



**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING**

**Regular Meeting Agenda
February 06, 2023 7:00PM
P. Francis Hicks Room**

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 January 17, 2023
5. **CITIZENS' COMMENTS**
The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address.
6. **TOWN MANAGER'S REPORT**
7. **CORRESPONDENCE**
8. **BOARDS AND COMMISSIONS**
9. **UNFINISHED BUSINESS**
A) Update on work being completed for proposed upcoming bond issuance.
10. **NEW BUSINESS**
A) 23-03 Consider and possibly act on the approval of American Rescue Plan Act funding got the Town Soccer Field Lighting Project (Town Manager Kelly)
B) 23-04 Consider and possibly act on resolution 23-04 for Town awarding of Taylor Brook Culvert project work (Town Manager Kelly).
C) 23-05 Refunds as Recommended by the Collector of Revenues (Town Manager Kelly)
D) 23-06 Proposed Line-Item Transfer (Town Manger Kelly)
11. **CITIZENS' COMMENTS**
The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address
12. **SELECTMEN'S COMMENTS AND REPORTS**
13. **EXECUTIVE SESSION**
A) Enter Executive Session for the purpose of discussing: Safety, security, and personnel.
B) Possible sale of Town owned property.
14. **ADJOURNMENT**

**FILED
CLERK'S OFFICE**

FEB - 3 2023

**TOWN CLERK OF WINCHESTER
WINSTED, CT**

Town of Winchester

Board of Selectmen

Regular Meeting

Tuesday January 17, 2023

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)	Jack Bourque (Selectman)
	Candace Bouchard (Selectman)	Linda Groppo (Selectman)
	Steve Sedlack (Selectman)	

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** - Item 11 (C) Discussion with Superintendents moved to Item 6 position

Item 4 **Approval of Minutes**

* Minutes of Regular Meeting on January 17, 2023

Motion - Sel. Bouchard / Second - Sel. Morhardt

Vote to accept minutes - Yes (6) - Abstain (1) Sel. Bourque

Item 5 **Citizens Comments** -

* Resident Frank Oliveri spoke and suggested establishing a "Sinking Fund" for Infrastructure projects

Item 11 C) Discussion with Superintendents of School on FY 2024 Budget

(Moved)

Superintendent Melony Brady-Shanley and Gilbert School Corporation Chairman Holly Cassidy outlined their FY23-24 funding efforts and the drivers likely to result in a 4 to 10% increase in their budget request to the Town.

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

* J T's Café officially opened on Main Street.

* The RFQ for 508 Main Street is still open. This has been widely promoted and responses are due in February.

* The Manufacturers Breakfast meeting was held on Thursday January 12th at the Tort Law Museum with record attendance.

- * The Town completed and submitted a \$900,000 Grant application to the Community Investment Fund for improvements to Town owned buildings. A \$17,000 Grant application was also submitted to the DEEP "Aquatic Invasive Species" program.
- * Job applications for the Chief of Police position were received up to the Friday January 13th deadline.
- * State Police in Canaan have a new officer on board. Lieutenant Swift stopped at Town Hall and introduced herself in an effort to get acclimated with member towns in Troop B's territory.
- * A decision was made to put the Police Union contract negotiations on hold until a new Chief is brought on board.
- * The Town referendum to add \$2.3 million of Bond Funding to complete Water Works projects passed by a vote of 209 to 170.

Selectman Groppo asked TM Kelly for the following information

- 1) Updated status report regarding the Façade and New Business Start Up Grants
- 2) Occupancy Census Report related to the new Overflow Emergency Shelter
- 3) Any available data showing how many Shelter users arrive by Shuttle Bus vs car
- 4) Copies of any Incident Reports or Neighbor Comments related to Public Safety at the Shelter

Item 7

Finance Directors Report

- * Finance Director Ann Marie Rheault reviewed current General Fund, Cash Flow and CIP data....
- * A report detailing the credits the Town receives from the new Solar Farm on Platt Hill was submitted for Board review.
- * The Town will be entering into the Capital Region Council of Governments Energy Auction in an effort to join their Consortiums initiative to reduce municipal electricity costs.
- * A discretionary project SPENDING FREEZE will go in to effect on February 1, 2023. All spending for these projects will require approval from the Town Manager.

Item 8

Correspondence - A copy of the Winchester Bd of Ed Quarterly Financial Report was given to TM Kelly.

Item 9

Boards and Commissions - Sel. Sedlack introduced the following actions.

- * A notice of resignation was received and accepted from the following volunteer.
 Sheila Sedlack (D) from the Soldiers Monument Commission
 A special thank you to Sheila for almost 30 years of dedication to the SM Commission!
- * The following groups have position openings. Interested candidates are encouraged to apply!
 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 10 **Unfinished Business** - None

Item 11 **New Business** -

A) 23-01 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 \$2112.52."

Motion - Sel. Perez / Second - Sel. Bouchard

Vote to approve - Unanimous (7 - 0)

B) 23-02 Driveway Permit Variance for 664 East Wakefield Blvd.

Motion Statement - "I make a motion to approve the variance at 664 West Wakefield Blvd for a driveway." Sel. Sedlack asked the motion include the statement - "Variance not to exceed slope of 10%."

Motion - Sel. Perez / Second - Sel. Morhardt

Vote to approve - Unanimous (7 - 0)

D) 23-03 Consider and possibly act on FY 2024 Budget Schedule

Motion Statement - "I make a motion to approve the budget calendar."

Motion - Sel. Bourque / Second - Sel. Groppo

Vote to approve - Unanimous (7 - 0)

Item 12 **Citizens Comments**

* Resident David LaPointe spoke regarding his Fund Balance FOIA request, Town Official contact information, local taxes and the spending freeze.

Item 13 **Selectmen's Comments and Reports**

* Sel. Bouchard - Reminded everyone that the FOMS "Bubbles and Truffles" event will be held at Crystal Peak on February 8th.

* Mayor Arcelaschi - Reported that his and Sel. Perez's gesture of moving their Selectman's salary to zero had been ruled as unallowable.

Item 14 **Executive Session** -

A) Discussion on possible sale of Town-Owned land

B) Town Manager performance evaluation and contract review

Motion Statement - "Motion to enter Executive Session to discuss possible sale of Town owned land and the Town Manager's performance evaluation and contract review. Taking the Town Manager to be part of the meeting at 8:53pm."

Motion - Sel. Perez / Second - Sel. Bouchard

Vote to approve - Unanimous (7 - 0)

Board returned from Executive Session at 10:34pm and directed the Town Manager to continue negotiations regarding Town owned land.

The Town Manager's performance evaluation and contract review remain ongoing.

- Item 15 This item was added with the permission of the Board by Selectman Perez who did note that it was an unusual step.
- Motion to add "Consideration of extending the Emergency Ordinance allowing for the Emergency Shelter at the Winsted Health Care Center" to the agenda.
- Motion - Sel. Perez / Second - Sel. Sedlack
- Vote to approve - Unanimous (7 - 0)
- Motion Statement - "I move that we extend the Emergency Ordinance authorization for the location of the cold weather shelter at the Winsted Health Center for an additional 60 days."
- Motion - Mayor Arcelaschi / Second - Sel. Perez
- Vote to approve - Unanimous (7 - 0)

- Item 16 **Adjournment**
- * Motion - Sel. Sedlack / Second - Sel. Bouchard
- To adjourn the meeting at 10:38pm
- Vote to approve - Unanimous (7 - 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: February 6, 2023

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:** I held an initial conversation with one of the two proposing agencies this past week, more information will be shared with the Board of Selectmen when it becomes available.
- **Bonding:** Town staff is hopeful to have the first set of bonds for the Infrastructure Improvement Plan finalized by the end of March, meaning that the Board of Selectmen will need to review numbers and make final authorizations in February. I, along with the Director of Finance, are busy putting together information and materials for the Official Statement, a key and time-consuming part of the bond issuance process. It is our hope to provide you with more of this information and to give you the opportunity to ask questions of our bond advisor and counsel at the second meeting in February.
- **Budget:** All departments have submitted their budget requests to my office, and I began individual meetings with each department head/budget section overseer to ensure that all questions that we have are answered prior to the Town Manager's Proposed Budget being drafted and shared with the Board of Selectmen. That document will be generated in February and shared with the Board of Selectmen no later than March 15, 2023, per the Charter requirements.
- **Economic Development:** An RFQ for 508 Main Street is actively posted and has been shared widely – this is due back to us in February. Additional meetings have been held with property owners about continued development. I met with the Economic Development Commission last week to discuss a number of initiatives that they are working on, including the development of marketing materials. I expect that this group will have a set of recommendations for you to consider within a month's time.
- **Electricity:** We are working with the Capital Region Council of Governments Purchasing Council to identify ways in which we can save money on electricity.

- **Façade & Business Start-Up Programs:** More cases are being closed out each week. I have attached an updated report for you to review.
- **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. An email from a Frontier representative received by my office last week confirms that they are still on target to lay fiber optic cable across the entire town within this timeframe, with the majority of the cable being installed in February. More information will be shared directly with residents by Frontier in the near future.
- **Grand List:** The October 1, 2022 Grand List has been signed on-time by our Assessors Office. Residents can now submit materials to have their case reviewed by the Board of Assessment Appeals in March. The Assessment Appeals form is located on the Assessors page on the Town website.
- **Grants:** In 2022, we finished out the year having won over \$5.68 million in competitive grants, including those provided by the Communities Challenge program, Congressionally-Directed Spending, and the STEAP program. Since 2023 began, a ~\$900,000 request was sent off to the Community Investment Fund 2030 for improvements to own-owned buildings and a ~\$17,000 request from the DEEP Aquatic Invasive Species program. Since the Board last met, the Town has received notification that it has been granted two separate \$50,000 awards: the first to help cover costs related to speed enforcement on rural roads, the second to help cover costs related to Social Services personnel in FY 2024. In addition to these grant submissions, the Town will make applications to the following programs:
 - 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).
- **Historic District:** The Director of Economic Development and I met with representatives from the State, Preservation CT, and the prospective new owner of one of the major mill buildings in the downtown area to discuss the possibility of creating a small industrial-focused historic district on the southern side of Main Street, which would allow the building owners in that area to take advantage of historic tax credits, making development at those sites more feasible.
- **Personnel:** The Chief of Police job posting closed on Friday, January 13th. Selected candidates will go through three rounds of interviews. This review process is underway. The Public Works Department and Police Department both remain understaffed at the present time.
- **RFPs:** The Town has issued an RFP for IT services in an effort to reevaluate all our services on a rolling basis and ensure that the Town is receiving quality service at the lowest possible prices. I have also written an RFP on behalf of the seven-town Paramedic Program consortium for regional medic services, currently provided by Trinity through Medic 6, as our regional contract with them expires in June 2023.

That RFP just requires one last approval from Hartland before it will be posted for public consumption. Following that, an RFP will be generated for landscaping services.

- **Sustainable CT:** Work continues with the Conservation Commission to further our objective of achieving the first Sustainable CT certification within the fiscal year. Last week we met with Jess Leclair, Sustainable CT's Program Manager, and she has helped us make a gameplan that will allow us to apply for this certification in early April.
- **Town-Owned Properties:** Town staff are continuing to work on recommendations for the Board of Selectmen to consider that will help get more properties developed and back on the tax rolls. As part of this, the Town has identified a building on Marshall Street and a building on Norfolk Road that it owns that are in need of demolition; those demolitions will take place in the near future. Stay tuned for next steps.
- **Unions:** I am currently compiling a list of items to be addressed in the upcoming police union negotiations, but we are hoping to delay the finalization of any contract until a new Chief is hired.
- **Website:** An in-person meeting was held with our web developer on Friday, January 27th. At that meeting we reprioritized the fixes that need to be made to the website and discussed a few additional features that we would like the website to have. We have an action plan going forward to continue to make improvements.

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

- Monday, February 6, 2023 (7pm): Regular Board of Selectmen meeting.
- Monday, February 20, 2023: Town Hall closed (Presidents' Day).
- Tuesday, February 21, 2023 (7pm): Regular Board of Selectmen meeting.
- Monday, March 6, 2023 (7pm): Regular Board of Selectmen meeting.

Respectfully submitted,

Joshua Steele Kelly
Town Manager & CEO



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

TO: Board of Selectmen
FROM: Josh Kelly, Town Manager
SUBJECT: Façade & Business Start-Up Program Update
MEETING DATE: February 6, 2023

All of the Façade & Business Start-Up Program awards that have been distributed at this time. Below, you will find a list of recipients and where they currently stand in the process. If you have any questions about these items, please send them to me at townmanager@townofwinchester.org.

Please note that all items listed below are forgivable loans, and as such they are loans and will be paid back to the Town unless specific requirements are met as outlined in the original program applications.

Façade Improvement Program

Most businesses in this program were offered a six month performance period following the issuance of a check, meaning that most work is meant to be completed in December 2022. Some projects that are larger in scope have been allowed more time as a result of the sheer size and scope of the work being done to those buildings. All projects are eligible for small extensions so long as they can provide a clear rationale for the extension. Businesses that fail to complete the work within the time allotted and meet other parameters that have been set forward by the Town will not have their loans forgiven, and those loans will be due back to the Town no later than 395 days (a year and a month) after they received a check from the Town.

Round 1

Business	Address	Town Award	Business Investment	Total Investment (Town Award + Business Investment)	Status
Miller's Crossing LCC	35 Willow St	\$ 20,000	\$ 900,000	\$ 920,000	Extension Granted
The Tributary	17 Rowley St	\$ 20,000	\$ 20,000	\$ 40,000	COMPLETE
Laurel Lanes	266 Main St	\$ 10,000	\$ 81,998	\$ 91,998	COMPLETE
Birchwater Management	58 Main St	\$ 10,000	\$ 10,000	\$ 20,000	COMPLETE
Whiting Mills	100 Whiting St	\$ 10,000	\$ 8,255	\$ 18,255	COMPLETE
Beacon Prescriptions	294 Main St	\$ 8,000	\$ 41	\$ 8,041	COMPLETE
Mario's Tuscany Grill	556 Main St	\$ 10,000	\$ 39,500	\$ 49,500	COMPLETE
King, King, & Assoc.	95 North Main St	\$ 7,500	\$ 4,500	\$ 12,000	DECLINED
McGrane's on the Green	27 Park Place	\$ 10,000	\$ 30,000	\$ 40,000	COMPLETE
R&B Sports World	19 Rowley St	\$ 10,000	\$ 25,000	\$ 35,000	Extension Granted
Williams Chiropractic	88 Elm St	\$ 7,000	\$ 14,000	\$ 21,000	COMPLETE
The Gilson	354 Main St	\$ 10,000	\$ 121,855	\$ 131,855	COMPLETE
Railway Café	580 Main St	\$ 7,500	\$ 2,500	\$ 10,000	AWAITING REPLY ON INQUIRY
TOTAL		\$ 140,000	\$ 1,257,649	\$ 1,397,649	

In May, the businesses listed above received funding from the Town equal to the number of dollars as listed under the "Town Award" column. Those businesses are investing an amount of their own money equal or greater to the totals listed in the "Business Investment" column. The total investment (when you add up the Town's loan plus the money the businesses are putting in directly) is added up in the following column. The Round 1 awards saw a tremendous return on the Town's investment, largely due to the investment made in Miller's Crossing LLC's project. These businesses should have wrapped up work by this point in time. There are only a few remaining areas of note at this time: first, Millers Crossing and R&B Sportsworld have both shown evidence of their projects moving forward and have had their performance periods extended. King, King, & Associates have decided not to move forward with their project; money from this project will go to support another project. The Railway Café project is complete, but we are awaiting final documents from them to close out the project. Please note that any project marked as "COMPLETE" is one where a business has submitted evidence of completion to the Town Manager's Office directly. It is possible that more work has been completed than has been reflected here, but it has not yet been reported to my office in accordance with the reporting requirements outlined in the loan program.

