: 11/17/22, 12/15/22
- Northwest Caring Connection Collaborative: 9/8/2022 & 10/13/2022
- Northwest CT Food Hub (Pam Carrigan is our representative at this group) 9/28/2022 & 10/26/2022
- New Beginnings Board of Directors Meeting: 11/11/22, 12/13/22
- New Beginnings Operations Meeting:
- New Beginnings Strategic Meeting: 11/11/22 & 11/23/22 combined meetings
- CCM Public Safety/Public health and Human Service Policy Committee: 9/7/2022

#### Initiatives:

- CLEAR Project: Community & Law Enforcement for Addiction Recovery: Kickoff meeting for the six selected towns in the pilot (Torrington, Winsted, Watertown, Stamford, Bridgeport, and Greenwich) took place on 8/18/2022 and the first day of training was 8/19/2022. Winchester team is Officer Justin Duvall, Katie Vaill and Chief William Fitzgerald. Greenwoods Outreach staff are waiting to for training on the platform and then the Winchester CLEAR team will be up and running. Please see attached for more information on this project. **This initiative is on hold until the Chief of Police position is filled.**
- Charlotte Hungerford Hospital/Hartford Hospital Community Health Improvement Plan 2023-2025: 10/6/2022
- Applied for a grant through the Northwest Community Bank Foundation for the Resident Assistance Fund: Granted
- **Weekly outreach on Tuesdays, Fridays and as needed.**
- Development of policy and procedure manual for the Social Services Department: ongoing: Three policies drafted: **Client Confidentiality, Accepting Gifts: Transporting Clients**
- Quarterly COG Social Service meeting 6/21/22
- Met with Northwest Community Bank and Bank of America regarding review of the use of The William C. Barclay Fund 6/8/22
- Met with new resource Elara Caring 6/16/22
- Submitted T-Mobile Grant Application for roof replacement at 44 Elm Street 6/23/22: Not Granted.
- Sustainable CT Meetings: 8/1/2022
- Winchester Social Services Team meeting: (The Salvation Army, Greenwoods, The Winsted Senior Center, New Opportunities Inc.) Attended the Community Health and Wellness Fair on 8/9/2022 from 10-2pm.
- Booker Memorial Child Care and New Opportunity Inc Interns hosted a regional meeting of municipal Social Services employees on 8/16/2022.
- Due to the increase in our senior citizens becoming homeless, New Beginnings BOD Vice Chairperson, and Executive Director of the Torrington Housing Authority, Claudia Sweeney put forth a plan for the prioritization of senior citizens who are homeless or at imminent risk of homelessness for placement at the Torrington

Housing Authority properties. Executive Director of the Winsted Housing Authority, Curt Leng will also pursue this prioritization need with his BOD over the next two months. (See attachment)

- On 12/15/22 client signed his lease. On 12/19/22, client moved into his apartment. Efforts are ongoing to establish client with new Case Manager from CHD.
- We received a call from Melissa Powell, Clinical Manager at the Emergency Department at HHC here in Winsted regarding donating a Thanksgiving basket to a needy family. Melissa Thurmond from Winsted Public Schools (McKinny-Vento Coordinator) identified a family to whom the basket will go. **Delivered on 11/19/22 by myself and Sarah Toomey.**
- We handed out one hundred vouchers for the Feed the Children event that took place on 9/18/2022. The Salvation Army also gave out fifty vouchers. We could have used more.
- On 12/22/22, we were contacted by Kids Play Museum requesting our community partnership again for 2023. We have received 100 vouchers that cover the admission fee for 4 people. The partnership will be posted on our website and social media pages during the first week of January.
- \*A brief explanation of the Northwest CAN Housing Solutions Meeting: This meeting is chaired by the Northwest CAN Coordinator and is attended by all Northwest CAN Provider Agencies and others with Homeless Management Information System access (like me) who work with our homeless community members. The purpose of the meeting is to 'match' homeless people who have met a specific criterion (6 months of homelessness verified, all vital documents on file), with housing vouchers from various programs and agencies. In most communities, the Housing Authorities hold and manage section 8 Housing Vouchers. Winchester's Housing Authority discontinued this practice several years ago. Section 8 Housing vouchers for Winchester residents have been held and managed for several years by J. D. Amelia Associates, LLC in Waterbury CT.
- Community Member Paul Venti, Author and Food Drive Coordinator for Veterans, Seniors and Children introduced himself to the Open-Door Soup Kitchen and to Winchester Social Services. We were able to connect Paul with several families who requested assistance with Christmas presents for the children.
- Community Resource Center 44 Elm Street Project. Submitted grant application to NWCCF for Draper Fund on 10/17/22. Request denied however we were asked to resubmit with additional information in January 2023. We will be submitting an application for Community Investment Fund for the Community Resource Center in January 2023.
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#### Training:

