



**TOWN OF WINCHESTER**  
**BOARD OF SELECTMEN MEETING**  
**Regular Meeting Agenda**  
**July 03, 2023, 7:00PM**  
**P. Francis Hicks Room**  
**Streamed live on YouTube and Channel 194**

1. **CALL TO ORDER** (Turn your cell phones off)

**FILED**  
**CLERK'S OFFICE**

2. **PLEDGE OF ALLEGIANCE**

3. **AGENDA REVIEW**

**JUN 30 2023**

4. **APPROVAL OF MINUTES**

**TOWN CLERK OF WINCHESTER**  
**WINSTED, CT**

A) Minutes of the Regular Meeting on June 20, 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**

10. **NEW BUSINESS**

- A) Consider and possible act on items related to finalizing the Town's FY2024 mill rate and budget (Town Manager Kelly).
- B) Discussion on correspondence from the Water & Sewer Commission (Town Manager Kelly).
- C) Discussion on Public Works Projects (Town Manager Kelly).
- D) 23-52 Consider and possibly act approving a letter of support for a Town grant application to the Federal "Safe Streets for All" program (Town Manager Kelly).
- E) 23-53 Consider and possibly act on proposed amendments to Ordinance 12 "Civil Service Commission" (Town Manager Kelly).



**TOWN OF WINCHESTER  
BOARD OF SELECTMEN MEETING**

**Regular Meeting Agenda**

**May 01, 2023, 7:00PM**

**P. Francis Hicks Room**

**Streamed live on YouTube and Channel 194**

11. **EXECUTIVE SESSION (To include Town Manager Kelly)**

- A) Discussion on possible sale of Town-owned land.
- B) Discussion on strategy and negotiations of contracts.

12. **POST-EXECUTIVE SESSION BUSINESS**

- A) Consider and possible act on referring of Town-owned parcels to Planning & Zoning Commission for 8-24 referral and to Town's real estate agent for listing on the market (take action on this after executive session).
- B) Consider and possibly act on the approval of the Town Manager's updated employment agreement.
- C) Consider and possibly act on the approval of the Fire Chief's employment agreement.

13. **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

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

15. **ADJOURNMENT**

# Town of Winchester

Board of Selectmen  
Regular Meeting  
Tuesday June 20, 2023

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 7:04pm

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

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

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

Item 3 **Agenda Review** - No Changes

Item 4 **Approval of Minutes**

\* Minutes of Regular Meeting on June 5, 2023  
Motion - Sel. Morhardt / Second - Sel. Sedlack  
Vote to accept minutes - Unanimous (6 - 0)

Item 5 **Citizens Comments** - The following people addressed the Board

\* Stephen Kosinski  
\* Jerry Martinez  
\* Christine Rogers

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

\* The second Town Budget vote is scheduled for Tuesday June 27, 2023 to be held at Pearson School from 8am to 8pm.  
\* To help anyone that has questions regarding the Budget, Josh is making himself personally available at the following dates and locations around town.

Wednesday June 21	Little Red Barn Brewery from 6:30 to 8pm
Thursday June 22	Town Hall from 5 to 6pm
Friday June 23	Senior Center from 6 - 7:30pm
Monday June 26	Winchester Center Congregational Church from 7 - 8pm

Item 7      **Finance Directors Report**

- \* Finance Director Ann Marie Rheault reviewed current General Fund, Cash Flow and CIP data....
- \* The Town is at the end of its Fiscal year and will soon begin the process of closing and finalizing appropriate accounting protocol.

Item 8      **Correspondence** - None

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

- 1) Mason Kiesewetter (U) is submitted for Nomination as a Member of the Inland Wetlands and Watercourses Commission with a term expiration of 04/2026
  - 2) Bradley Burcoff (R) is submitted for Appointment as a Member of the Recreation Board with a term expiration of 04/2028.  
Motion - Sel. Sedlack / Second - Sel. Bouchard  
Vote to approve - Unanimous (6 - 0)
- \* A verbal notice of resignation was offered and accepted from the following volunteer.  
Thomas Sullivan (U) from the Soldiers Monument Commission  
Thomas's volunteer time and service to the Town is acknowledged with deepest gratitude.
  - \* The following groups have position openings. Interested candidates are encouraged to apply!  
Arch. Review Committee - 1 Permanent Seats and 2 Alternate Seats  
Board of Assessment Appeals - 1 Alternate Seat  
Economic Development Commission - 2 Alternate Seats  
Laurel City Commission - 5 Permanent Seats  
Inland Wetlands & Watercourses Commission - 3 Permanent Seats  
Recreation Board - 2 Permanent Seats  
Soldiers Monument - Permanent Seats  
Zoning Board of Appeals - 2 Alternate Seats

Item 10      **Unfinished Business** - None

Item 11      **New Business** -

- A) Presentation from the Winchester Land Trust in conjunction with HLWA.  
Louise Van Alstyne led a small group that appeared before the Board to solicit support for a Land acquisition project by the Winchester Land Trust. Several land parcels totaling nearly 500 acres would be known as the "Laurel Ridge Paganelli Preserve". A Grant application to the State Dept of Environmental Protection required a letter of support from the Board of Selectmen.  
Mayor Arcelaschi called for a vote to approve support and provide a letter.  
Motion - Sel. Morhardt / Second - Sel. Sedlack  
Vote to approve - Yes (5) - No (0) - Abstain (1 ) (Sel. Perez)

B) 23-49 Proposed Line item Transfer

Motion Statement - " I move that the Board of Selectmen approve the line-item transfer of \$7,016.00 from Armorer and Range (210-811-0001) to \$6,813.00 Telephone (210-807-0000) \$109.00 Maintenance of Equipment (210-826-0000) and \$94.00 Physical Fitness Program - YMCA (210-909-0000)

Motion - Sel. Groppo / Second - Sel. Perez

Vote to approve - Unanimous (6 - 0)

C) 23-50 Proposed Line Item Transfer

Motion Statement - " I move that the Board of Selectmen approve the line-item transfer of \$200.00 (120-809-0002) Restoration of Records to \$200.00 (120-839-0001) Vital Statistics.

Motion - Sel. Sedlack / Second - Sel. Perez

Vote to approve - Unanimous (6 - 0)

D) 23-51 Proposed Line Item Transfer

Motion Statement - " I move that the Board of Selectmen approve the line-item transfer of \$695.00 (231-826-0003) NEC Service Contract to \$695.00 (231-197-0000) Overtime.