Round 2

Business	Address	Town Award	Business Investment	Total Investment (Town Award + Business Investment)	Status
Noujain's Bistro	436 Main St	\$ 20,000	\$ 17,788	\$ 37,788	Ongoing
JB Appliance	500 Main St	\$ 10,000	\$ 5,000	\$ 15,000	Ongoing
Keefe Surveying	498 Main St	\$ 10,000	\$ 5,000	\$ 15,000	Ongoing
Community Health & Wellr	372 Main St	\$ 9,000	\$ 100,000	\$ 109,000	Ongoing
Laurel City Expressive Perf	15 Case Ave	\$ 10,000	\$ 90,000	\$ 100,000	Ongoing
Lori Riiska CPA	16 Union St	\$ 10,000	\$ 20,000	\$ 30,000	Ongoing
Little Red Barn Brewery	32 Lake St	\$ 9,000	\$ -	\$ 9,000	Ongoing
American Mural Project	90 Whiting St	\$ 7,500	\$ 7,802	\$ 15,302	COMPLETE
Flashback Welding	88 Torrington Rd	\$ 5,000	\$ 15,000	\$ 20,000	COMPLETE
ABC Pizza	228 Main St	\$ 5,000	\$ 5,000	\$ 10,000	COMPLETE
Ocean Garden	141 Main St	\$ 5,000	\$ -	\$ 5,000	Ongoing
Veterans of Foreign War	114 Colebrook River Rd	\$ 5,000	\$ -	\$ 5,000	Ongoing
Rowley Grill	19 Rowley St	\$ 4,500	\$ -	\$ 4,500	Ongoing
TOTAL		\$ 110,000	\$ 265,590	\$ 375,590	

In June, the Board of Selectmen authorized an additional \$100,000 to be put towards Façade Improvement work. The businesses/organizations listed above are the recipients of this funding. The awards in Round 2 were made more recently than those in Round 1, and thus most of these projects will have until May 2023 to complete their work unless they are granted an extension. I will begin working with them in March to ensure that they are on-track for a May completion. As with Round 1, it is possible that more work has been completed than has been reflected here, but it has not yet been reported to my office in accordance with the reporting requirements outlined in the loan program.

Business Start-Up Program

Round 1

Business	Address	Type of Business	Award	Status
Cura di se	60 Main St	Protein Shakes (foc	\$ 10,000	OPEN
Laurel City Playhouse	15 Case Ave	Playhouse & Dance	\$ 10,000	Extension Granted
Live. At Home.	58 Main St	Home Goods	\$ 10,000	OPEN
Tipi	898 Main St	Bar & Grill	\$ 10,000	AWAITING REPLY ON INQUIRY
Greenhouse B&B	21 Fairview Ave	Lodging	\$ 10,000	AWAITING REPLY ON INQUIRY
TOTAL			\$ 50,000	

Laurel City Playhouse has already been granted more time as a result of the sheer size and scope of the work being done to that building. A couple of these businesses have already opened on the east end of Main Street. The last two businesses on this list are in need of opening per their agreements but have not yet provided the Town with any evidence that they have opened; I have reached out to the owners of these businesses and will let the Board of Selectmen know how those conversations go.

Round 2

Business	Address	Type of Business	Award	Status
Home & Cake	Unknown (In Progress)	Bakery	\$ 10,000	Developing
Curious Cat Bookshop	414 Main Street	Book Store	\$ 10,000	Estimated Opening Spring 2023
Edgeworks Axe House	32 Lake St	Axe Throwing (Reci	\$ 10,000	Estimated Opening May 2023
Earthbound Yogi	396 Main St	Yoga Studio	\$ 10,000	OPEN
Mad River Music (Expansio	502 Main Street	Music Lessons & SP	\$ 5,000	OPEN
Center for Dance Arts II (E	Unknown (In Progress)	Dance Studio	\$ 5,000	Relocating to Expanded/More Visible Space
TOTAL			\$ 50,000	

The businesses listed above received their forgivable loans more recently, and thus have more time to complete their work. Four of these recipients were new businesses coming to Winsted to open, and two are current Winsted businesses that were looking to expand their footprint and place themselves in a more visible space. Two of these businesses are already open, two more have signed lease agreements and should open in the spring, and the final two are working with our staff and other community partners to find the right locations in which to open. These businesses will need to open by early summer, 2023.

Respectfully submitted,



Joshua Steele Kelly

Town Manager & CEO

CC: Terry Hall, Administrative Assistant

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
02/06/2023	Paul Parent (Replacing Sheila Sedlack)	Soldier's Monument	R	Member	6/2024
02/06/2023	Shannon Centrella (replacing Tyler Tucker)	Economic Development Commission	D	Alternate	4/2027

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

RE-APPOINTMENT

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

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends
02/06/2023	Joseph Santoro (replacing Jill Fourie's position)	Economic Development Commission	U	Alternate moving to Permanent Member	4/2027
02/06/2023	Troy Lamere (Replacing Jackie Mulvey)	Board of Assessment Appeals	R	Alternate moving to Permanent Member	10/2023

Boards & Commissions

RESIGNATION

(TO BE MENTIONED AT TONIGHT'S MEETING)

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends
02/06/2023	Jill Fourie	Economic Development Commission	D	Member	4/2027
02/06/2023	Jackie Mulvey	Board of Assessment Appeals	D	Member	10/2023

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>Conservation Commission</u>	Regular	1	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>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:

Soldiers' Monument Commission

NAME: Paul D. Parent

ADDRESS: 105 Laurel Way, Winsted, CT 06098

HOME PHONE #: _____ **CELL PHONE #:** 860-309-3732 **E-MAIL:** fishct@gmail.com

ARE YOU A REGISTERED VOTER IN THE TOWN OF WINCHESTER? Yes

PRIOR CIVIC INVOLVEMENT: N/A

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

Interested in helping the commission preserve the Soldiers' Monument and educate future generations in the legacy it represents. See application letter

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? Yes **Name:** Steve Dew

Signature:  **Date:** 1/23/2023

Please note that all Board/Commission members are subject to the Town of Winchester's Conflict of Interest Policy. The Board of Selectmen is responsible for making appointments for Board/Commission Vacancies. This application will be reviewed by the Board of Selectmen. If the Selectmen vote to seat you, you will be notified of your appointment by the Second Selectman with a copy to the Chairman of the Board/Commission. This process can take up to three weeks after your application has been initially submitted due to meeting schedules. Once notified, you will need to make an appointment to be sworn in by the Town Clerk before taking up your position. In the interim, we encourage you to continue to attend the meetings of the board you have applied for until sworn in.

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

Paul D. Parent
105 Laurel Way
Winsted, CT 06098
m:860-309-3732
fishct@gmail.com

January 22, 2023

Town of Winchester
Town Manager
Board of Selectmen
Soldier's Monument Commission

The Soldiers' Monument Commission has asked me to consider applying to fill the position that will soon open. I accept the offer and request that my appointment be considered.

My wife Carol and I have been voters and taxpayers in the town of Winchester all of our adult lives. Our first home together was at 86 Crown Street adjacent to Soldiers' Monument Memorial Park. While I have never pursued American history as a hobby, as many on the board have, I have deep gratitude for the sacrifice made by those that have served to protect and make our country a land of opportunity, unique among the nations. I am acquainted with many that serve on the commission and appreciate the passion and hard work at keeping an interest in American history alive.

I have served in leadership roles in various churches, businesses and clubs and believe I could be an asset to the commission. If the position is offered, it would be a privilege to serve with its members at preserving this legacy to our nation, its fallen heroes and our town.

Respectfully,



Paul D. Parent

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:

Economic Development Commission

NAME: Shannon Centrella

ADDRESS: 217 Perch Rock Trail, Winsted
860 307 2824

HOME PHONE #: _____ CELL PHONE #: _____ E-MAIL: ShannonCentrella8@gmail.com

ARE YOU A REGISTERED VOTER IN THE TOWN OF WINCHESTER? yes

PRIOR CIVIC INVOLVEMENT: This will be my first in town !!

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

I grew up in Winsted and I love this town and want to see it thrive. I have always loved being involved in groups/ planning events when I was younger (student council / President of my class in college - etc)

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? yes Name: I have attended meetings and spoke with Dewees Yeager and Ted Shafer.

Signature: Shannon Centrella Date: January 22, 2023

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

and EDC is a perfect fit for me! As a business owner in town I believe that I will be able to add perspective / ideas to meetings from that standpoint. Aside from that I am also excited to help plan events and be involved in projects to better our town!

Resignation from Jill Fourie-EDC:

On Tue, Jan 17, 2023 at 5:20 PM Jill Fourie <4jillfourie@gmail.com> wrote:

Good evening,

Thank you for allowing me this opportunity the last couple of years. Please keep me in mind should you need any volunteers.

Best wishes,

Jill P. Fourie

Jill,

Thank you for being a part of the Commission these past few years. You will be missed. Please don't be a stranger and as you continue with your other pursuits, we wish you all the best and don't hesitate to contact us with any questions or needs.

Dewey

Fri 1/27/2023 9:52 AM

Also, I regret to report that Jackie Mulvey has explained that she can no longer serve on the BAA. She will be missed. She has been great to work with but now has to manage her time a bit differently now.

John Herman

BOARD OF SELECTMEN ACTION REQUEST

No.: 23-03

Date: February 6, 2023

Topic: Unfinished Business (A) - American Rescue Plan Act (ARPA) Allocations, Phase 4

From: Joshua Kelly, Town Manager

Background: In early 2021, Congress passed legislation, known as the “American Rescue Plan Act,” which aims to help stimulate the economy and provide needed services to citizens. In total, the Town expects to receive approximately \$3.1 million from this act, and the US Department of Treasury released its guidelines for the way in which this money may be spent on May 10, 2021. That guidance has since been adjusted, and the Town of Winchester has the opportunity to be more flexible with the way in which the money is allocated. The first half of this money was released to the Town on July 1, 2021, and the second half was released on July 1, 2022.

In December 2021, the Board of Selectmen considered and acted on approving “Round 1” allocations. This proposed work was based on an in-depth review of proposed projects by a committee of employees, officials, and residents. Round 1’s approved projects included the following:

Online Permitting Software	\$39,200
Remote Laptops	\$3,000
Town Marketing & Economic Development Activities	\$40,000
Director of Economic Development - Part 1	\$50,000
Business Start-Up Fund	\$100,000
Water Quality Improvement Program	\$10,000
800-band Radios	\$200,000
Ambulance Components	\$67,366
Firehouse Air Conditioning with Filtration Station	\$35,000
Firehouse Washing Machine & Dryer	\$40,000
GIS Map Updating	\$48,960
Mailed Communications	\$11,000
Recreation Safety Improvements	\$8,500
Sewer Plant Raw Water Pumps	\$350,000
Sewer Pump Station Rehabilitations	\$350,000
Senior Center "No Senior Left Behind" Technology Program	\$20,210
Social Services Coordinator - Part 1	\$60,000

Subtotal: \$1,422,236

On May 16, 2022, the Town approved a reallocation of \$200,000 from the “800-band Radios” project and put that money, plus another \$120,000, towards the Sue Grossman Greenway project (totaling \$320,000). In the meantime, grant funding is being sought for 800-band radios.

Fiscal Implications: Being from the federal government, these allocations will not have any direct taxpayer impacts.

Recommended Motion: *"I move that the Board of Selectmen allocate American Rescue Plan Act dollars in accordance with the Town Manager's proposal as presented."*

Attachments: Request from the Field Lighting Subcommittee.
Lighting RFP Proposal Form.

PROPOSAL FORM
Walker Field Lighting
TOWN OF WINCHESTER, CT

Local Bidder Preference

See Appendix I for Town Ordinance

Total Price \$

Alternate 1: \$ 185,000.00

Alternate 2: \$ 218,000.00 (Additional lights to meet 30 fc on all areas above
EIS standard for Class III lighting)

Company name and mailing address:

Earthlight Technologies, LLC

128 West Rd.

Ellington, CT 06029

Phone # 860-871-9700

Fax #

Signature of authorized representative: 

Signature typed out: Samuel J. Schneider

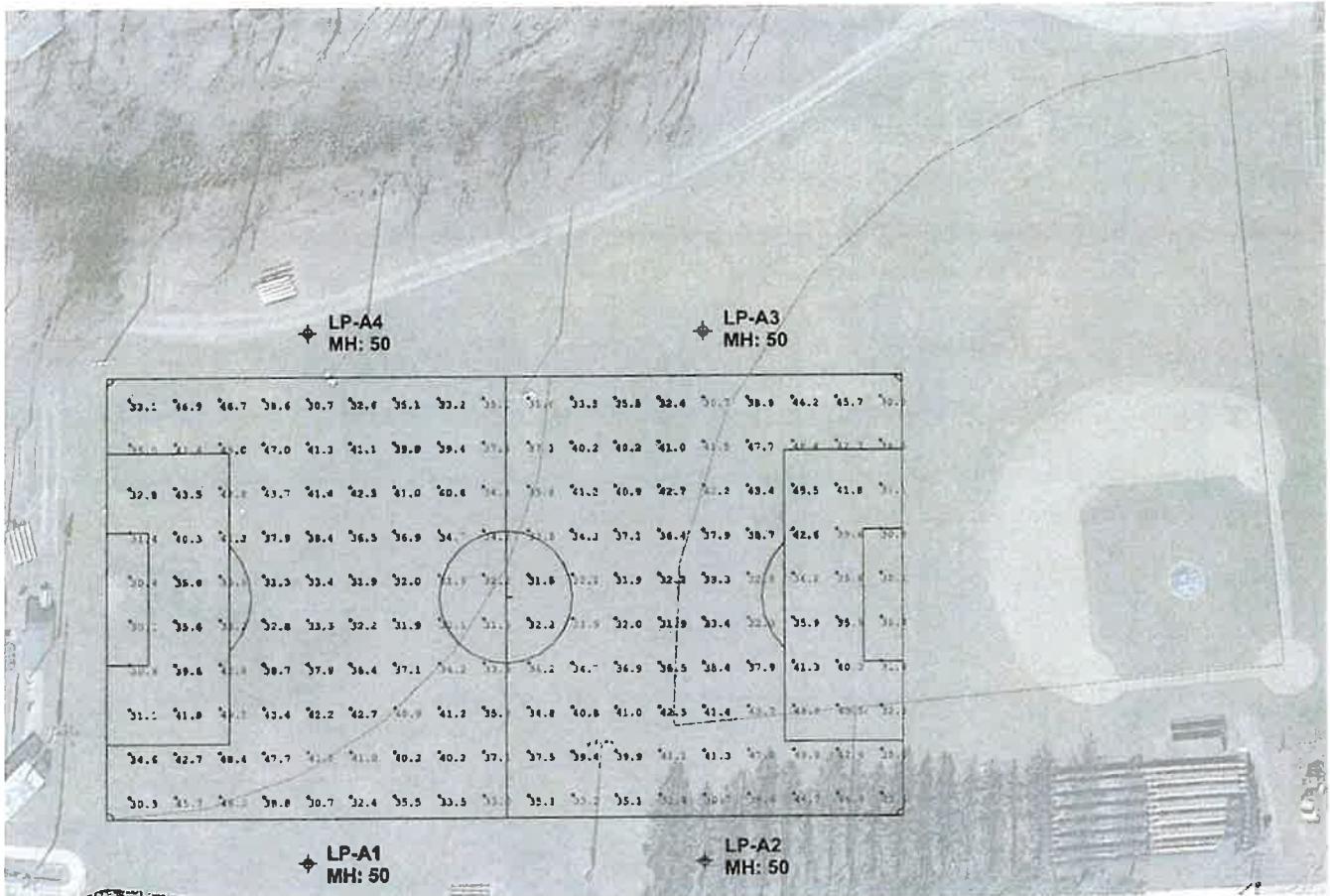
Dated: 1/16/23

Alternate 2 will result in an average of 38fc throughout the field. It requires (8) eight additional fixtures, and (4) four additional racking systems and power hubs. With the pole height being 50', the 3rd rack will be 40'-42' from the ground resulting in hotspots on the field.