- 11/17/2022: CCM Drug and Alcohol Testing for Supervisors



- 11/30/22: Housing and Eviction Law Presentation by Keven Brophy from CT. Legal Services

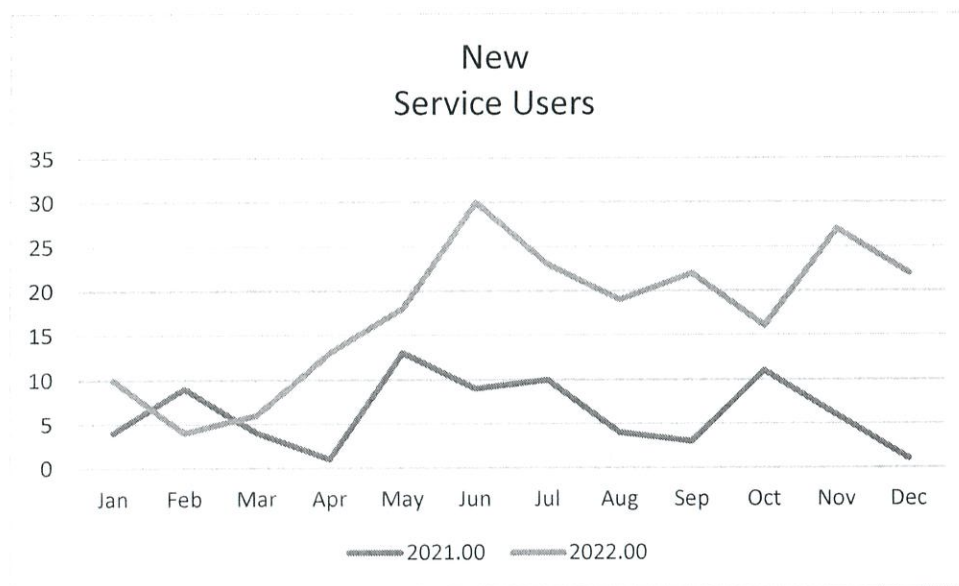
#### RAF requests:

- 12/7/2022: Request to share expense with Helping Hands Chore Service/Caleb Camp Fund for a Helping Hands employee for new tires for her car. 310.40 granted.
- 12/12/2022: Request for assistance with back rent/ \$1800.00 granted.
- The RAF received two donations in December. 12/19/22 Lee Atwood of Coe Street donated \$60.00. On 12/28/22 The Northwest Community Foundation Leverett W. Tiffany Fund donated 3,500.00.

#### Barclay requests:

- 11/2/2022: Request to pay Town of Winchester Water/Sewer Taxes 248.44. Granted.
- 12/12/2022: Request to pay Eversource Gas & Electric bills totaling \$2,670.91. Granted.
- 12/19/2022: Remaining 2022 fund dispersed to the Open-Door Soup Kitchen: \$1950.00 and The Salvation Army Winsted Service Center: \$1950.00.

#### Internal Data:





## Housing