Motion - Sel. Morhardt / Second - Sel. Sedlack

Vote to approve - Unanimous (6 - 0)

Item 12 **Citizens Comments** - The following people addressed the Board

- \* Claire Stevens
- \* Tim Smith
- \* Stephen Kosinski
- \* Luiza Martinez
- \* Jerry Martinez

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

- \* Sel. Perez - addressed Public Comments directed at her personally
- \* Sel. Bouchard - asked the Town Manager about job vacancies at the Water and Sewer department
- \* Mayor Arcelaschi - reminded everyone about the upcoming Budget Referendum and thanked Troy Lamere and Scott Winn for their successful campaign to hang American flags along Main St.

Item 14 **Adjournment**

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

To adjourn the meeting at 8:07pm

Vote to approve - Unanimous (6 - 0)

ATTEST:

Glenn Albanesius, Town Clerk

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



## TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

TO: Board of Selectmen  
FROM: Josh Kelly, Town Manager  
SUBJECT: Manager's Report  
MEETING DATE: July 3, 2023

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

- **508 Main Street:** The Town is presently seeking quotes for different components of building restoration to determine how next steps may be feasible.
- **Budget:** The FY 2024 budget passed in a 757 to 694 vote on Tuesday, June 27, 2023. Thank you to everyone who voted. Leading up to the vote, Superintendent Brady-Shanley and I held a series of informational sessions about the budget. Overall, we spoke to about three dozen people across those several sessions and we also made ourselves available to answer questions about the budget at the polling place on the day of the vote. I think that this effort was very positive and led to increased voter turnout and more informed voting. I believe it is in the Town's best interests that a similar set of informational sessions be held each year.
- **Grants:** The Town has been notified of a ~\$128,000 grant award for environmental reviews to be completed at 10 Bridge Street through a DECD brownfields grant program. Additionally, the Town has been notified of an award totaling just over \$11,000 to install a dual-head EV charging station at 75 Rowley Street, which will be open to the public. The Town has also heard that its congressional request for \$1.98 million to support the expansion of the Elm Street Firehouse has been approved by the US Senate Appropriations Committee. This is not a final approval, but it is a good step in the right direction. The Town is currently considering applications to the Safe Streets for All program run by US DOT and the CT DOT Connectivity Grant program.
- **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. A grant is

being sought to cover costs related with creating such a historic district. It would be in the Town's best interests to create a Historic Commission to oversee such grants and districts in the future; I will bring forward a proposal to that effect in the near future.

- **Human Resources:** The Town is currently in the process of hiring a Communications & IT Coordinator and a Purchasing Agent. The Town is also seeking police officers.
- **Mountainside Drive RFP:** The Mountainside Drive development RFP does not close until late July. We are seeking proposals for a development on this 118 acre parcel.
- **Nipper Bottle Deposit Town Earnings:** As you likely know, there is a new \$0.05 tax on each "nipper" bottle sold in the State of Connecticut, and earnings from that new fee are given to the towns based on where the bottles were sold. Money earned by the Town in this manner is generally supposed to be used to improve solid waste disposal systems and/or improve environmental quality in some manner. A team of staff members assembled last week to seriously discuss the ways in which this money could be used; a formal proposal will be brought to you for consideration and a vote in the near future.

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

- Tuesday, July 4, 2023: Independence Day (Town offices closed).
- Monday, July 17, 2023 (7pm): Regular Board of Selectmen meeting.
- Monday, August 7, 2023 (7pm): Regular Board of Selectmen meeting.

Respectfully submitted,

Joshua Steele Kelly  
Town Manager & CEO

# Boards & Commissions

## 1 CONSIDERATION

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

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends

## NOMINATIONS

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

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends
07/03/2023	Joseph Holcomb	Recreation Board	R	Member	4/2028 (rpl. A.Miller)
07/03/2023	Anne-Marie Holland	Recreation Board	U	Member	4/2027 (rpl.Duffy)

## 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
07/03/2023	Mason Kiesewetter	IWWC	U	Member	4/2026  (Rpl. A. Krawiecki)

## RE-APPOINTMENT

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

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends

## RESIGNATION

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

Date	Name	Board/Commissi on	Party	Permanent/ Alternate	Term Ends



# Boards & Commissions

## APPOINTMENTS BY OTHER APPOINTING AUTHORITIES

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

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

## CURRENT VACANCIES

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

Board/Commission	Position	Openings	Meets On	Appointing Authority
<u>Architectural Review Committee</u>	Member & Alternate	1 & 2 Alternates	As needed	Planning and Zoning Commission
<u>Board of Assessment Appeals</u>	Alternate Member	1	TBD March/September	Board of Selectmen
<u>Economic Development Commission</u>	Member & Alternate	2 Alternates	1 <sup>st</sup> & 3 <sup>rd</sup>	Board of Selectmen
<u>Laurel City Commission</u>	Regular	4	TBD January-June	Board of Selectmen
<u>Inland Wetlands &amp; Watercourses Commission</u>	Member	2	3 <sup>rd</sup> Wednesday of each month	Board of Selectmen
<u>Recreation Board</u>	Member	1	1 <sup>st</sup> Wednesday of each month	Board of Selectmen
<u>Soldiers Monument</u>	Member	2	2 <sup>nd</sup> Thursday of each month	Board of Selectmen
<u>Zoning Board of Appeals</u>	Member & Alternate	2 Alternates	4 <sup>th</sup> Tuesday of each month	Board of Selectmen

# APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION

## WINCHESTER, CONNECTICUT

338 Main St. Winsted CT 06098 860 379-2713

[www.townofwinchester.org](http://www.townofwinchester.org)

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

### LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

#### Recreation Board Member

NAME: Joseph Holcomb

ADDRESS: 261 Walnut St., Winsted, CT 06098

HOME PHONE #: N/A \_\_\_\_\_ CELL PHONE #: (860)921-3483 E-MAIL: joeholcomb78@yahoo.com

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

PRIOR CIVIC INVOLVEMENT: none

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST: My daughter has played all three seasons of rec sports for the last 5/6 years. I have helped by volunteering my time with assistant coaching two seasons of rec basketball. My wife and I have joined the Friends of Tatros pond, to help clean up the park for everyone to use. I would love to be more involved in other aspects that the Rec Board has to offer.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? Yes \_\_\_\_\_ Name: Tanya Risucci

Signature: \_\_\_\_\_

Date: 6/13/23

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

Please Return To:

Town Manager

338 Main St.

Winsted CT 06098

[townmanager@townofwinchester.org](mailto:townmanager@townofwinchester.org)

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

338 Main St. Winsted CT 06098 860 379-2713

[www.townofwinchester.org](http://www.townofwinchester.org)

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**LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:**

**Recreation Board Member**

**NAME:** Anne-Marie Holland

**ADDRESS:** 261 Walnut St., Winsted, CT 06098

**HOME PHONE #:** N/A **CELL PHONE #:** (860)866-6188 **E-MAIL:** anniemarh@yahoo.com

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

**PRIOR CIVIC INVOLVEMENT:** none

**SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:** I have co-coached softball for the last 4/5 years and currently the coach of Gilbert Middle School Softball. My daughter has played all three seasons of rec sports for the last 5/6 years. My husband and I have joined the Friends of Tatros pond, to help clean up the park for everyone to use. I would love to be more involved in other aspects that the Rec Board has to offer.