For this reason, we do not recommend a requirement of 30fc on all areas of the field, but an average of 30fc as recommended in the EIS lighting standards.

Project Drawings

Photometrics



Scale: 1 inch= 80 Ft.

Pole Schedule

Qty	Description	Total Watts
LP-A1	10 TOTAL FIXTURES	8840
LP-A2	10 TOTAL FIXTURES	8840
LP-A3	10 TOTAL FIXTURES	8840
LP-A4	10 TOTAL FIXTURES	8840

Calculation Summary

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Soccer Field	Illuminance	Fc	37.75	49.5	30.1	1.25	1.64

Town of Winchester – Walker Field RFP- NEW LED FIELD LIGHTING

Willow Street Winsted, CT 06098

January 17, 2023



Prepared for

Mark Douglass, Purchasing Agent
Town of Winchester, CT 0098
(860)738-6960

Prepared by

John Smith
Earthlight Technologies LLC
128 West Road
Ellington, CT 06029
(860) 871-9700



PROPOSAL FORM
Walker Field Lighting
TOWN OF WINCHESTER, CT

Local Bidder Preference

See Appendix I for Town Ordinance

Total Price \$ _____

Alternate 1: \$ 185,000.00 (30fc Average)

Company name and mailing address:

Earthlight Technologies, LLC

128 West Rd.

Ellington, CT 06029

Phone # 860-871-9700

Fax # _____

Signature of authorized representative: _____

Signature typed out: Samuel J. Schneider

Dated: 1/14/23

TO: Vendors
FROM: Mark Douglass, Purchasing Agent
DATED: January 5, 2023

**RE: Replacement of Soccer Field Lights @Walker Field with High Efficiency LED
Lighting**

ADDENDUM 1 – Date Change

The bid Opening Date is being changed to January 17, 2023 at 10:00 A.M.

Thank you.

Company name and mailing address: Earthlight Technologies LLC
_____ 128 West Road _____

_____ Ellington, CT 06029 _____

Signature of authorized representative: _____



Signature typed out: Samuel J. Schneider _____

Dated: _____ 1/16/2022 _____

REQUEST FOR PROPOSALS
Replacement of Soccer Field Lights @Walker Field with High Efficiency LED Lighting
TOWN OF WINCHESTER, CT

Sealed proposals for **Request for Proposals of Replacement of Soccer Field Lights @Walker Field Willow St Winsted, CT 06098 with High Efficiency LED Lighting** Will be accepted in the office of the Purchasing Agent, Town Hall, 338 Main Street, Winsted, CT 06098 until 10:00 a.m. January 16, 2023 at which time all proposals will be publicly opened and read. **Vendors can visit the site anytime. Questions may be directed to the Recreation Director.** Specifications are available from office of Purchasing Agent at above address, and on the Town of Winchester web-site (www.townofwinchester.org/purchasing/pages/bid-proposal-documents). The Town of Winchester reserves the right to accept any or reject any or all bids or any part thereof if to do so is deemed to be in the best interest of the Town.

EQUAL OPPORTUNITY EMPLOYER/AFFIRMATIVE ACTION.

MARK DOUGLASS

Mark Douglass
Purchasing Agent

Specifications for Vendors:

BACKGROUND

The field lighting at the Walker Soccer Field failed in the summer of 2022. The lighting installed at that time consisted of six (6) light poles and forty (40) metal halide light fixtures with remote ballasts. The lighting served both high school soccer competitive games and recreational play for younger children.

The Town of Winchester is seeking an Athletic Field Lighting firm to provide preparation and installation for Soccer Field Lighting located at Willow St "Walker Field" Winsted, CT 06098

PROJECT DESCRIPTION - SCOPE OF SERVICE

- The Town would like to work with experienced and qualified vendors for the procurement, design and installation of energy efficient LED outdoor park and field lighting at
- The vendor will furnish and install new light poles with LED light fixtures, along with all necessary wiring and controls to illuminate a 55 yard by 110 yard soccer field Standard HS dimensions and sideline areas.
- Project would include designing for new energy efficient LED lighting fixtures that shall generate a light meter reading of at least thirty (30) foot candle (FC) of light intensity or greater at the field level of the soccer field (Musco and Earthlight estimate)
- Installation of metal poles on the soccer field. A separate cost should include any soil testing needed (Musco estimate and conversation) Need to be clear of baseball field
- Alternate 1: Same work with wooden poles due to available funding
- Supply and install all necessary electrical infrastructure including but not limited to *new* conduit, wiring, and a pull box at the base of each light pole to support the new lighting system. (all estimates)
- Drawings, specifications, and any associated technical data for permitting and installation

Price shall include all labor, materials, delivery, and all else necessary to complete the work, including but not limited to

mounting of all fixtures in place, fixture aiming, the supply of a lighting control system (such as a programmable lighting timer device), commissioning of proposed lighting systems controls, controls and lighting training, and final clean up Pricing for shall include the supply, delivery, and installation of the new poles and LED light fixtures meeting all requirements as stated in this Scope of Work. Application and representation at meetings if necessary for permits (where not waived by the Town), licenses and insurances

Appendix I

Sec. 147.13a Local Vendor Preference

- A. For all bids and quotes submitted for purchases, exceeding \$3,000 but less than \$1,000,000.00, any qualified and registered local vendor who has submitted a bid or quote not more than 5% higher than the lowest qualified bid or quote will be awarded the contract or purchase order, subject to any limiting provision of this Ordinance, so long as such local vendor agrees to provide the supplies, materials, equipment, commodities and or services which are the subject of such contract or purchase order at the same price as the lowest qualified bid or quote received. In the event that more than one local vendor submits a bid or quote not more than 5% higher than the lowest qualified bid or quote, the award shall be to that local vendor originally submitting the lowest qualified bid or quote.
- B. For purposes of this section, a qualified and registered local vendor is defined as one who maintains a principal place of business within the Town limits of Winchester by occupying real property in which to conduct such business or by paying personal property taxes on business property to the Town of Winchester. Evidence of the maintenance of such principal place of business may include the ownership or long-term lease of real estate from which the principal place of the business is operated or the payment of property taxes on the personal property of the business to be used in the performance of the bid.
- C. The Town Manager shall prepare a local vendor registration form and shall have it made available to all local businesses. When such a form has been properly completed and filed by a local vendor with and approved by the Town Purchasing Agent, such local vendor shall be qualified and registered local vendor in the Town for purposes of this section.
- D. This section shall not apply in any situation where the preference created by this section would violate Federal or state law or any existing contracts.

Walker Soccer Field Winsted, CT

Table of Contents

- EIS Field Lighting Standards - Class III Soccer Fields
- Product Specifications
- Photometric Lighting Layouts
- Additional Information

ANSI/IES RP-6-20

**RECOMMENDED PRACTICE:
LIGHTING SPORTS AND
RECREATIONAL AREAS
AN AMERICAN NATIONAL STANDARD**

Publication of this Recommended Practice
has been approved by IES.
Suggestions for revisions
should be directed to IES.

Prepared by:
The Sports and Recreational Area Lighting Committee
of the Illuminating Engineering Society.



RECOMMENDED PRACTICE:

LIGHTING SPORTS AND

RECREATIONAL AREAS

AN AMERICAN NATIONAL STANDARD

AMERICAN NATIONAL STANDARD

Approval of an American National Standard requires verification by ANSI that the requirements for due process, consensus, and other criteria have been met by the standards developer.

Consensus is established when, in the judgment of the ANSI Board of Standards Review, substantial agreement has been reached by directly and materially affected interests. Substantial agreement means much more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that a concerted effort be made toward their resolution.

The use of American National Standards is completely voluntary; their existence does not in any respect preclude anyone, whether that person has approved the standards or not, from manufacturing, marketing, purchasing, or using products, processes, or procedures not conforming to the standards.

The American National Standards Institute does not develop standards and will in no circumstances give an interpretation to any American National Standard. Moreover, no person shall have the right or authority to issue an interpretation of an American National Standard in the name of the American National Standards Institute. Requests for interpretations should be addressed to the secretariat or sponsor whose name appears on the title page of this standard.

CAUTION NOTICE: This American National Standard may be revised at any time. The procedures of the American National Standards Institute require that action be taken to reaffirm, revise, or withdraw this standard no later than five years from the date of approval. Purchasers of American National Standards may receive current information on all standards by calling or writing the American National Standards Institute.

- **Class I:** Competition play before a large group (5,000 or more spectators).
- **Class II:** Competition play with facilities for up to 5,000 spectators.
- **Class III:** Competition play with facilities for up to 2,000 spectators.
- **Class IV:** Competition or recreational play only (limited or no provision for spectators).

Table 4-1. Class of Play

FACULTY	CLASS			
	I	II	III	IV
Professional	X			
College	X	X		
Semiprofessional	X	X		
Sport Clubs	X	X	X	
Amateur Leagues		X	X	X
High School		X	X	X
Training Facilities			X	X
Elementary School				X
Recreational Event				X
Social Event				X

Class I: Facilities with spectator capacity over 5,000

Class II: Facilities with spectator capacity up to 5,000

Class III: Facilities with spectator capacity up to 2,000

Class IV: Facilities with limited or no provision for spectator

Lighting criteria for major stadiums and arenas require special design considerations, such as vertical and horizontal illuminance values not covered by this practice, which may be defined by individual sports governing bodies and/or broadcasting organizations.

Class IV lighting levels are suitable for play at fields that do not draw a large number of spectators. Many fields that host competitive play for adult recreational leagues will have very few spectators. Games for youth leagues will typically be only attended by family members of the participants.

IES STANDARD FOR CLASS III SOCCER

Table A-2. Recommended Illuminance Criteria for Outdoor Sports and Recreation Areas

Recommended Maintained Illuminance Targets ^(a, b)																
APPLICATION TASK/AREA	Class of Play	TS = Task Surface: Recommended illuminances are at height of task surface above finished grade or floor														
		Horizontal (E_h)						Vertical (E_v)								
		Target E_v @ Height AFF			Uniformity Ratio			Target E_v @ Height AFF		CV	Uniformity Ratio					
		C	A	T	Max	Avg	Min	C	A	T	Max	Avg	Min	CV	Ratio	Basis
		Lux @ ft	(Fc @ Ft)	Min	CV	Ratio	Basis	Lux @ ft	(Fc @ Ft)	Min	CV	Ratio	Basis			
Soccer																
	I	S	750 @ 0.91	(75 @ 3.0)	Avg	0.13	1.7:1	Max:Min								
	II	R	500 @ 0.91	(50 @ 3.0)	Avg	0.17	2:1	Max:Min								
	III	P	300 @ 0.91	(30 @ 3.0)	Avg	0.21	2.5:1	Max:Min								
	IV	O	200 @ 0.91	(20 @ 3.0)	Avg	0.25	3:1	Max:Min								
Softball																
See Baseball																

Product Specifications

WILLsport™ PRODUCT FAMILY

Proudly engineered and manufactured in Wisconsin, USA – our WILLsport™ family of LED sports lighting systems combines 50 years of manufacturing expertise, premium components, top-notch midwestern workmanship, and cutting-edge lighting and controls technology. From hometown ball fields to professional sports complexes to infrastructure and transportation applications, WILLsport™ series products are precision-engineered to deliver premium lighting, power management, and entertainment – all while backed by WILL's unmatched design, engineering, and project support capabilities.

■ Output options up to 115,000 lumens

■ Proprietary heat sink design with thermally isolated LED modules resulting in calculated L70 LED life over 200,000 hours

■ Wireless control options including entertainment, RGB, dimming, zones, and schedules

■ Remote power-control industrial cabinet upgrades

■ Premium high-efficiency Chip-on-Board (COB) LEDs and silicone optics that will not crack, fade, or discolor with age

■ Rugged aluminum chassis construction with integrated GlareKiller system

■ Easy driver and controller access

■ Pre-aimed adjustable mount according to factory lighting design

■ Power cord options for AC and DC configurations

■ Wire and terminal blocks for easy install and service

WILLsport™ KBX + RPCX

INDOOR / OUTDOOR SPORTS LED LIGHTING



WILL WISCONSIN
LIGHTING
LAB

WILLsport™ **KBX** LED LIGHTING W/ OPTIONAL **RPCX** REMOTE PWR-CTL SYSTEM



Catalog #	
Project	Walker Soccer Field
Comments	Class III (30fc) vs Class IV (15fc)



Highlights

- Designed, engineered, and manufactured in Wisconsin, USA from premium domestic and imported components
- IES files, photometric reports, and lighting simulations available from factory design team
- Output options up to 115,000 lumens
- Easy driver and LED module access for technology upgrades and maintenance
- Remote power-control industrial cabinet options from factory
- Wireless control options including entertainment, RGB, dimming, zones, and schedules
- Pre-aimed adjustable mount according to factory lighting design
- Rugged aluminum chassis construction with integrated GlareKiller system

Applications

- Outdoor sports and entertainment facilities
- Indoor sports arenas and venues
- Retrofit and new installs
- Hometown ball fields
- Professional sports complexes
- General high-output flood and area lighting
- Airports, military, and infrastructure projects

Construction & Finish (Light Fixture)

- Rugged aluminum chassis with excellent heat/impact resistance and hinged electrical access
- Proprietary anodized heat sink design with thermally isolated LED modules resulting in calculated L70 LED life over 200,000 hours
- Standard powder coat facilities are UL1332 (DTV2) certified for application of organic finish coatings for outdoor enclosures
- Anodized light engine plate and heat sinks meet MIL-A-8625 Type II (Class 1 & 2) standards and are RoHS, REACH, ELV, and WEEE compliant
- High-grade stainless steel hardware for superior strength and corrosion resistance
- Driver components are fully encased in potting material for moisture and vibration resistance

Construction & Finish (Optional Remote PWR-CTL)

- Bottom cabinet(s): Aluminum industrial power-control cabinet with NEMA 3R rating
- Top distribution hub(s): Polycarbonate enclosure with NEMA 1, 2, 4, 4X, and IP66 rating
- Small, medium, large, and custom cabinet configurations available
- Standard powder coat facilities are UL1332 (DTV2) certified for application of organic finish coatings for outdoor enclosures
- High-grade stainless steel hardware for superior strength and corrosion resistance
- See drawings below for additional component and wiring details

Compliance & Warranty

- ETL Certification for UL STD 1598 & CSA STD C22.2 # 250.0 for dry/damp/wet locations
- Remote power-control: pending
- Meets Buy American Act requirements
- Standard 5-year limited warranty with extended factory warranties available

Light Engine & Electrical

- Premium high-efficiency Chip-on-Board (COB) LEDs wired and bonded directly to circuit board to deliver compact lumen density and added reliability
- Self-sealing optical assembly constructed of optical-grade silicone with 93% typical lighting transmittance
- -40°C to +50°C ambient operating temperature options
- Standard AC input voltage of 120-277V 50/60 Hz; up to 480V available
- Isolated 0-10V dim-to-off with standby power ≤ 1.5W (standard) and PWM/3-timer-modes dimmable (optional)
- Power factor of 0.90 min
- Total harmonic distortion of 20% max
- Drivers include integral input Surge Protection of Differential Mode 6kV, Common Mode 10kV per EN 61000-4-5
- KB4&6: Thermally protected secondary 20kA surge suppression (optional)
- KB8: Thermally protected secondary 10kA surge suppression (optional)
- Always-on auxiliary power: 12VDC, 200mA
- Local specifying engineer recommended for product selection and local compliance
- Licensed electrician required for installation

Power & Control Options

- RGB color mixing and DMX integrations
- Dynamic scene entertainment packages
- Synapse® wireless system for large-scale control of zones, dimming, schedules, and sensors
- Wired and wireless configurations available
- Turnkey factory commissioning with on site support options

Light Poles & Arms

- WILL offers one of the most comprehensive light pole, bracket, and arm catalogs in the industry
- Aluminum, steel, fiberglass, and concrete materials
- Custom fabrication, finishing, and accessories available
- Dedicated light pole application support team

EPA Chart

Base Model	0° Tilt	10° Down Tilt	20° Down Tilt	25° Down Tilt	15° Up Tilt	25° Up Tilt
WS-KB4	1.39	1.39	1.39	1.39	1.39	1.46
WS-KB6	1.43	1.39	1.39	1.57	1.7	2.1
WS-KB8	1.85	1.54	1.69	2.06	2.26	2.75

Specifications & Typical Lumen Output

Full White

Base Model	Fixture Weight (Onboard Drivers) (lb)	Fixture Weight (Remote Drivers) (lb)	System Watts (W)	Engine Qty	Drive Current (A)	Lumens	lm/W
WS-KB4-470	38	32	442	4	2.0	57,700	131
WS-KB6-630	49	41	628	6	1.9	85,000	135
WS-KB8-940	63	51	884	8	2.0	115,000	130

Full RGB Tuning

Base Model	Fixture Weight (Onboard Drivers) (lb)	Fixture Weight (Remote Drivers) (lb)	System Watts (W)	Engine Qty	Drive Current (A)	Max RED Estimate (629nm typ.)		Max GREEN Estimate (530nm typ.)		Max BLUE Estimate (475nm typ.)	
						Lumens	lm/W	Lumens	lm/W	Lumens	lm/W
WS-KB4-250	38	32	246	4	0.5	5,768	64	8,060	106	3,392	42
WS-KB6-370	49	41	370	6	0.5	8,652	64	12,090	106	5,088	42
WS-KB8-500	63	51	493	8	0.5	11,536	64	16,120	106	6,784	42

White + RGB Combo Tuning

Base Model	Fixture Weight (Onboard Drivers) (lb)	Fixture Weight (Remote Drivers) (lb)	System Watts (W)	Engine Qty (WHITE)	Engine Qty (RGB)	Max RED Estimate (629nm typ.)		Max GREEN Estimate (530nm typ.)		Max BLUE Estimate (475nm typ.)		Max WHITE Estimate	
						Lumens	lm/W	Lumens	lm/W	Lumens	lm/W	Lumens	lm/W
WS-KB4-360	38	32	358	2	2	2,884	64	4,030	106	1,696	42	28,850	131
WS-KB6-520	49	41	519	3	3	4,326	64	6,045	106	2,544	42	42,500	135
WS-KB8-715	63	51	716	4	4	5,768	64	8,060	106	3,392	42	57,500	130

Note: Typical lumen values are based on lab and simulated photometric tests. Actual performance may differ resulting from optical configuration, color temp and CRI, glare management, owner environment, and application.

Note: Data based on 25°C ambient operating temperature.

Lumen Multiplier & Maintenance (Full WHITE)

Ambient Temperature	Lumen Multiplier	TM-21 Lumen Maintenance (50,000 Hours)	Calculated L90 (hrs)	Calculated L70 (hrs)
0°C / 32°F	1.04	91.71	60,000	206,000
10°C / 50°F	1.02	91.71	60,000	206,000
25°C / 77°F	1.00	91.71	60,000	206,000
30°C / 86°F	0.99	91.71	60,000	206,000
35°C / 95°F	0.99	90.95	55,000	188,000
40°C / 104°F	0.98	90.12	50,000	171,000
45°C / 113°F	0.96	89.26	46,000	157,000
50°C / 122°F	0.96	88.35	42,000	144,000

Note: Values calculated according to IESNA TM-21-11 methodology.

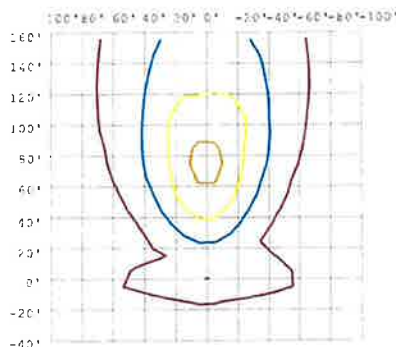
Voltage	Current (A)		
	442W	628W	884W
Input Current @ 120V (A)	3.68	5.23	7.37
Input Current @ 208V (A)	2.13	3.02	4.25
Input Current @ 240V (A)	1.84	2.62	3.68
Input Current @ 277V (A)	1.60	2.27	3.19
Input Current @ 347V (A)	1.27	1.81	2.55
Input Current @ 480V (A)	0.92	1.31	1.84

Photometric Diagrams

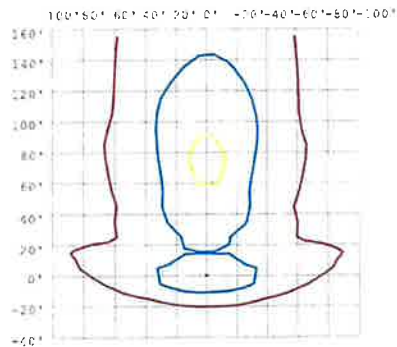
LEGEND

0.5fc 1fc 2fc 5fc 10fc 25fc

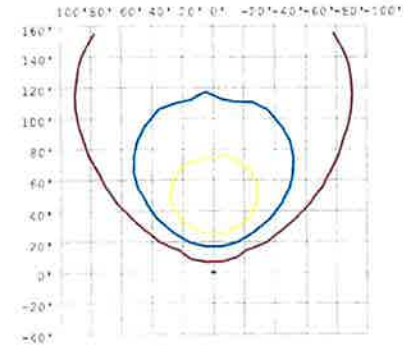
Simulated per IESNA LM-63-1995



630W KB6
(5N) 25° Narrow Sport
50' Height @ 0° Up Tilt

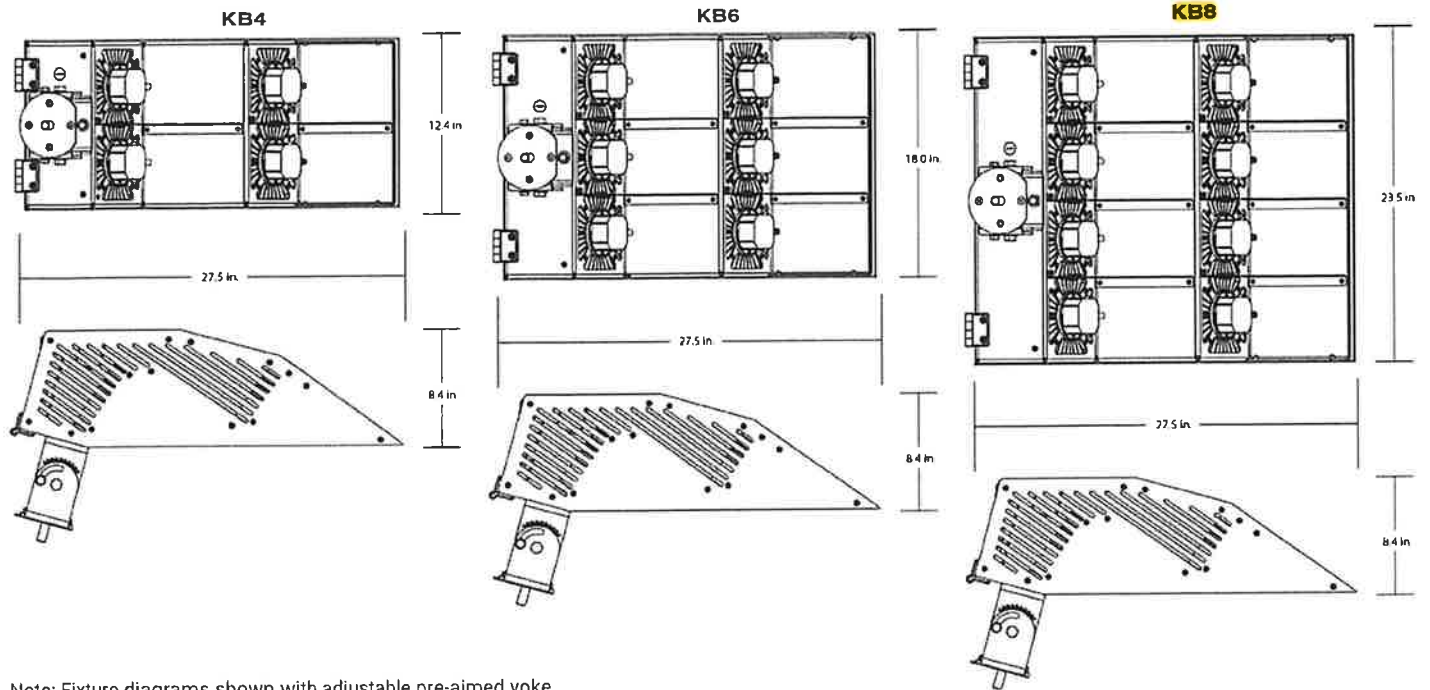


630W KB6
(4S) 45° Narrow Sport
50' Height @ 0° Up Tilt

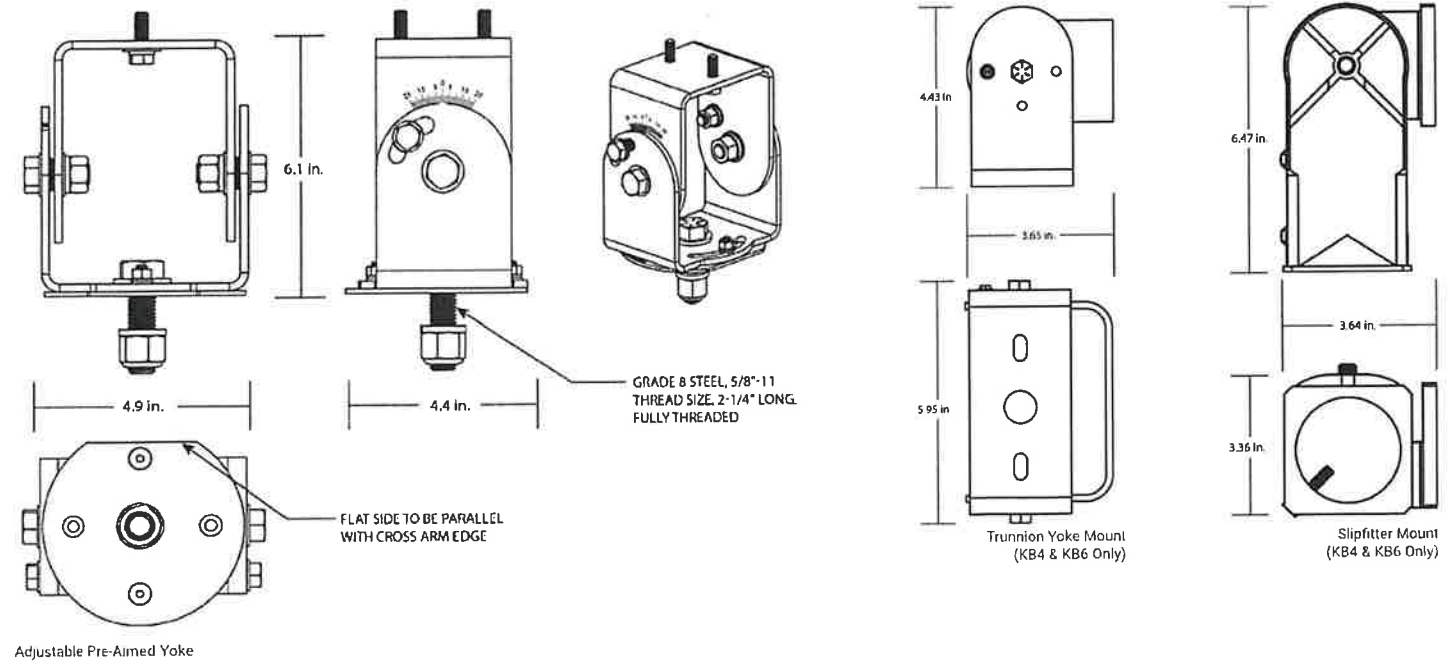


630W KB6
(70) 70° Medium Sport
50' Height @ 0° Up Tilt

Dimensional Diagrams (Light Fixture)



Note: Fixture diagrams shown with adjustable pre-aimed yoke.



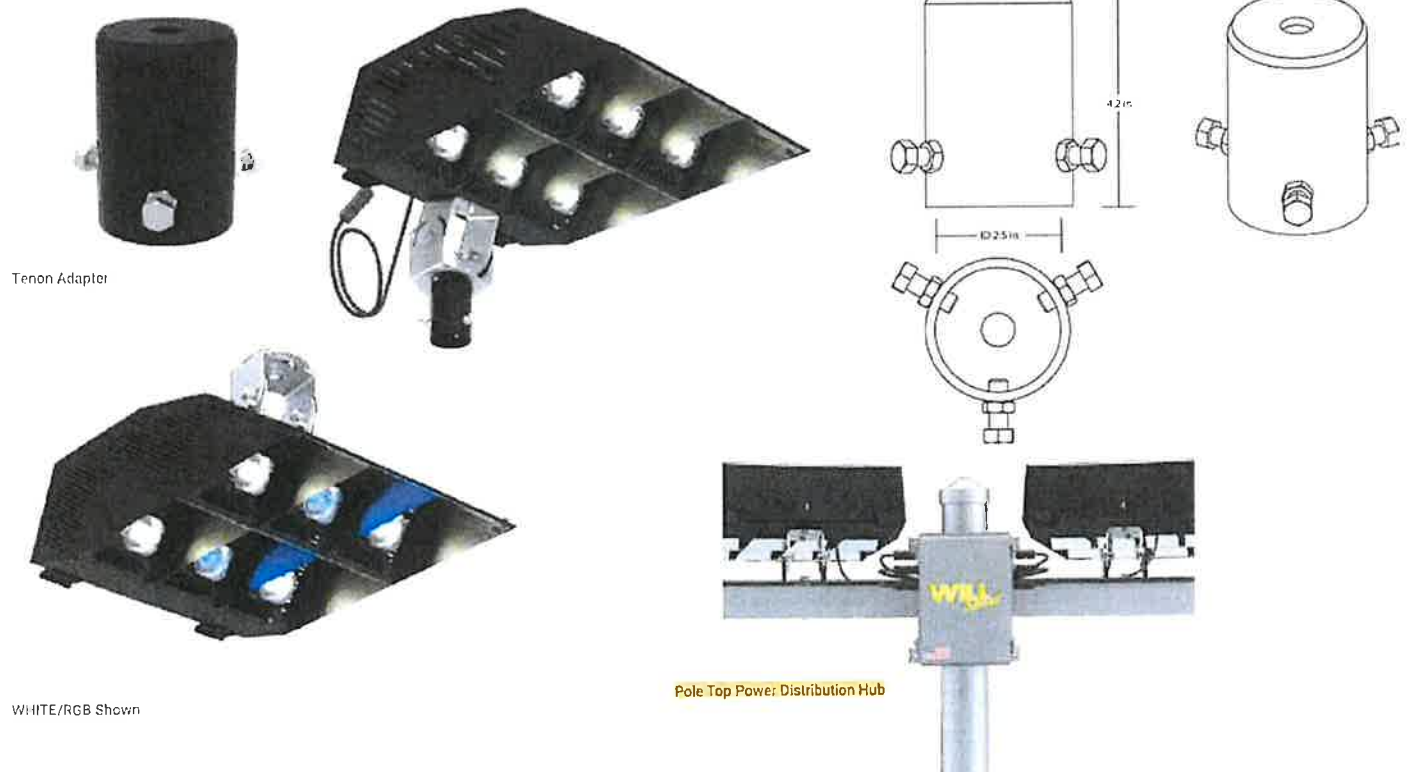
Ordering Information (Light Fixture)