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

**Signature:**



**Date:** 6/13/2023

**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](mailto:townmanager@townofwinchester.org)**

# APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION

## WINCHESTER, CONNECTICUT

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

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

### LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

#### Inner Wetlands and Watercourses Commission

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NAME: Mason Kiesewetter

ADDRESS: 401 E Wakefield Blvd, Winsted, CT, 06098

HOME PHONE #: N/a CELL PHONE #: (860)-990-1592 E-MAIL: Mason@Kiesewetterindustries.com

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

PRIOR CIVIC INVOLVEMENT: No

### SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

I have some knowledge and background from previous employment in Drainage, Retention Ponds, Excavation, and Grading. Additionally, I have strong knowledge in landscaping as I run my own lawn care business. I also serve as the Business Development Manager for subseven – we're an IT Consulting, Installation, and Support firm specializing in small and medium business IT services. So another large skillset is in business development, marketing, etc as I do that full time.

Growing up in the Winsted area, I have a deep emotional investment in the development of our town. My family has a long history here - my grandpa resided in this area until his retirement, and my mother grew up here - she would regularly take me and my brother to the Highland Spillways, and for family gatherings at ABC Pizza. I attended school at NWCC, and during the time in between classes I would explore the local area for hikes, or local food spots – and it only made me fall more in love with the town. Now that I live on E Wakefield Blvd and have daily exposure to downtown, I am inspired by the immense potential I see in Winsted and wish to contribute to its growth in any way I can.

However, I firmly believe that this potential should always be balanced with conservation and protection efforts: Large-scale projects like the recent RFP up on Holabird, which includes wetlands within its 100-plus acres, necessitate careful consideration. And it is crucial to have individuals on the commission who not only prioritize the economic development of Winsted but also seek ethical and sustainable solutions. I am committed to serving on the Wetlands and Watercourses Commission to ensure that Winsted flourishes while preserving our natural resources for future generations.

I believe I would be an asset to the town and am willing to learn and attend whatever is required to become well informed on all matters that come before the board. I thank you for your time for reading, and your consideration for the appointment. If there are any further questions, please feel free to reach out.

**Have you contacted any current members or attended any meetings on the Board/Commission that interests you? Yes, I saw livestreams of meeting**

**Name:** No members of the board. I found out about the opening via Todd Arcelaschi

**Signature:** Mason R. Kiesewetter **Date:** 06/02/2023

**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](mailto:townmanager@townofwinchester.org)**



## COLLECTOR OF REVENUES

### RATE BILL

At a meeting of the Board of Selectman of said Town of Winchester held on July 3<sup>rd</sup>, 2023  
It was:

**VOTED:** "That the tax rate for Real Estate and Personal Property and the Motor Vehicle bills will be set at a mill rate of 26.39 mills based on the Grand List of **October 1, 2022.**

### PAYMENTS ON ACCOUNTS TO BE MADE AS FOLLOWS:

Real Estate	Due August 1, 2023 and January 1, 2024
Personal Property Taxes	Due August 1, 2023 and January 1, 2024
Motor Vehicle	Due August 1, 2023
Supplemental M.V.	Due January 1, 2024

This Rate Bill is made in accordance with said votes and meetings.

Dated at Winsted, Connecticut on this 3<sup>rd</sup> day of July 2023.

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Board of Selectmen

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# WINSTED WATER WORKS

## TOWN OF WINCHESTER

189 Rowley Street

Winsted, CT 06098

Phone (860) 379-4101 Fax: (860) 738-3509

June 1, 2023

John Massicotte  
Water and Sewer Commission, Chairman

### Re: ARPA Funds

Dear, Board of Selectmen

As you know the BOS allocated \$1.4m of ARPA Funds to the Sewer Dept. for 4 projects.

1. Sewer Plant Septage Receiving Station \$250,000
2. Sewer Pump Station Rehabilitations \$350,000
3. Sewer Plant Raw Water Pumps \$350,000
4. Sewer Plant Step Screen \$450,000

Below is an update on where we are with these projects, along with a request to reallocate the ARPA Funds in different amounts between the same four projects.

1. While researching possible solutions to core issues of the existing Septage Receiving Station, we decided, rather than completely reconstructing the station, we could install a metered dosing system that would allow us to resolve the nutrient surge associated with inconsistent dumping schedules.  
We did this for a fraction of the cost, \$25,000 versus the estimated \$250k.  
It is not a perfect or forever solution. It does NOT measure the amount of septage being brought in, which would be helpful for invoicing, but it DOES address the dosing issue which is very beneficial to the treatment process at a very cost-effective price, leaving a balance of \$225k.

At some later date we will pursue measuring the imported septage, but for now this is working pretty well.

2. The Sewer Pump Station Rehabilitations are moving forward according to schedule, but not according to cost estimates. The engineering is 95% complete, the pump packages are being manufactured, the electrical work is underway, and the wetlands permits have been applied for. The \$350,000 allocated for this project is nearly expended and we still need to fund the sitework, associated guiderails and miscellaneous things that come up. Approximately \$200,000 additional expenses.



3. The Sewer Plant Raw Water Pump Project is our biggest challenge. It has become far more complicated than we expected. The existing pumps are no longer serviceable and the modern pumps are not compatible with the existing obsolete control system. The pumps are more expensive than we expected, and the control system is significantly more expensive than we imagined, and the complexity of pump & control replacement while keeping the plant operational is driving the cost well beyond the \$350k one engineers cost opinion anticipates somewhere in the neighborhood of \$1.6m.

Our plan for this project is to use the \$350k ARPA funds as our 20% match should the \$1.96m Congressionally Directed Spending Grant come to fruition.

4. The Sewer Plant Step Screen Project has been mothballed until we have the funds and the bandwidth to pursue it.

Our plan for this project is to use the ARPA funds as our 20% match should the 1.96m Congressionally Directed Spending Grant come to fruition.

Throughout the process, we have been assuming that the funds allocated to the Sewer Projects were somewhat fungible between projects, but since we have made some pretty significant changes to our plans, Candace (the BOS liaison to the W&S Commission) recommended that we run this past the BOS for transparency purposes, and request approval for the reallocation between projects.