Ex: WS-KB6-630-57-RP-5N-BC-APYB-WHP15NP-SS-BT

Product Family	Design	Performance (Watts = Typical Lumens)	Color Temp	Voltage	Distribution	Finish Color
WS = WILLsport	KB4 = 4 Engine Chassis (Outdoor Wet)	470 = 60,000	57 = 5700K, 70 CRI	RP = Remote Power/Drivers	5N = 25' Narrow Sport	BK = Black Anodized (Standard)
	KB6 = 6 Engine Chassis (Outdoor Wet)	630 = 85,000	578 = 5700K, 80 CRI	MV = 120-277V	5N70 = 25'/70" Combo	SV = Silver Anodized (Custom)
	KB8 = 8 Engine Chassis (Outdoor Wet)	940 = 115,000	50 = 5000K, 70 CRI	HV = 277-480V	45 = 45' Medium Sport	BC = 2-Color Combo Branding Upgrade (Custom)
	KB4A = 4 Engine Chassis (Indoor Dry/Damp)	360 = x2 WHITE + x2 RGB	40 = 4000K, 70 CRI	CV = Custom	70 = 70' Medium Sport	RAL = Custom RAL Match (Custom)
	KB6A = 6 Engine Chassis (Indoor Dry/Damp)	520 = x3 WHITE + x3 RGB	RGB = All RGB		SN45 = 25'/45" Combo	
	KB8A = 8 Engine Chassis (Indoor Dry/Damp)	715 = x4 WHITE + x4 RGB	CT = Custom		5M = 100' Medium Sport	
		250 = x4 RGB			CD = Custom	
		370 = x6 RGB				
		500 = x8 RGB				
		CW = Custom				

Options & Accessories (Add as Suffix)			
Mounting	Option	Option	Accessories
APY = Adjustable PreAimed Yoke	WHP3NP = 2' Cord w/o Plug, Stripped Pigtail	SRG27720 = 20kA Surge Suppressor (Field Replaceable), 120-277V [Onboard KB4&6 Only]	PTT = 2.38" OD Tenon Adapter
APYH = Adjustable PreAimed Yoke (Hanging Config Below Crossarm)	WHP7NP = 6' Cord w/o Plug, Stripped Pigtail	SRG48020 = 20kA Surge Suppressor (Field Replaceable), 347-480V [Onboard KB4&6 Only]	EXT = Extension Plate For APY (Common For Back-To-Back Crossarm Apps)
SF = 2.38" OD Slipfitter (KB4 & KB6 Only)	WHP11NP = 10' Cord w/o Plug, Stripped Pigtail	SRG27710 = 10kA Surge Suppressor (Field Replaceable), 120-277V [Onboard KB8 Only]	STUDL = 5/8-11x6", Grade 8, Zinc Yellow-Chromate Plated, Nut, Washer, and Lock Washer
TR = Trunnion Yoke (KB4 & KB6 Only)	WHP15NP = 14' Cord w/o Plug, Stripped Pigtail	SRG48010 = 10kA Surge Suppressor (Field Replaceable), 347-480V [Onboard KB8 Only]	PDH = Pole Top Power Distribution Hub
CM = Custom	NAT = Natatorium Application (Wet Rated, 316 Stainless Hardware, Anti-Galvanic Corrosion Paste, IP67 Silicone LED Module, Anodized Aluminum Chassis)		WGKB4 = KB4 Wireguard (Common For Uplights)
			WGKB6 = KB6 Wireguard (Common For Uplights)
			WGKB8 = KB8 Wireguard (Common For Uplights)
			SS = Spill Sponge Louvers, Added Glare Management
			BT = Beam Control w/ Glare Mitigation
			CH = Safety Chain (Common for Arenas)
			GFX = Wireless DMX Lighting Control System (Consult Factory)
			GFM = Wireless Mesh Lighting Control System (Consult Factory)

Note: Custom products, configurations, options, and accessories available from factory.

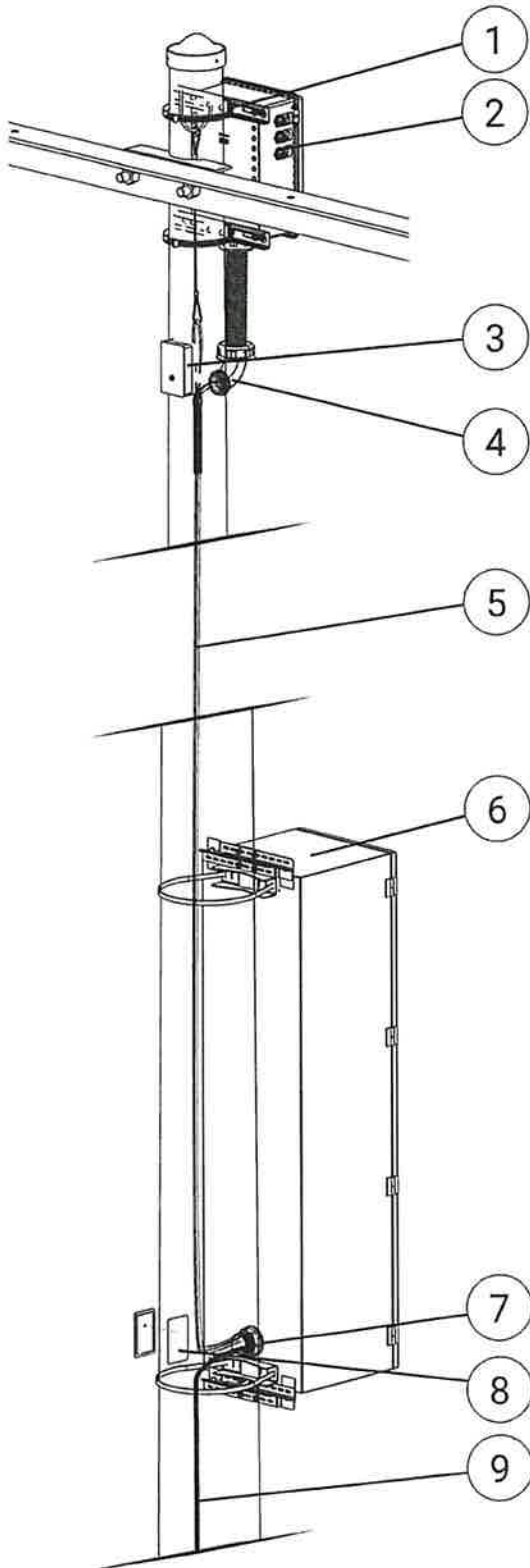


WHITE/RGB Shown

Pole Top Power Distribution Hub

Remote PWR-CTL Detail (Optional)

Example Assembly
(Exact Specifications May Vary)



Upper Power Hub & Lower Power-Control Cabinets

- Top hub: polycarbonate enclosure w/ NEMA 1, 2, 4, 4X, and IP66 rating
- Labeled connections for fixtures on cross arm(s)
- Lower aluminum industrial power-control cabinet with NEMA 3R rating
- Small, medium, large, and custom cabinet configurations available

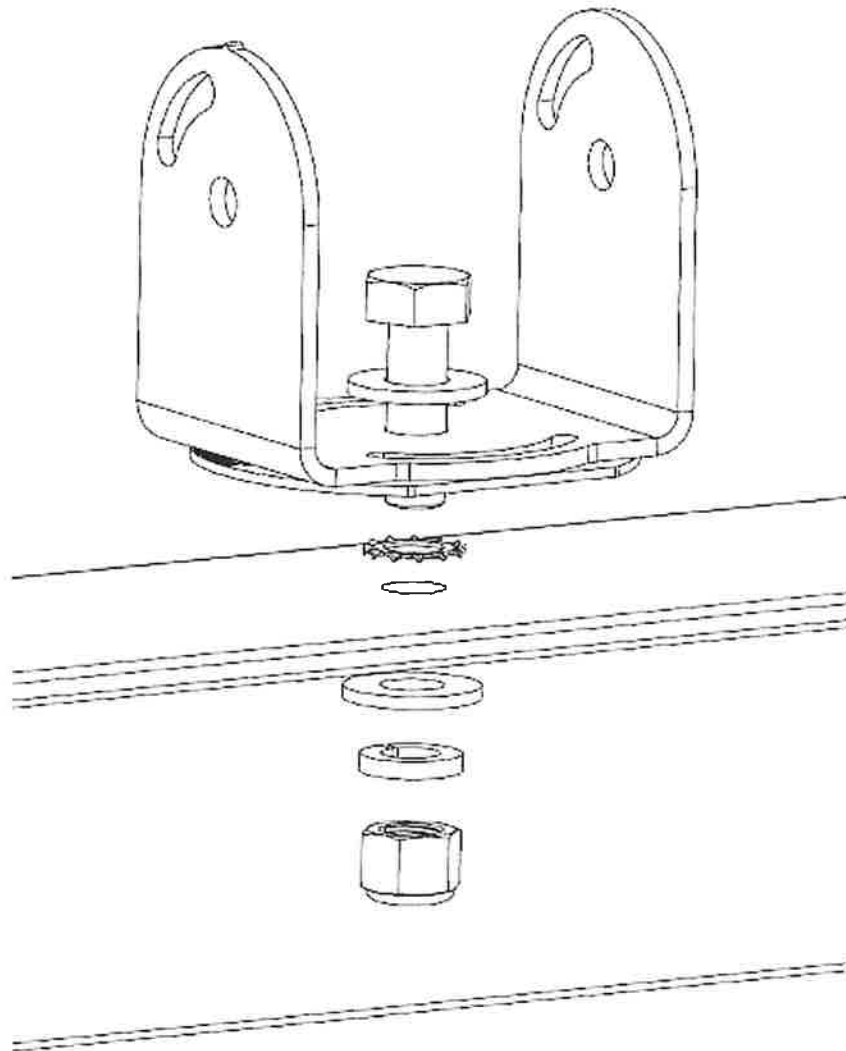
ITEM NO.	COMPONENT
1	BAND-WRAP BRACKET
2	UPPER CONNECTION PANEL
3	ADDITIONAL HANDHOLE
4	UPPER COUPLING
5	WIRING HARNESS
6	LOWER REMOTE DRIVER PANEL
7	LOWER COUPLING
8	ADDITIONAL HANDHOLE
9	INCOMING CONDUCTORS

INSTALLATION GUIDELINES

WillSport™ KBX LED Fixture

Trunnion, Slipfitter, Pre-Aimed Sports Mount

Figure 1

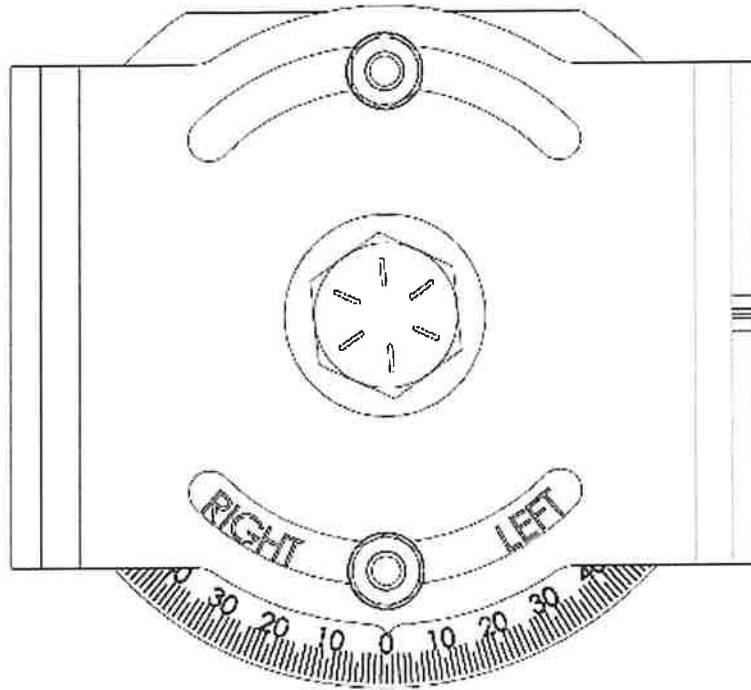


INSTALLATION GUIDELINES

WillSport™ KBX LED Fixture

Trunnion, Slipfitter, Pre-Aimed Sports Mount

Figure 2



NAFCO® ALUMINUM CROSS ARM BRACKETS, WOOD POLE MOUNT



Catalog # _____

Project _____

Comments _____

Proudly engineered and manufactured in the American Midwest – our NAFCO® family of professional-grade light pole products combines 50+ years of manufacturing expertise and top-notch Midwestern workmanship. Like all WILL products, NAFCO® poles come supported by our unmatched design, engineering, and project support capabilities.

Specifications

- **Cross Arm** - The cross arm is extruded from seamless 6063-T6 aluminum.
- **Finish** - Finishes include raw aluminum, painted, or anodized. Please consult factory for special finishing colors and fixture matching options. When storing brackets outside, remove all protective wrapping immediately upon delivery to prevent finish damage.



NP-A-ACR-BTP-2-180

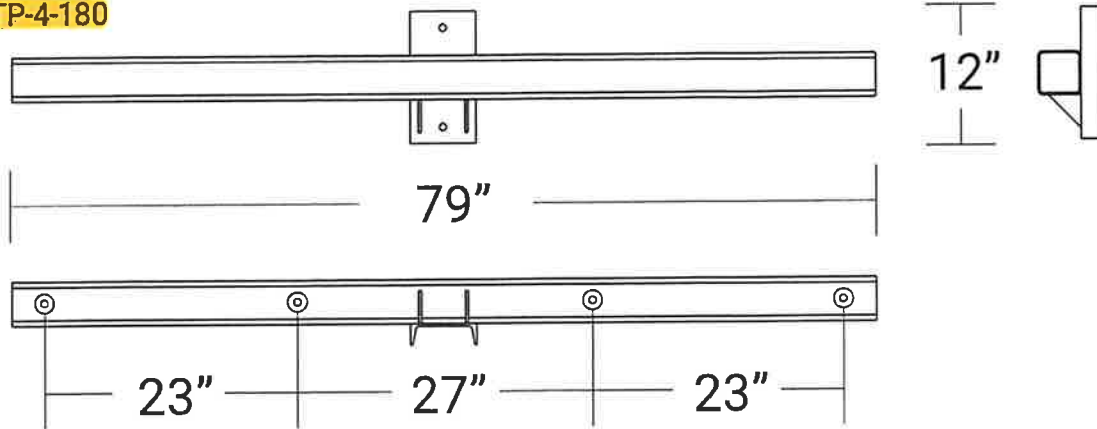


NP-A-ACR-BTP-4-180

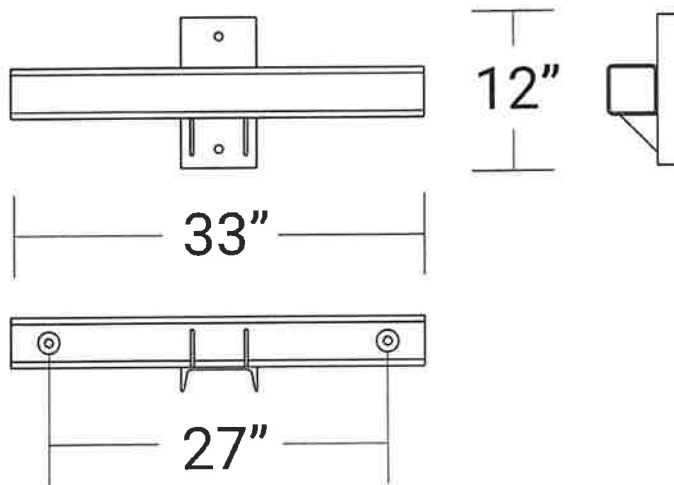


Dimensional Diagrams

NP-A-ACR-BTP-4-180



NP-A-ACR-BTP-2-180



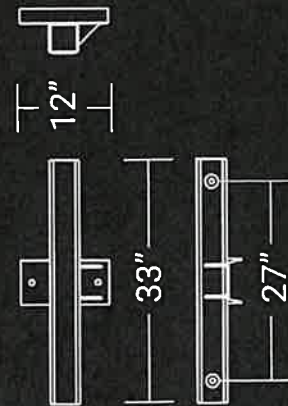
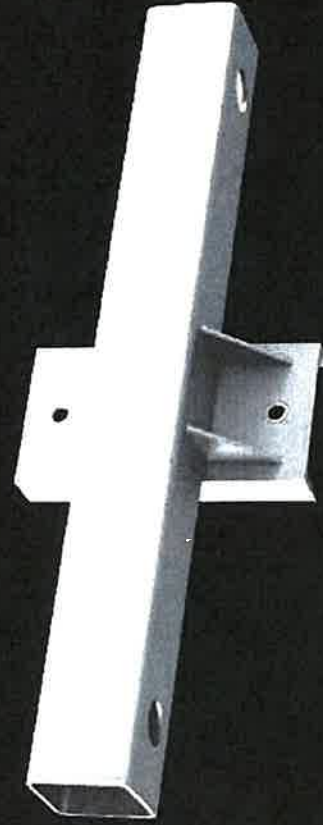
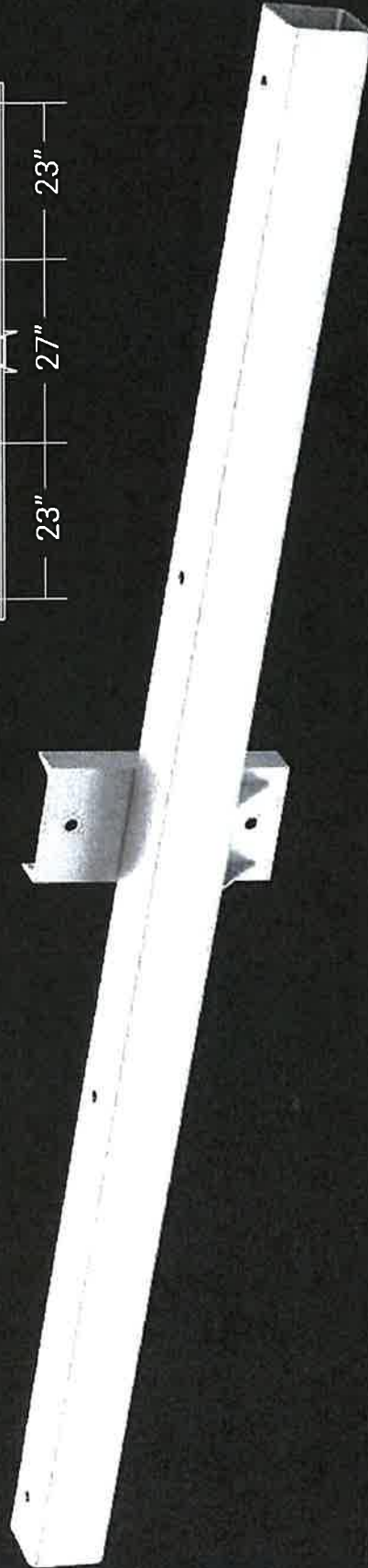
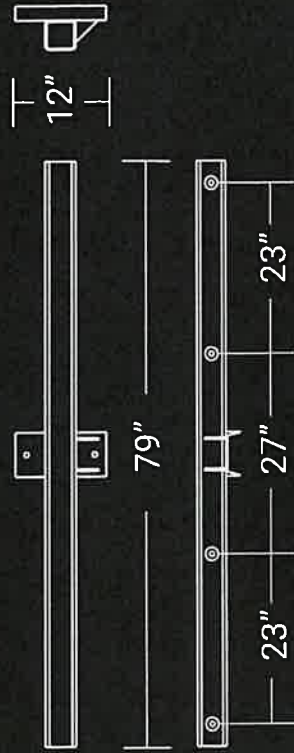
Ordering Information

Ex: NP-A-ACR-BTP-2-180

Product Family	Design	Mounting	Mounting Points	Orientation	Finish Type	Painted Color
NP = NAFCOS	A-ACR = Aluminum Crossarm	BTP = Bolt Mount	2	180 = 180°	SBF = Satin Brushed (Standard)	DB = Dark Bronze
			4		FP = Finish Painted	MB = Medium Bronze
					C = Custom	BK = Black
						WH = White
						LG = Light Gray
						SG = Slate Gray
						DG = Dark Green
						SL = Silver
						SSA = Satin Silver Anodized
						BZA = Bronze Anodized
						BKA = Black Anodized
						RAL = Custom RAL Match
						C = Custom

1. See above for base model configurations. Consult factory or your sales rep for deviations from base models.
2. Please consult factory or your sales representative to verify options and accessories will work with your light pole part number.
3. Custom products, configurations, options, and accessories available from factory.

WILL 2 LIGHT & 4 LIGHT CROSSARM



Contact Us: (866) 308-9455 / WILLBrands.com



ET1700 Series

7-Day Electronic Time Switch

The ET1700 Series 7-Day Electronic Time Switches feature independent 7-day programming to provide flexibility for applications where load switching differs each day of the week. These time switches provide dependable and uncomplicated performance, plus to-the-minute programming for accurate load control and reduced energy costs. Up to 28 setpoints or events can be preset to automatically repeat. The program can be disabled at any time by placing the time switch in the Manual operating mode. Control buttons provide manual control of each circuit independently regardless of the operating mode. All models contain industrial-grade AAA alkaline batteries to provide time keeping and automatic carryover for a minimum of three years. The batteries are easily replaceable and do not require removing the time switch mechanism or field wiring. Each time switch is housed in a lockable enclosure to protect against vandalism and unauthorized tampering.

Features

- Program can be repeated on a weekly basis
- Multi-volt operation from 120-277 VAC, 50/60 Hz
- To-the-minute programming for accurate load control and reduced energy costs
- Up to 28 setpoints
- Automatic Daylight Saving Time (DST) ON/OFF adjustment (factory enabled)
- Non-volatile EEPROM memory protects programming indefinitely
- Temporary override or permanent manual override available via control buttons
- 2-circuit models are field (jumper) configurable for:
2 independent outputs, DPST output,
or 1 channel ON pulse/OFF pulse output

Ratings

Enclosure Options:

Standard: Type 1 Gray Painted Steel
R-Option: Type 3R Gray Painted Steel
PD82 Option: Type 3R Gray High-Impact
UV Resistant Polycarbonate Plastic with
Clear Cover

Knockouts:

Combination 1/2" & 3/4" knockouts
Bottom: 2, Left: 1, Right: 1, Back: 1

Frequency:

120, 208, 240, 277 VAC 50/60 Hz

Operating Temperature:

-40°F to 155°F (-40°C to 68°C)

ET1705, ET1725 Models

N.O. Contact Ratings:

Resistive: 30 Amps @ 120/240 VAC
Resistive: 20 Amps @ 28 VDC
Inductive: 30 Amps @ 120/240 VAC
Tungsten: 5 Amps @ 120/240 VAC
Ballast: 20 Amps @ 120-277 VAC
Motor: 1 HP @ 120 VAC
Motor: 2 HP @ 240 VAC

Project: _____

Location: _____

Product Type: _____

Contact/Phone: _____

Model #: _____



ET1700 Series



ET1715 Models

N.O./N.C. Contact Ratings:

Resistive: 20 Amps (N.O.), 10 Amps (N.C.) @ 120/240 VAC
 Inductive: 20 Amps (N.O.), 10 Amps (N.C.) @ 120/240 VAC
 Tungsten: 5 Amps (N.O.) @ 120/240 VAC
 Ballast: 20 Amps (N.O.), 3 Amps (N.C.) @ 120-277 VAC
 Motor: 1 HP (N.O.), ¼ HP (N.C.) @ 120 VAC
 Motor: 2 HP (N.O.), ½ HP (N.C.) @ 240 VAC

Pulse Feature:

2-circuit models feature 2-second pulse option for contactor and bell ringing applications

Auto DST:

Automatic adjustment for Daylight Saving Time

Battery Backup:

Two field-replaceable AAA batteries maintain date and accurate time for a minimum of 3 years. Batteries can be replaced when power to mechanism is activated.

Wiring Terminals:

#18 to #10 AWG wire

Minimum ON/OFF Time:

1 minute

Maximum ON/OFF Time:

6 days, 23 hours 59 minutes

Warranty:

Limited 1 year

Model Number	Circuits	Switch	Volts AC	Rating	Enclosure	Shipping Weight
ET1705C	1	SPST	120, 208, 240, 277	30 Amps	Type 1 Steel	2.9 lbs (1.3kg)
ET1705CPD82	1	SPST	120, 208, 240, 277	30 Amps	Type 3R Plastic	3.6 lbs (1.6kg)
ET1705CR	1	SPST	120, 208, 240, 277	30 Amps	Type 3R Steel	3.6 lbs (1.6kg)
ET1716C	1	SPDT	120, 208, 240, 277	20/10 Amps	Type 1 Steel	2.9 lbs (1.3kg)
ET1716CPD82	1	SPDT	120, 208, 240, 277	20/10 Amps	Type 3R Plastic	3.6 lbs (1.6kg)
ET1716CR	1	SPDT	120, 208, 240, 277	20/10 Amps	Type 3R Steel	3.6 lbs (1.6kg)
ET1725C*	2	SPST	120, 208, 240, 277	30 Amps	Type 1 Steel	2.9 lbs (1.3kg)
ET1725CPD82*	2	SPST	120, 208, 240, 277	30 Amps	Type 3R Plastic	3.6 lbs (1.6kg)
ET1725CR*	2	SPST	120, 208, 240, 277	30 Amps	Type 3R Steel	3.6 lbs (1.6kg)

*Can be wired as DPST

Specification

The time switch shall be of the 7-day electronic type, capable of permitting up to 28 setpoints or events weekly. The time switch shall provide a minimum ON or OFF time of 1 minute. Time switch to be powered by ____ (120)(208)(240)(277) VAC, ____ (50)(60) Hz power supply. The time switch mechanism shall be a snap-in design to provide easy mechanism removal for mounting the enclosure. The time switch enclosure shall be a ____ (Type 1 Steel)(Type 3R Steel)(Type 3R Plastic) lockable enclosure that shall be painted with an electrostatic process to eliminate the potential for corrosion. The time switch shall provide clear terminal identification on a non-curling terminal insulator. A visual indicator shall be provided in the time switch for indicating output load status. Terminal connections shall be made using teeter-type terminal screws to provide secure connections for wire sizes up to #10 AWG. Switch configuration shall be ____ (SPST)(DPST) (SPDT) with a UL or CSA listed switch rating of:

(If SPST:)

- Resistive: 30 Amps @ 120/240 VAC
- Resistive: 20 Amps @ 28 VDC
- Inductive: 30 Amps @ 120/240 VAC
- Tungsten: 5 Amps @ 120/240 VAC
- Ballast: 20 Amps @ 120-277 VAC
- Motor: 1 HP @ 120 VAC
- Motor: 2 HP @ 240 VAC

(If SPDT:)

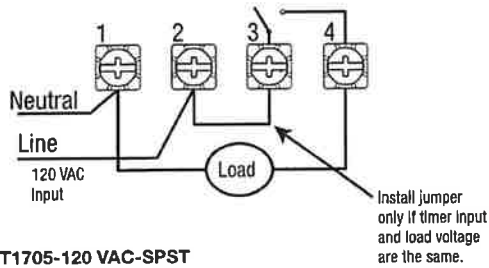
- Resistive: 20 Amps (N.O.), 10 Amps (N.C.) @ 120/240 VAC
- Inductive: 20 Amps (N.O.), 10 Amps (N.C.) @ 120/240 VAC
- Tungsten: 5 Amps (N.O.) @ 120/240 VAC
- Ballast: 20 Amps (N.O.), 3 Amps (N.C.) @ 120-277 VAC
- Motor: 1 HP (N.O.), ¼ HP (N.C.) @ 120 VAC
- Motor: 2 HP (N.O.), ½ HP (N.C.) @ 240 VAC

The time switch shall be UL or CSA listed under UL category 916 Energy Management Equipment and shall be Intermatic model ____ (See Model Numbers Listed).