The Water & Sewer Commission respectfully requests approval of the following motion:

Reallocate the remaining \$225k balance of septage receiving station ARPA funds, to complete the pump station rehabilitations.

Use the remaining ARPA funds to provide the 20% matches for the raw water pumps/controls, the step screen, and the measuring phase of the septage receiving station from the \$1.96m Congressionally Directed Spending Grant.

Thank you for considering our request,



John Massicotte  
*Water & Sewer Commission, Chairman.*



## BOARD OF SELECTMEN ACTION REQUEST

No.: 23-52

Date: July 3, 2023

**Topic:** New Business (D) – Letter of Support for Safe Streets for All Grant Application

**From:** Joshua Kelly, Town Manager

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**Background:** The US DOT has launched a grant program called “Safe Streets for All” (also known as “SS4A”) to which municipalities around the country can apply. The program supports the development of a comprehensive safety action plan (Action Plan) that identifies the most significant roadway safety concerns in a community and the implementation of projects and strategies to address roadway safety issues. Action Plans are the foundation of the SS4A grant program. SS4A requires an eligible Action Plan be in place before applying to implement projects and strategies.

The SS4A program provides funding for two types of grants:

- Planning and Demonstration Grants provide Federal funds to develop, complete, or supplement a comprehensive safety action plan. The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, Tribe, or region. Planning and Demonstration Grants also fund supplemental planning and/or demonstration activities that inform the development of a new or existing Action Plan. The Department encourages including demonstration activities in an application.
- Implementation Grants provide Federal funds to implement projects and strategies identified in an Action Plan to address a roadway safety problem. Projects and strategies can be infrastructure, behavioral, and/or operational activities. Implementation Grants may also include demonstration activities, supplemental planning, and project-level planning, design, and development. Applicants must have an eligible Action Plan to apply for Implementation Grants. The Department encourages including demonstration activities in an application.

While the Town should ultimately seek to obtain implementation grants, we do not yet have an Action Plan as defined by the US DOT. We recommend that the Town of Winchester seek funding to create an Action Plan.

**Requested Action:** I ask that the Board of Selectmen consider authorizing the Mayor to sign a letter of support for our grant application to this program.

**Fiscal Implications:** There is a required 20% match for this program. We estimate that our requested grant total will be \$200,000, which means the Town would be required to put forward an additional \$50,000 as a match on top of that (for a total allocation of \$250,000 toward the project). The completion of this Action Plan will make us eligible for more federal project funding through the Implementation Grants through SS4A.

**Recommended Motion:** *“I move that the Board of Selectmen direct the Town Manager to author a letter of support for a Safe Streets for All Planning & Demonstration Grant on behalf of the Board of Selectmen and authorize the Mayor to sign the letter on behalf of the Board.”*

**Attachments:** None.

## BOARD OF SELECTMEN ACTION REQUEST

No.: 23-53

Date: July 3, 2023

Topic: New Business (E ) – Amendments to Chapter 12 of the Town Ordinances

From: Joshua Kelly, Town Manager

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**Background:** Since 1991, the Town of Winchester has had a Civil Service Commission. The Civil Service Commission follows State Statutes to oversee the Town's hiring practices. This involves requiring a very specific application to be completed, a series of examinations to be applied to applicants (with a series of questions to be created by Civil Service Commission staff to populate the examinations), and rigid requirements around who may be considered for appointment to any given applicant. The Civil Service Commission rules are on file in the Town Manager's Office and are available for public inspection.

Over the course of many years, Town management has documented inefficiencies in town processes and procedures caused by the Civil Service Commission. Examples include the following:

- The Commission's examinations are overseen by a paid Chief Examiner, which adds significant costs to the operation of the Commission (upwards of \$10,000 per year).
- The Civil Service Commission requires written and oral examinations of applicants that can take weeks, even months to prepare, set-up, administer, and score. This creates extensive application processes and wait times for applicants, which has led to many of our would-be hires to be scooped up by other employers in the meantime or to be scared off by the multiple examinations and withdraw from our process completely.
- The Civil Service Commission's rules around nepotism and favoritism are more relaxed than those found in the Town's new Employee Handbook, leaving the Town more susceptible to such issues so long as the Commission continues to operate.
- Until 2022, the Civil Service Commission prohibited the Town from collecting applications via email and placing job ads on modern, highly-trafficked websites like Indeed. Still, Commission issues with this method of collecting applications are numerous and have interfered with the Town's ability to hire top candidates in a timely manner.
- The Civil Service Commission does not forward all applications to the Town Manager's Office for consideration; only those that, on a subjective basis, meet the Commission's minimum qualification threshold; this factor greatly reduces the number of applicants that the Town may consider for appointment, in some cases removing applicants from consideration that Town management has found to be qualified in their eyes. This process takes weeks, if not months, to complete.
- The Commission meets just once a month, which has, at times, meant that questions that may otherwise be answered in a few minutes can take up to a month to receive a formal response, greatly delaying hiring practices.
- The Civil Service Commission does not allow for alterations to be made to their application form, despite the fact that the application form requires applicants to enter duplicate information that would otherwise appear on a resume and despite the fact that the form was created in the 1990s and modern personnel management practices have changed dramatically since that time.

- The Commission has created an arbitrary cutoff of 19 hours per week as marking the difference between a part-time employee and a full-time employee; employees working under that threshold are not subjected to Civil Service rules, and it is the position of Town management that rules should be applied consistently to all hires.
- The Commission has created and enforces rules that make shared service agreements with other towns nearly impossible, even in instances where it will allow the Town to hire and retain top talent or see cost savings.
- The Civil Service Commission's rules are generally founded in State Statute, making them extremely difficult to change.
- Overall, Civil Service Commissions are established around the state to manage extremely large bureaucratic hiring processes – these commissions are usually established in large cities like Waterbury and New Haven. Winchester is the smallest town with a Civil Service Commission, and inefficiencies have arisen as a result of its implementation here.

I want to make sure that it is clear that any inefficiencies or issues that have arisen around the Civil Service Commission's operations are not related to the people who sit on that Commission. On the contrary, the volunteers who sit on this board and help with its administration have done admirable work, regularly taking time away from their personal and professional lives to contribute to the Commission's activities with no monetary compensation. I am grateful for their service, and have met with each of them individually to explain my position on this matter. In those conversations, all acknowledged that they, too, saw the ineffective nature of facets of the Civil Service Commission. It is my hope that each of those individuals will be interested in serving on the Town's Ethics Commission, which shall serve as an overseeing body for the Town Manager's Office as full hiring practices resume in that office.