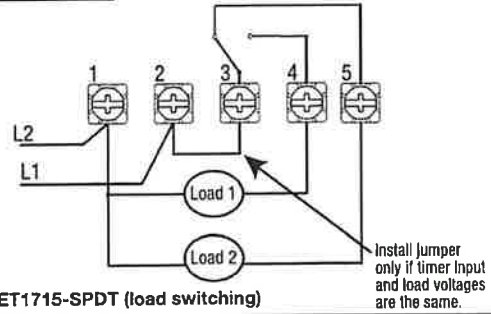
ET1700 Series

Diagrams

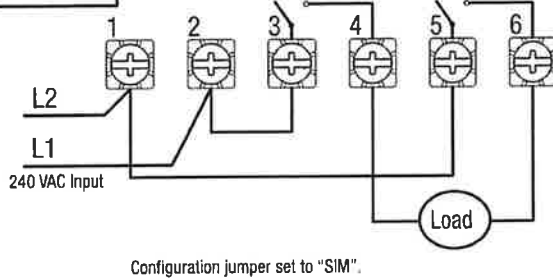
Timer Power



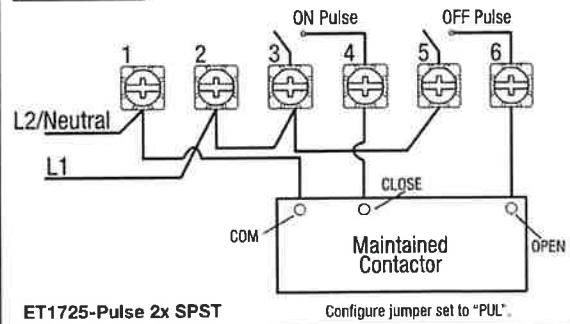
Timer Power



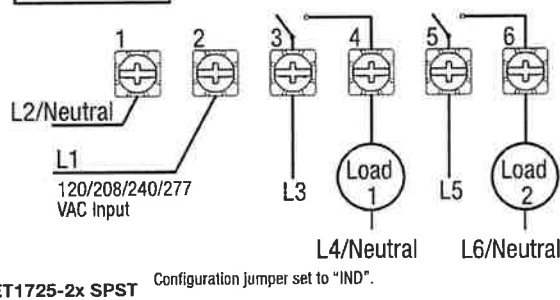
Timer Power



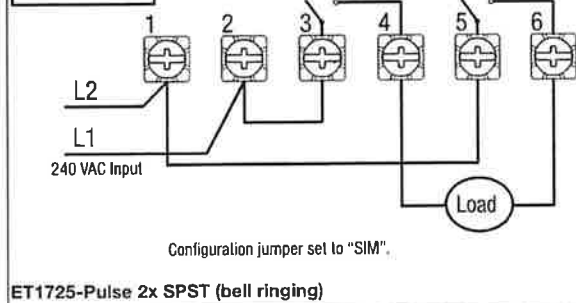
Timer Power



Timer Power



Timer Power



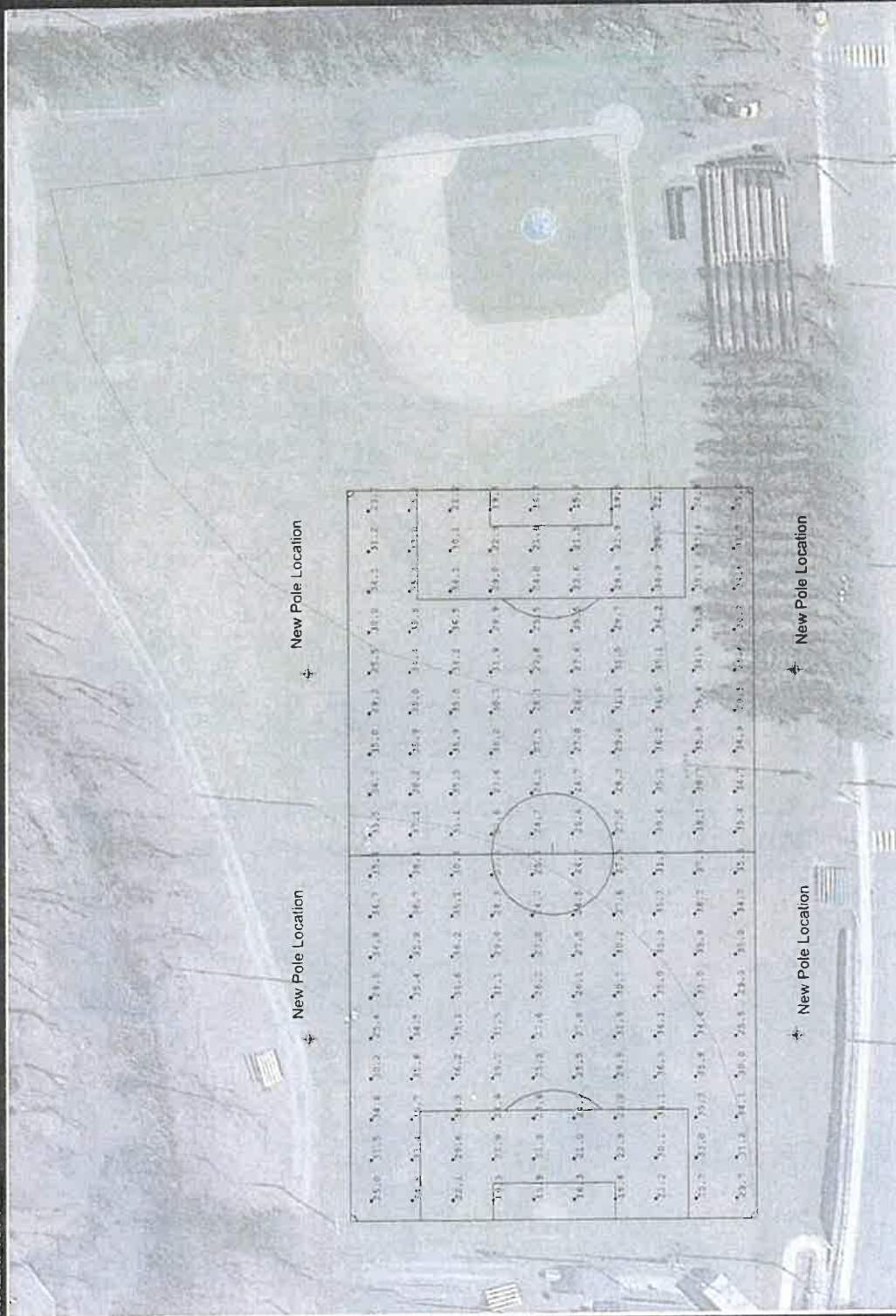


Photometric Lighting Layouts

Soccer Field
978075

Drawn By: SS
Date: 04/05/2022

Notes:
50° Poles
9.20V KBOs
IES Class III



Scale: 1 inch= 50 Ft.

WALKER FIELD

Luminaire Schedule

Qty	Label	LLF	Lum. Watts	Lum. Lumens
32	WS-K88-940-xx-xx-5N-GC	0.950	940	115000

Calculation Summary

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Soccer Field	Illuminance	Fc	30.03	38.7	15.9	1.89	2.43

Soccer Field
978075

Drawn By: SS
Date: 9/8/2022

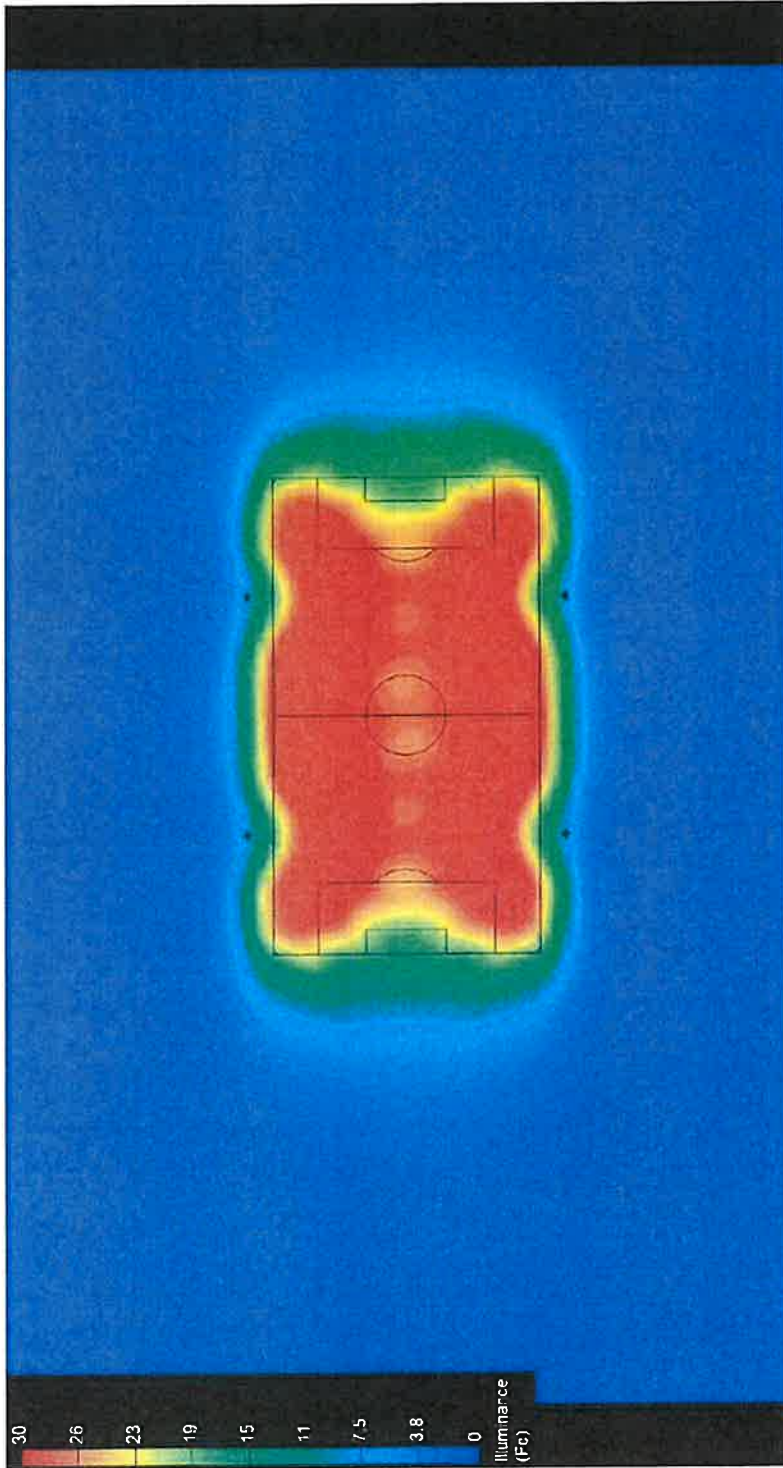
Notes:
3000K
940lm/K88s
IES Class III

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Soccer Field
978075

Drawn By: SS
Date: 9/8/2022

Notes:
50' Poles
150W K88s
IES Class III



ILLUMINANCE
7/18

Additional Information



New Football Field Install
Stevensville, MI

Football & Soccer Field LED Lighting Solutions

by **WILL**™ WISCONSIN
LIGHTING
LAB

- » American manufacturing using premium components.
- » 44 years manufacturing expertise.
- » High-output lumen packs up to 130,000 lumens.
- » Complete pole + bracket + fixture assembly options up to 100ft.
- » Traditional & modern design options for a variety of fields and budgets.
- » Scalable design for max foot candles per dollar.



(800) 588-4810 | quotes@willbrands.com

WILL™ WISCONSIN
LIGHTING
LAB

WILL | WISCONSIN
LIGHTING
LAB™



WILLsport™

Complete Baseball + Softball Lighting Systems

WILLsport™ LED Sports Lighting Technology



WILLsport™ Options + Adders

WILLsport™

Complementary to our complete WILLsport™ LED lighting systems, WILL offers a variety of sports lighting options and adders that can help meet your specific project needs and/or goals.

WILLsport™ Wireless Controls **GFX**

Take advantage of bold entertainment scenes, light shows set to popular songs, and field-based lighting zones with the WILLsport GFX Wireless Lighting Control system.



RGB Lighting

With millions of color options, the addition of WILL's RGB technology - compatible with all WILLsport fixtures - takes your facility to the next level.

WILLsport™ Warranty Packages

WILL understands that our lights and technology operate in the real world and may encounter hurdles beyond our control. With that in mind, WILL developed multiple WILLsport™ warranty programs that meet our customers' unique needs.



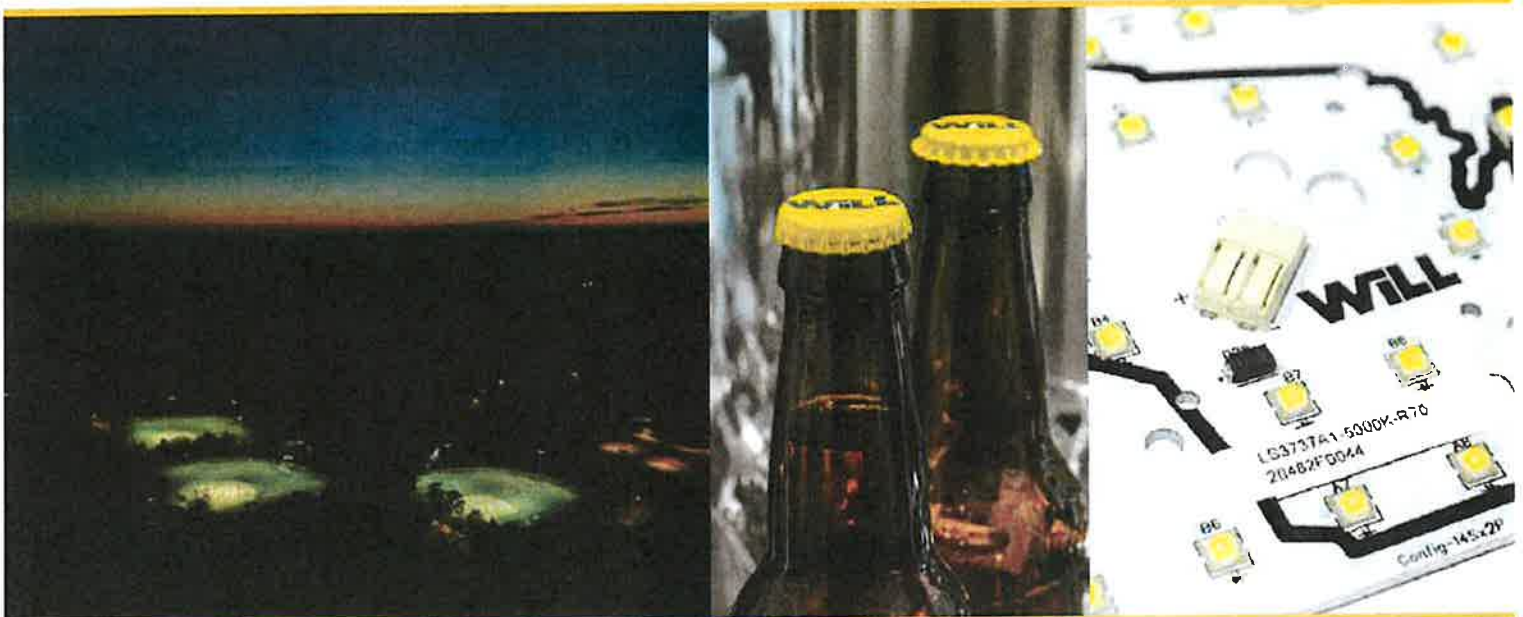
WILLsport™ Uplighting

Enhance your field with uplighting to emphasize events such as fly balls and kick-off with our exclusive solution.

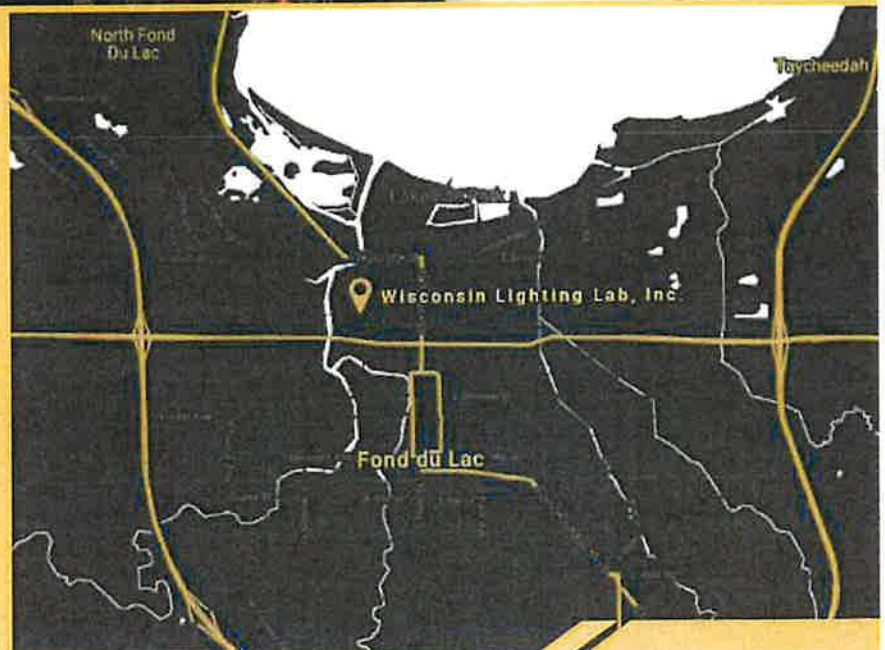
WISCONSIN LIGHTING LAB, INC.