I also want to make it clear that the removal of the Civil Service Commission will not in any way relax safeguards to the Town's hiring practices. Rather, the Town's new Employee Handbook has more strict rules and regulations around nepotism and favoritism than the Civil Service Commission has, and transferring our hiring practices to be governed by the Employee Handbook will help strengthen these rules. The Town Manager will be subject to review both by the Board of Selectmen and the Ethics Commission if any wrongdoing is found, an oversight process that can be more robust and efficient than Civil Service. The Town Charter enshrines the Town's commitment to hiring based on merit alone (Article XII, "The Merit System"), and Town management will always work to implement the requirements of the Merit System.

Legal counsel has provided my office and the Board of Selectmen with an opinion outlining how the Civil Service Commission was first put into place and how the entity may be removed in favor of professional management hiring practices. In order to proceed, the Board of Selectmen would need to remove Chapter 12 from the new Code of Ordinances. Upon the revocation of that ordinance, the Town's personnel policies, recently reviewed by both the Civil Service Commission and Board of Selectmen and adopted by Town Manager with the blessing of both bodies, would govern the Town's hiring practices.

It is my professional recommendation, as Winchester's Town Manager, that the Board of Selectmen remove Chapter 12 of the new Code of Ordinances to return control of Town hiring processes to professional management.

***Requested Action:*** I ask that the Board of Selectmen please consider removing Chapter 12 from the new Code of Ordinances so as to return the Town's hiring practices to the control of professional management. If the Board is in favor of such action, it could proceed with the change over a three-meeting period, including this meeting. Given today's consideration of the ordinance, the ordinance would need to be considered again at the July 17<sup>th</sup> meeting and could be acted on formally at the August 7<sup>th</sup> meeting.

***Fiscal Implications:*** A cost savings will be found through the reduction of Civil Service staff being paid to administer testing programs related to the Civil Service Commission rules. We estimate a cost savings of at least \$10,850.

***Recommended Motion:*** *"I move that the Board of Selectmen formally acknowledge their consideration of the removal of Chapter 12 of the Town Ordinances and further consider it in a second instance at the next regular meeting on July 17, 2023."*

***Attachments:*** Redlined Ordinance Chapter 12  
Legal Opinion Regarding Removal of Civil Service Commission

# **Chapter 12**

## **Civil Service Board**

~~[HISTORY: Adopted by the Board of Selectmen of the Town of Winchester effective 12-12-1996 (§ 172 of the prior compilation). Amendments noted where applicable.]~~

### **~~§ 12-1 Members; terms; qualifications for office.~~**

~~There shall be a Civil Service Board, which shall consist of three members who shall be appointed by the Town Manager. Those first appointed shall be designated to serve for two, four and six years respectively, and thereafter members shall be appointed annually to serve for six years. Each member shall serve until a successor is appointed, and any vacancy shall be filled by the Town Manager for the unexpired term. The members of the Commission shall receive no compensation for their services but shall be reimbursed for their necessary expenses incurred in the performance of their official duties. Two Commissioners shall constitute a quorum. All appointments to said Board, both original and to fill vacancies, shall be so made that not more than two members shall, at the time of appointment, be members of the same political party, and no such Commissioner shall, during their term of office, hold any other lucrative office or employment under the United States or the state or any political subdivision thereof having employees classified under the provisions of this part.~~

### **~~§ 12-2 Oath of office.~~**

~~Each Commissioner, before entering upon the duties of the office, shall take the oath prescribed for executive officers.~~

### **~~§ 12-3 Removal of Commissioners.~~**

~~The Town Manager may remove any Commissioner for lack of moral character, incompetency, neglect of duty, malfeasance or partisan activity while in office, but the Town Manager shall, at the same time, file with the Clerk of the Superior Court for the appropriate judicial district a report, in writing, of such removal, with the reasons therefor.~~

### **~~§ 12-4 Powers.~~**

~~The Civil Service Board shall exercise all powers set forth in Chapter 113, Part I of the Connecticut General Statutes.~~

# Memo

**To: Josh Kelly, Town Manager**  
**Re: Elimination of Civil Service Commission/Board**  
**Date: September 29, 2022**

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## QUESTIONS PRESENTED

1. May the Town of Winchester eliminate its Civil Service Board and, if so, what is the required procedure.
2. May the Town of Winchester eliminate the Merit System from its Town Charter and, if so, what is the required procedure.

## SUMMARY ANSWER

The Town may eliminate its Civil Service Board by repealing the ordinance establishing the Commission in accordance with the procedures set forth in Article III, Sections 302 and 303 of the Town charter.

Eliminating the Civil Service Board leaves in place the Merit System that requires all officers and employees in the classified service of the Town to be "appointed on the basis of merit and in conformity with recognized principles of public personnel administration." Currently, the Civil Service Board oversees compliance with the Merit System. If the Civil Service Board is eliminated the Merit System would be administered by the Manager and the Board of Selectmen.

Elimination of the Merit System would require an amendment to the Town Charter pursuant to procedures set forth in Conn. Gen. Stat. § 7-187 *et seq.*



## **FACTS<sup>1</sup>**

Prior to 1997, the Town of Winchester (the "Town") did not have a Civil Service Commission or Board. In 1996, the Town's charter was amended to include a provision for a merit system for all appointments in the classified service. In 2001, the charter was again amended. The merit system is contained in Article XII as follows:<sup>2</sup>

### **ARTICLE XII – MERIT SYSTEM**

#### **Section 1201. THE MERIT SYSTEM ESTABLISHED**

All officers and employees in the classified service of the Town, as described in Section 1202 below, shall be appointed on the basis of merit and in conformity with recognized principles of public personnel administration.

#### **Section 1202. THE CLASSIFIED SERVICE**

The classified service shall include appointees to all positions now or hereafter created, except the following: Elective officers and persons appointed to fill vacancies in elective offices; members of boards and commissions and other offices appointed by the Board of Selectmen; employees of the Board of Education; members of the Parking Commission; persons employed in a professional capacity to make a temporary and special inquiry, study or investigation; the judges, clerks and other personnel of the Probate court; and persons employed for a temporary period not exceeding three (3) months. It shall be the duty of the Manager to cause to be prepared a statement of the duties and responsibilities of each position in the classified service and of the minimum qualifications for appointment to such positions. These statements shall comprise the classification plan of the Town, which shall become effective upon approval by resolution of the Board of Selectmen and which may be amended upon recommendation of the manager, by resolution of the Board of Selectmen. New or additional positions in the classified service may be created and changes in the duties and responsibilities of existing positions may be made by resolution of the Board of Selectmen upon the recommendation of the

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<sup>1</sup> The "facts" are derived from an opinion of the State Board of Labor of Relations in *Town of Winchester*, Decision No. 2007 (2004) involving the issue of whether or not the Town's creation and adoption of a civil service system in 1997 affected the parties' rights and obligations concerning promotional examinations. Such "facts" appear to be correct based upon the only two documents we have, i.e., the amended charter of 2001 which contains a merit system, and an ordinance adopted in December of 2006 both of which are attached hereto.