With nearly 50 years of experience, WiLL features a dedicated team of product experts, support professionals, problem solvers, welders, machinists, fabricators, engineers, project managers, creatives, and programmers – all working hard to deliver the lighting industry's best mix of lighting technology and light poles products. WiLL's products are proudly manufactured at our Lighting Campus in Fond du Lac, Wisconsin, and we'd love to show you around.

Factory tours include an in-depth look at our Lighting Campus, a pit-stop at the WiLL Brew Lab, as well as trips to our local outdoor "showrooms" featuring WiLL lighting technology in action. Ready for the full WiLL experience? Contact your WiLL sales rep today!



308 N. Brooke St.
Fond du Lac, WI
p: (866) 308-9455



BOARD OF SELECTMEN ACTION REQUEST

No.: 23-04

Date: February 6, 2023

Topic: Culvert over Taylor Brook Resolution

From: Joshua Kelly, Town Manager

Background: In 2022, the Town adopted the Infrastructure Improvement Plan at referendum, which allocates \$24.7 million to the improvement of town roadways and bridges. The West Wakefield Blvd Culvert over Taylor Brook is one of those projects that is slated to begin in 2023. In order to proceed with the work in a timely manner, State DOT is requiring the Board of Selectmen to authorize the resolution on the last page of the attachment. This is because the Town is engaging with the State under the State Local Bridge Program, which provides cost relief to municipalities for bridges and culverts of a certain size, like this one. This will decrease cost burden on the residents of our town.

Requested Action: I ask that the Board of Selectmen vote to adopt the attached resolution as presented.

Fiscal Implications: By adopting this resolution, the Town will be able to lower the local tax burden that would otherwise be carried by the Town for these repairs.

Recommended Motion: *"I move that the Board of Selectmen adopt the attached Local Bridge Program resolution as presented."*

Attachments: Local Bridge Program Forms & Resolution



CONNECTICUT DEPARTMENT OF TRANSPORTATION
LOCAL BRIDGE PROGRAM
SUPPLEMENTAL APPLICATION



C.G.S. SECTIONS 13a-175p through 13a-175u, as Amended by P.A. 13-239

Supplemental Application is hereby made by the Town/City/Borough of Winchester
for consideration for funding under the provisions and regulations of the Local Bridge Program
for Fiscal Year 2023 for the following structure:

Bridge Number: 1620004 State Project Number: 9162-0004
Bridge Location: West Wakefield Blvd. over Taylor Brook
Span Length (existing/proposed): 10.4 / 15 feet Width (existing/proposed): 23.5 / 37.2

CT Professional Engineer Responsible for Project Design:

Name: Joseph A. Cermola
Firm: Cardinal Engineering Associates, Inc.
License No.: 12757 Telephone: (203) 238-1969 FAX: _____
Street Address: 180 Research Parkway
City, State, ZIP: Meriden CT 06050
E-Mail: jac3@cardinal-engineering.com

Municipal Information:

Name & Title of Official Contact: James Rollins Director of Public Works
Street Address: 189 Rowley Street
City, State, ZIP: Winchester CT 06098
Telephone Number: (860) 379-4101 FAX: _____
E-Mail: jrollins@townofwinchester.org

Project Schedule:

	<u>(MM/DD/YYYY)</u>
Final Design (Accepted by Municipality)	<u>10/06/2022</u>
Rights-of-Way (Acquisition Complete)	<u></u>
Utilities (Coordination Completion)	<u>10/06/2022</u>
Public Meeting (Conducted)	<u>10/19/2022</u>
Construction Advertising	<u>11/17/2022</u>
Construction Contract Award	<u>02/01/2023</u>
Construction Start	<u>04/03/2023</u>
Construction Complete	<u>06/15/2023</u>
Audit Submittal	<u>10/11/2023</u>

LOCAL BRIDGE PROGRAM

SUPPLEMENTAL APPLICATION

Existing Conditions: Attach description of existing conditions, including engineer's evaluation.

Scope of Proposed Project: Attach detailed description of the proposed Project, including Final Plans, Specifications, Detailed Estimates & other pertinent data.

Checklist:

<input checked="" type="checkbox"/>	Plans
<input checked="" type="checkbox"/>	Specifications
<input checked="" type="checkbox"/>	Engineer's Final Estimates
<input checked="" type="checkbox"/>	Load Rating Documentation
<input type="checkbox"/>	R.O.W. (if applicable)
<input type="checkbox"/>	Utilities (if applicable)
<input checked="" type="checkbox"/>	Hydraulic Design Report – must include compact disk (if applicable)
<input checked="" type="checkbox"/>	Scour Evaluation Report – must include compact disk (if applicable)
<input checked="" type="checkbox"/>	Municipal Meeting Minutes
<input checked="" type="checkbox"/>	All Permits Acquired: Local, State, Federal (as applicable)

Project Cost Data

	<u>Preliminary</u>	<u>Updated</u>
Preliminary Engineering Fees (Include Breakdown of Fees)	\$ 76,000.00	\$ 76,650.00
Rights-of-Way Cost (If Applicable)	\$	\$
Municipal Utility Relocation	\$ 0.00	\$ 0.00
Estimated Construction Costs (Include Detailed Estimate)	\$ 674,000.00	\$ 618,315.00
Construction Engineering/Incidentals (Inspection, Materials Testing)	\$ 126,000.00	\$ 126,000.00
Contingencies (10% of Construction Costs Only)	\$ 67,400.00	\$ 61,835.00
Total Estimated Project Cost	\$ 943,400.00	\$ 882,800.00

Financial Aid Data

Project Grant:

Municipality's allowable grant percentage: 50.00 %

$$\begin{array}{rcl}
 \$ 882,800.00 & \times & 50.00 \% \\
 \text{(Total Project Cost)} & & \text{(Grant \%)}
 \end{array}
 = \$ 441,400.00$$
(Total Grant Amount)

LOCAL BRIDGE PROGRAM
SUPPLEMENTAL APPLICATION

CERTIFICATIONS:

I, Joshua Steele Kelly, Town Manager, duly authorized
*name**title*
by the (Town, City, Borough) of Winchester as so signified by
the attached authorization, do certify and attest to the following:

1. Approval and acceptance of all plans, specifications and estimates. Any digressions from AASHTO and Connecticut Highway Design Manual guidelines have been made in accordance with Section 13a-86a of the Connecticut General Statutes and documentation has been retained in the project records.
2. That all R.O.W. activities associated with the project have been addressed or will be completed by the start of construction and, by a certified appraiser, that the purchase price of all properties being acquired represents the fair market value of such property.
3. That the Municipality owns or has the responsibility for maintaining the structure for which funding is sought and will be responsible for all future maintenance of the structure.
4. That all public and private utility relocations have been addressed.
5. That the design loading for the structure complies with the requirement of the Regulations for the Local Bridge Program.
6. That all permits required from Federal, State, and local agencies have been obtained, and all applicable permits, regulations and executive orders will be complied with.
7. That this project complies with National Flood Insurance Program requirements and the Municipality's Flood Management ordinance or regulations, if applicable.
8. That the hydraulic design is in conformance with the requirements of the program regulations, and that an appropriate scour evaluation has been performed.
9. That separate accounts have been established specifically for this project and all additions or disbursements will be made therefrom.

Signed _____ Date _____

Title Town Manager

Municipal Seal

LOCAL BRIDGE PROGRAM
SUPPLEMENTAL APPLICATION

CERTIFICATIONS By a Connecticut Licensed Professional Engineer:

I, _____, do hereby certify:
name

1. That the design loading complies with the requirements of the program regulations.
2. That the completed structure is designed to have at least a 20-year life.
3. That the design reflects the latest AASHTO LRFD Bridge Design Specifications requirements for structures of that type, or previously approved digressions from those standards based upon sound engineering judgment.
4. That the geometric design reflects the latest Connecticut Highway Design Manual requirements, or reasonable digressions from those standards based upon sound engineering judgment.
5. That the hydraulic design is in conformance with the requirements of the program regulations, and that an appropriate scour evaluation has been performed.
6. That any deviations from AASHTO and ConnDOT standards have been authorized by the municipality, do not present an increased risk to the public, and have considered all factors listed in Section 13a-86a of the Connecticut General Statutes.

Signed _____ Date _____
Title _____
Conn. P. E. Registration
(Stamp or Seal)

By a Certified Appraiser: (If Applicable)

I, _____, hereby certify that the appraised property values reflect the current fair market value and are fair and reasonable.

Signed _____ Date _____
Title _____
Certification Number

RESOLUTION

Project Description:

Local Bridge Program

State Project No. 9162-0004

Bridge Number: 1620004

Bridge Location: West Wakefield Blvd. over Taylor Brook

Town/City/Borough of Winchester

Be it RESOLVED, that, Joshua Steele Kelly, Town Manager
*name**title*
of the Town/City/Borough of Winchester is authorized to sign the LOCAL
BRIDGE PROGRAM SUPPLEMENTAL APPLICATION and any associated agreements
between the State of Connecticut and the Town/City/Borough of Winchester
for West Wakefield Blvd. over Taylor Brook, Bridge No. 1620004.
(road carried over feature crossed)

ADOPTED by the Board of Selectman of the Town/City/Borough of
(legislative body)
Winchester, Connecticut
on _____ .
(date)

(Municipal Seal)

Signature of Clerk

Date

BOARD OF SELECTMEN ACTION REQUEST

No.: 23-05

Date: February 06, 2023

Topic: New Business (C)- 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 \$2,215.91

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 \$2,215.91.*

Attachment:

Grand List 2020 Refunds
Grand List 2021 Refunds



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

LIST #/GL YR	TAX TYPE	TAXPAYER	AMOUNT OF REFUND/REASON
40014	2020 MV	RANDALL	\$13.00
	DAWSON	137 MOUNTAIN ROAD	OVERPAYMENT
		WINSTED, CT 06098	
	MV	TOTAL REFUNDS BY TYPE	\$13.00
5212	2021 RE	DEIRDRE	\$505.45
	DICARA	244 SOUTH ROAD	OVERPAYMENT
		WINSTED, CT 06098	
9877	2021 RE		\$1,697.46
	LERETA	901 CORPORATE CENTER DRIVE	OVERPAYMENT
		PONOMA, CA 91768	
	RE	TOTAL REFUNDS BY TYPE	\$2,202.91
NUMBER OF REFUNDS	3	TOTAL REFUNDS	\$2,215.91

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.

2/2/2023

Date of Report

Ashley Kelsey
Ashley Kelsey, Collector of Revenue

APPROVED FOR PAYMENT:

DATED: _____

Town Manager

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

Date:

Collector of Revenue

BOARD OF SELECTMEN ACTION REQUEST

No.: 23-06

Date: February 06, 2023

Topic: New Business (D)- 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 915.

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

Fiscal Implications:

FROM: Winchester Fire Department (219)

<u>Line</u>	<u>Description</u>	<u>Amount</u>
219-900-0005	Pension	\$1,000.00

TO: Winchester Fire Department (219)

<u>Line</u>	<u>Description</u>	<u>Amount</u>
219-848-0009	Maintenance of Equipment	\$1,00.00

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of \$1,000 from Pension (219-900-0005) to Maintenance of Equipment (219-848-0009) in the amount of \$1,000.



In accordance with Section 915, Finance Director Ann Marie Rheault has requested a transfer of funds to cover charges for Maintenance of Equipment.

Fiscal Implications: none

FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

Winchester Fire Department

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$1000,00

ACCOUNT(S) TRANSFERRED FROM:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

Pension	219-900-0005						\$1000,00

ACCOUNT(S) TRANSFERRED TO

DEPT#

OBJECT#

SUB-

OBJECT#

AMOUNTS

Equip Maint.	219-848-0009						\$1000,00

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

(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

All pension payments have been made for this budget year.

We have had unscheduled repairs to our primary engine and funds will be utilized to cover some of the cost.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:

(PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

Peter F. Marchand CHIEF

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

Ameyne 1/23/2023

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:

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

1/23/2023

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



Happy, Healthy & Safe Adults Age 55+

80 Holabird Avenue, Winsted, CT 06098, 860-379-4252

To: Board of Selectmen
From: Jennifer Kelley, Winsted Senior Center Director & Municipal Agent
Subject: **Director's Report**
Meeting Date: February 6, 2023

Listed below you will find a list of program and services that were provided by the Winsted Senior Center during January 2023. If you have any questions, please email me at jkelly@townofwinchester.org.

January 2023

Finances:

<u>Budget:</u>	\$205,470
<u>YTD Actual:</u>	\$104,978
<u>Percentage Spent:</u>	51%

Building: Senior Enrichment Program's Sensory Room is expected to be finished by the end of January.

Celebrations: We did not host a New Year's Party this year because of the flu and Covid outbreak.

Drumming Circle: 32 people participated in two classes that were held and they also did a holiday concert before the luncheon on December 20.

Fitness Classes: 27 classes were held with 275 members participating.

Friday BINGO: 86 people attended our weekly Friday afternoon games on 4 afternoons.

Friendly Hands Food Bags: 130 bags were distributed to the 6 elderly housing sites, the Y shelter and Winsted Senior Center.

Hartford HealthCare Neighborhood Health Clinic: 12 members and community residents were seen for various medical services including Covid vaccines, flu shots, shingles, tetanus and pneumonia shots.

Healthy Cooking Classes: 6 members participated in our monthly class.

Lunches Served: 489 Grab & Go and Sit-Down lunches were served on 17 days.

Membership: 396 older adults age 55+ have paid dues or are lifetime members.

Senior Center Van: 259 rides were provided on 17 days.

Trips: 14 members traveled to the Crackerbarrel in East Windsor and enjoyed lunch and shopping.

Website: Director updated information on CT211.org and completed Mental Health First Aide certification.

Respectfully,

A handwritten signature in cursive script that reads "Jennifer Kelley".

Jennifer Kelley

**Town of Winchester
Recreation Department**

Memo to: Town Manager

Subject: February Monthly Report

From: Tanya Risucci

Recreational pk-3rd started on Jan 7th. We have 35 children in the pk-1st and 35 in the 2/3rd grade program. We hired an assistant coach to help run the program as this is the most players we had. We teamed up with little fox portraits this year to do photos of the players for the parents to purchase. We made arrangements with NCCC, to use their gym space on feb 11th as the school as a drone competition.

Recreational 4-6th program is going well, with games being played at Gilbert, Pearson and regional 7 every Saturday. We have players from both the girls and boys basketball team from Gilbert volunteering every week to ref these games, as part of their hours. Mark Douglass has been wonderful setting this up for us.

Men's basketball started Jan 8th, with 8 teams in the league this year and only using Gilbert school to run the program.

Travel basketball is mid-season, we are having issues finding enough referees for home games on some weekends with the shortage around the state.

Art venture class at Hinsdale is to start another session Jan 24th after school. We filled the class with 15 students. This will be the second session held after school at Hinsdale.

April 8th we are planning the Easter Egg hunt at Rowley St this year.

New Cornhole league for adults 21+ . I am in the process of working with the Elks lodge here in Winsted to start an adult cornhole league for the winter. The league will be a total of 7 weeks, 6 weeks of regular play and week 7 being single elimination playoffs. Cost will be \$75 per team, after purchasing equipment for the league half of the money will go to the Elks for letting us use the space.

Tatros pond, a subcommittee was started with some people from the rec board, town employees and neighbors/residents of Winsted. The hope and goal is to reopen Tatros pond after the fishing derby for good. We are waiting to hear about playground equipment from Hinsdale school, that we would like to put down at the pond. The overall goal is to have a nice park for the neighborhood and to keep it open and clean. We would like to see hiking trails throughout the area, among other activities and things for the town.