<sup>2</sup> It is not clear whether the 2001 version is the same as the 1996 amendment which created the merit system.

Manager. The Manager shall also cause to have prepared a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, administration of the classification plan, probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absence, removals, and other such rules as may be necessary to provide an adequate and systematic procedure for the handling of the personnel affairs of the Town. Such rules and any amendments thereto shall become effective upon being filed by the Manager with the Town Clerk. Copies of such rules and any amendments thereto shall be distributed to all members of the classified service

In December 1996, the Board of Selectmen adopted the following ordinance which created the Civil Service Board ("Board"):

SEC. 172 CIVIL SERVICE BOARD<sup>3</sup>

Be it ordained by the Board of Selectmen of the Town of Winchester, Connecticut that the following ordinance is hereby adopted:

There shall be a Civil Service Board which shall consist of three members who shall be appointed by the Town Manager. Those first appointed shall be designated to serve for two, four and six years respectively and thereafter members shall be appointed annually to serve for six years. Each member shall serve until a successor is appointed and any vacancy shall be filled by the Town manager for the unexpired term. The members of the Commission shall receive no compensation for their service but shall be reimbursed for their necessary expenses incurred in the performance of their official duties. Two Commissioners shall constitute a quorum. All appointments to said board, both original and to fill vacancies, shall be so made that not more than two members shall, at the time of appointment, be members of the same political party, and no such Commissioner shall, during their term of office, hold any other lucrative office or employment under the United State or the state or any political subdivision thereof having employees classified under the provisions of this part. Each Commissioner, before entering upon the duties of the office, shall take the oath prescribed for executive officers. The Town manager may remove any Commissioner for lack of moral character, incompetency, neglect of duty, malfeasance or partisan activity while in office, but the Town Manager shall, at the same time, file with the clerk of the Superior Court for the appropriate judicial district a report, in writing, of such

<sup>3</sup> This Ordinance is essentially identical to Conn. Gen. Stat. § 7-408.



removal, with the reasons therefore. The Civil Service Board shall exercise all powers set forth in Chapter 113 Part I of the Connecticut General Statutes.

**EFFECTIVE DECEMBER 12, 1996.**

In 1997, the Town Manager made the first appointments to the Board and the Board's Civil Service Rules became effective August 25, 1997, which rules established the classified and unclassified service for Town employees.

The Town now seeks to abolish the Board and the merit system pursuant to which it was created.

## ANALYSIS

Conn. Gen. Stat. § 7-407 *et seq.* sets forth the statutory procedure for the adoption of a merit system by a municipality such that the legislative body must vote to adopt a merit system for selecting and promoting public employees. Winchester adopted the merit system decades ago. Some towns adopt a merit system without establishing a civil service commission. Examples of these towns are Plainville, Mansfield, Glastonbury and East Hartford. Other towns, such as Winchester, also adopt a civil service commission by the procedure set out in the statutes. Conn. Gen. Stat. § 7-408. Accordingly, Winchester established its Board by enacting Ordinance 172. However, the statutes do not limit, restrict, or govern the elimination of a civil service commission once it has been created and no Connecticut case was found dealing with this issue. The only case found was a decision by the State Board of Labor Relations in *Town of Winchester*, Decision No. 4007 (2004) where in dicta the Board noted: "There is no argument in this case that employers are restricted in the unilateral right to establish or abolish civil service systems...." *Id.* at p. 6.

In the instant matter, there is no statutory prohibition on abolishing the Board or any statutory procedure for doing so. Since the Board was created by ordinance, the following charter provisions contained in Winchester's charter, Article III regarding ordinances and repeal thereof are applicable:

### Section 302. ORDINANCES

...the Board of Selectmen shall have the power to enact, amend, or repeal ordinances for the preservation of good order, peace, health and safety of the town and its habitants, so long as such ordinances are not inconsistent with this Charter or the General Statutes of the State; and, not limiting the powers of the foregoing, the Board of Selectmen shall specifically have the power to ordain the following:

A. Boards and Commission. **The Board may create or abolish boards, commissions, department and offices, other than those established by this Charter.**

#### Section 303. ENACTMENT OF ORDINANCES

Before the . . . repeal of any...ordinance, the Board of Selectmen shall cause to be published twice in a newspaper having a substantial circulation in the Town of Winchester a notice setting forth the subject matter of the proposed ordinance. Said notice shall be published once a week for two (2) consecutive weeks not later than two (2) days before the enactment, amendment or repeal of the ordinance. After the board has enacted, amended, or repealed any ordinance, said ordinance shall become operative fifteen (15) days after the entire text of the same shall have been published once in a newspaper having a substantial circulation in said Town. **Any ordinance made by the Board of Selectmen may be...repealed by them in the same manner in which ...ordinances are enacted.** The form of all ...ordinances shall be as follows: "Be it ordained by the Board of Selectmen of the Town of Winchester, Connecticut".

(Emphasis added.)

Reading sections 302 and 303 of the charter together, the Board of Selectmen has authority to abolish the Civil Service Board since it was not established by the charter. To do so, the Board of Selectmen would need to follow the procedure in section 303 to repeal section 172 of the Town Ordinances. The Board of Selectmen must publish notice of the proposed repeal of the ordinance at least once a week for two (2) weeks and the latest publication cannot be any later than two (2) days before the ordinance is due to be repealed. Moreover, such repeal would not be operative until fifteen days after notice of repeal is published.

Once the Commission is repealed, the process for implementing the Town's merit system would be handled by the Town Manager and Board of Selectmen.

To abolish the Merit system altogether, the Town charter would need to be amended by repealing and/or amending Article XII which sets forth the Town's merit system and may need to amend Article VIII which references salaries for employees in the classified service of the Town.<sup>4</sup>.

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<sup>4</sup> Conn. Gen. Stat. 7-474(g) provides:

Nothing herein shall diminish the authority and power of any municipal civil service commission, personnel board, personnel agency or its agents established by statute, charter or special act to conduct and grade merit examinations and to rate candidates in

The procedures for amending the Town's charter are set forth in Conn. Gen. Stat. § 7-187 *et seq.* and can be summarized as follows:

1. The Board of Selectmen must adopt a resolution to amend the charter by two-thirds vote. Conn. Gen. Stat. § 7-188(b).
2. Within thirty (30) days of adopting such resolution, the Board of Selectmen shall appoint a commission (hereinafter "Charter Commission") which shall consist of not fewer than five or more than fifteen electors to draft amendments to the charter.<sup>5</sup> Conn. Gen. Stat. § 7-190(a).
  - i. The Board of Selectmen shall specify by resolution the date the Charter Commission shall submit its draft report, which shall be not later than sixteen months from date of appointment. Conn. Gen. Stat. § 7-190(b).
  - ii. The Board of Selectmen may make recommendations to the Charter Commission on proposed amendments and the Charter Commission can consider other changes it deems desirable or necessary as well. In its draft report, the Charter Commission must comment on each recommendation made by the Board as well as

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the order of their relative excellence from which appointments or promotions may be made to positions in the competitive division of the classified service of the municipal employer served by such civil service commission or personnel board. The conduct and the grading of merit examinations, the rating of candidates and the establishment of lists from such examinations and the initial appointments from such lists and any provision of any municipal charter concerning political activity of municipal employees shall not be subject to collective bargaining, provided once the procedures for the promotional process have been established by the municipality, any changes to the process proposed by the municipality concerning the following issues shall be subject to collective bargaining: (1) The necessary qualifications for taking a promotional examination; (2) the relative weight to be attached to each method of examination; and (3) the use and determination of monitors for written, oral and performance examinations. In no event shall the content of any promotional examination be subject to collective bargaining.

Thus, under § 7-474(g) the Town is relieved from bargaining over certain topics related to promotional exams **if the municipality has a civil service commission or other merit examination agent**. The Act only allows bargaining if a change is proposed in one of the three specific areas listed in the statute. However, the Town should be aware that in the event the Town abolishes the Board it may have a duty to bargain with each Union regarding the hiring/promotional process, if requested.

<sup>5</sup> Not more than one-third of the electors appointed shall hold any other public office in Town and not more than a bare majority shall be members of one political party. Conn. Gen. Stat. § 7-190(b).

any other proposed recommendation. Conn. Gen. Stat. § 7-190(b).

3. The Charter Commission must hold at least two public hearings on proposed charter amendments, one prior to beginning substantive work on such amendments, and the other after its draft report has been completed but not yet submitted to the Board of Selectmen. The Charter Commission may also hold any additional hearings it deems necessary and can amend its draft report after such hearings. Conn. Gen. Stat. § 7-191(a).

4. After conducting hearings and making any amendments to its draft report, the Charter Commission must submit such report to the Town clerk who shall transmit it to the Board of Selectmen. Conn. Gen. Stat. § 7-191(b).

5. Upon receipt of the Charter Commission's draft report, the Board of Selectmen must hold at least one hearing on the draft report. However, any hearings must be held within forty-five days after the Charter Commission's submission of the draft report to the Town Clerk. Conn. Gen. Stat. § 7-191(b).

6. Within fifteen days after the last hearing held on the Charter Commission's draft report, the Board of Selectmen shall make recommendations to the Charter Commission for any changes it deems necessary. Conn. Gen. Stat. § 7-191(b).

- i. If no changes to the draft report are recommended by the Board of Selectmen within fifteen days after the last public hearing thereon, the Charter Commission's report becomes final and Board of Selectmen shall act thereon. Conn. Gen. Stat. § 7-191(c).
- ii. If changes to the Charter Commission's draft report are recommended, the Charter Commission shall confer with the Board of Selectmen on such recommendations and may make or reject any changes recommended. However, the Charter Commission's final report including and/or rejecting the recommended changes must be made to the Board of Selectmen within thirty (30) days of receiving the Board of Selectmen's recommended changes. Conn. Gen. Stat. § 7-191(c).

7. Within fifteen days after receipt of the final report from the Charter Commission, the Board of Selectmen shall approve or reject the charter amendments by a majority vote. Conn. Gen. Stat. § 7-191(d).<sup>6</sup>

- i. If the Board of Selectmen rejects the proposed amendments, a petition for a referendum may be filed with the Town Clerk by not less than ten percent of electors not later than forty-five days after of the Board of Selectmen's vote to reject. Conn. Gen. Stat. § 7-191(d). Such petition must be certified by the Town Clerk in accordance with the statutory procedures set forth in Conn. Gen. Stat. § 7-188.<sup>7</sup>

8. Within thirty days of the Board of Selectmen's approval of the charter amendments or certification of petition for a referendum by the Town Clerk, the charter amendments must be published at least once in a newspaper having a general circulation in the Town with a notice that a complete copy is available in the Town Clerk's office and a copy shall be mailed to any person who requests such copy. Conn. Gen. Stat. § 7-191(d).

9. After publication, the Board of Selectmen by majority vote shall decide whether the charter amendments shall be submitted to electors for approval or rejection at a regular election or a special election to be held no later than fifteen months after the approval by the Board or the certification of the petition for referendum. Conn. Gen. Stat. § 7-191(e).

10. The proposed charter amendments shall be prepared for ballot by the Board of Selectmen and submitted in the form of one or several questions. If approved by a majority of electors voting thereon at a regular election, or if approved by a majority equaling at least fifteen per cent of the electors of the Town at a special election, the charter amendments shall become effective thirty days from such approval. Conn. Gen. Stat. § 7-191(f).

11. Within thirty days of the approval of the charter amendments, the Town Clerk shall file with the Secretary of State: (1) three certified copies thereof with the effective date or dates indicated thereon; and (2) three

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<sup>6</sup> Charter Commission terminates upon acceptance or rejection of its final report by the Board of Selectmen. Conn. Gen. Stat. § 7-190(c).

<sup>7</sup> Town Clerk must compare the signatures contained on the petition for referendum with the Town's last-completed registry list and then certify to the Board of Selectmen the petition's sufficiency or insufficiency. *See* Conn. Gen. Stat. § 7-188(c).



certified copies of the complete charter incorporating such amendments.  
Conn. Gen. Stat. § 7-191(g).

# REPORT TO BOARD OF SELECTMEN

June 2023

## Department - TOWN CLERK

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

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

Revenue	Monthly 2022	July	August	Sept	October	November	December
		\$30,099.00	\$29,467.00	\$29,350.00	\$40,342.85	\$24,312.15	\$23,887.50
		January	February	March	April	May	June (TD)
		\$32,928.20	\$ 29,467.00	\$ 27,261.50	\$ 15,194.00	\$ 24,450.75	\$19,607.25
	Fiscal Year	2022 YTD	2021	2020	2019	2018	2017
		\$326,367.20	\$507,299.00	\$376,247.00	\$304,308.00	\$281,625.00	\$275,305.00



## Overview

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

## FY 2022 - 2023 Initiatives & Accomplishments

- \* Initiated a "Kaizen" workplace philosophy
- \* Refresh front office and highlight services offered - (All labor, paint, curtains and wall art paid for personally by Glenn)
- \* Added Part Time Assistant to optimally staff department
- \* Enabled scanning feature on existing copier to avoid purchase of separate equipment
- \* Reduced annual budget by 8%
- \* Organize and Neaten office Bulletin Board
- \* Revamp Map Storage System - used State grant funds to purchase 2 Hanging Style Map Cabinets
- \* Transition Existing Maps into New Mobile Storage Cabinets - (Moved about 970 of 2300)
- \* Compile a Master Inventory Location List of all stored items in Town Clerks office
- \* Build a detailed and comprehensive SOP (Standard Operating Procedures) Guide
- \* Update, Refresh and Reformat most all of the forms the office uses
- \* Sequentially number all Vital Record Books to eliminate misfiling
- \* Cut the cost of Vital Record Paper in half
- \* Extensively research information improvements and formatting for the new Town Clerk website
- \* Replaced worn front office entrance carpet runner and added cushioned standing mats
- \* Winchester Town Clerk team hosted the 2022 LCTCA's Annual Meeting at American Mural Project
- \* Implemented a new On-Line Dog Licensing program
- \* Town Clerk and Assistant Town Clerk attended the SOCT "Records Management" class at CCSU
- \* Researched vendors & submitted to Finance Dept a request to accept Credit Card Payments
- \* Successfully discharged department duties and responsibilities for Nov 3rd State election
- \* Received application for the State Public Library FY24 Targeted Grant (increased to \$6,000)
- \* Received a partial credit from Cott Systems for down time - Pushed back and received a full month \$1915 credit!
- \* Researched and designing a "Town Clerk Services Provided" Retractable Banner for Main Corridor.
- \* Initiating a full review of the Hicks Room Audio Visual equipment and layout by SOCT contract approved consultants
- \* Requested and received a comprehensive LAND RECORD MANAGEMENT SYSTEM proposal from IQS
- \* For the second year in a row I was able to reduce the Town Clerk Budget for FY23-24. This time by 15.47%
- \* Decided not to Renew our New England Town Clerks Association membership
- \* Decided to put new Boards & Commissions organizational software program on HOLD
- \* Decided to put a hold on efforts to modernize Town Clerk PAYMENT OPTIONS to include credit & debit cards
- \* Lauren Dombrowski will sit for her Town Clerk Certification Test in May
- \* Glenn will attend CTCA's Spring Training Conference in New Haven from April 19th thru the 21st
- \* Glenn attended his 4th Town Clerk Training Session (Vitals Records) at CCSU in New Britain
- \* Lauren Dombrowski completed and passed her CT Town Clerk Certification Test
- \* New Town Clerk "WALL OF FAME" will be unveiled in the next 60 days
- \* I have redesigned the Landing Page for our Town Clerks web page - implementation will be in the next 90 days

In Process	Completed
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## Department Capital Improvement

- \* Winchester's overflow Land Record storage area is out of compliance with the State of CT storage environment requirements.
- \* Existing, approved vault space for Vital and Land Records has been exceeded. Hard copy records currently not stored in the vaults are technically at risk.
- \* We have enlisted the guidance of Ron Keith from Dupont Systems to help develop a floor plan and expandable storage system that will serve the Town's needs for the next 50 years.
- \* There appears to be available funding to complete this project.
- \* Discussion of this initiative was part of my October 17th meeting with the Town Manager. (Waiting for Finance review of funding)
- \* Received VERBAL approval from LeAnn Power at the CT State Library to move forward with above project!!!!!!
- \* Asked a second vendor John Sulick from MCL Storage Products to provide layout suggestion and price quote.
- \* Waiting for resolve of FY23-24 referendum to see if this will impact project funding in any way.

## Major Concerns

- \* Current Recording Software - COTT SYSTEMS has fallen well behind competitors functionality and ease of use. We are in year 2 of a 5 year contract and hoping that service and program improvements are implemented as soon as possible. IQS has met with our office and established that their system advancements puts Winchester at clear disadvantage. Assistant TC Lauren Dombrowski visited Torrington and determined that IQS does indeed have a superior platform.
- \* On December 26th COTT SYSTEMS reported a system wide failure of its Software Program. Several days later we were informed that the FBI was investigating a Ransomware attack. After 3 weeks with no access to our contracted Recording Service an alert was posted that COTT would be phasing clients back to functionality. It took almost a month for us to get our Marriage and Dog Licensing programs back and usable. It is my team's opinion Winchester informs COTT that we want to be released from our contract. Both Kevin Nelligan and Josh Kelly have been made aware of this issue.
- \* Related to the above situation, our office has been in contact with Matt Abert from Info Quick Systems Inc. IQS offers a superior recording system for Land Records, Dog Licensing and Marriage Licenses. We received a formal quote that I will review with the Town Manager and Town Attorney to decide if we can break our contract with COTT and if it makes fiscal sense.
- \* The State of CT has begun to study the feasibility of taking over Licensing of Dogs from local Town Clerks. Reports are due this year which will determine the direction of this initiative.
- \* There is also a rumor that the State may begin to play a role in Land Recording's. Once the Legislature reviews this we expect more detailed explanations as to what this might look like.
- \* I hold out hope that the Board of Selectmen will follow thru with their pledge to review the Salary structure for the Town Clerks Department. I am including the most recent Wanted Ad from neighboring Canton, CT. Their salary range is from \$74,000 to \$82,000

## RELATED PAGES

Thank you for your interest in employment with the Town of Canton. The Town of Canton is an Equal Opportunity Employer.

6/14/2023 - Town Clerk

### Town Clerk (full time)

The Town of Canton is seeking candidates for the position of Town Clerk. This position serves as the Recorder of Land Records, Register of Statistics and Elections Officer in accordance with State Statute, as well as an issuer of various licenses. The position is full-time with a salary of \$74,000 - \$82,000. A minimum of three (3) years of Town Clerk Office experience or equivalent experience and training is required. Cert Connecticut Town Clerk preferred. EOE.

Applications and resumes must be received by noon on July 14, 2023 to: Town of Canton, 4 Market Street, PO Box 168, Collinsville, CT ( Attention: Chief Administrative Officer Robert Skinner or email to [employment@townofcantonct.org](mailto:employment@townofcantonct.org).

### Job Description

### Application