



**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING**

**Regular Meeting Agenda
October 02, 2023, 7:00PM**

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

**FILED
CLERK'S OFFICE**

SEP 28 2023

**TOWN CLERK OF WINCHESTER
WINSTED, CT**

1. **CALL TO ORDER** (Turn your cell phones off)
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA REVIEW**
4. **APPROVAL OF MINUTES**
A) Minutes of the Regular Meeting on September 18, 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) 23-58b Consider and possibly act on the implementation of new parking rules on Main Street (Town Manager Kelly).
B) 23-60b Consider and possibly act on the adoption of amendments to the Driveway Ordinance (3rd meeting) (Town Manager Kelly).
C) 23- 63a Consider and possibly act on the adoption of an ordinance creating a Cultural District Commission (1st meeting).
10. **NEW BUSINESS**
A) 23-64 Refunds as recommended by Collector of Revenues (Town Manager Kelly).
B) 23-65 Consider and possibly act on adopting a new town logo for external marketing purposes (Town Manager Kelly).
C) 23-66 Consider and possible act on proposals to use money obtained from the nipper bottle tax to improve solid waste management and littering issues. (Town Manager Kelly).



**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING**

Regular Meeting Agenda

October 02, 2023, 7:00PM

P. Francis Hicks Room

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11. EXECUTIVE SESSION

- A) To discuss the Sale of Town-owned land.**
- B) To discuss Contract Negotiations**
- C) To Discuss Personnel Matter-Town Manager Search**

12. 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

13. SELECTMEN'S COMMENTS AND REPORTS

14. ADJOURNMENT

Town of Winchester

Board of Selectmen

Regular Meeting

Monday September 18, 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 (Selectwoman)	Linda Groppo (Selectwoman)
	Candace Bouchard (Selectwoman)	Jack Bourque (Selectman)
	Steve Sedlack (Selectman)	

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

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

Item 3 **Agenda Review** - Mayor Arcelaschi asked for Board approval to swap agenda positions for New and Old Business.
Vote to approve - Unanimous (7 - 0)

Item 4 **Approval of Minutes**
* Minutes of Regular Meeting on September 05, 2023
Motion - Sel. Bouchard / Second - Sel. Morhardt
Vote to accept minutes - Unanimous (7 - 0)

Item 5 **Citizens Comments** - None

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

- * October 20th will be Josh's last day. He will be succeeded by Bob Gieger who will work along side Josh and get reacquainted with current projects and initiatives.
- * The new Citizens Academy debuted on September 13th. Presentations were made by the Town Manager, Town Clerk and Registrars Office outlining their department structure and responsibilities. Attendee's commented that the inaugural meeting was extremely informative and interactive.
- * Winsted will pursue the establishment of a "Cultural District". This initiative would give the Town increased access to State marketing resources for cultural offerings located in the Downtown area.
- * On the Economic Development front Winchester is preparing to advertise its next Job Fair scheduled for October 11th. The development RFP for the Mountainside Drive property is due into Town Hall on September 22nd.
- * Town staff has partnered with two local real estate agents and a Mortgage Broker to hold a "First Time Homebuyer Seminar" on Wednesday October 11th at 6pm.

- * The newly adopted Ordinance that created a Historic District means that its Commission is seeking volunteer members to help plan and execute its mission. Applications can be sent to the Town Managers Office.
- * The Town has a number of open positions that need to be filled. These are all listed on Winchester's website. The new Selectman's Hiring Review Committee will meet for the first time in mid-October and get an update from the Town Manager regarding the implementation of new hiring procedures.
- * The Town Manager will be holding a training session to show Business Owners and Public Officials how to get special events and activities on the Town's, CT State Tourism and Discover Litchfield websites. This event will be held on October 4th with a location to be determined.
- * Negotiations with the Police Union will commence on October 16th.

Item 7 **Finance Director's Report**

- * Finance Director Ann Marie Rheault reviewed new fiscal year General Fund, Cash Flow and CIP data....
- * A special note was made that this month's Revenue statement included the sale of Town owned property on Front Street. This netted the Town \$90,893.00.

Item 8 **Correspondence** - None

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

- 1) Andre Champagne (U) is submitted for Consideration as a Member of the Ad Hoc Water Level Commission with a term expiration of 03/2025.
 - 2) Ryan Horvay (R) was nominated by Sel. Sedlack to be an Alternate Member of the Zoning Board of Appeals with a term expiration of 12/2027.
- * The following groups have position openings. Interested candidates are encouraged to apply!
 - Arch. Review Committee - 1 Member Seat and 2 Alternate Seats
 - Board of Assessment Appeals - 1 Alternate Seat
 - Conservation Commission - 1 Member Seat
 - Economic Development Commission - 3 Alternate Seats
 - Historic Commission - 5 Member Seats
 - Laurel City Commission - 4 Member Seats
 - Inland Wetlands & Watercourses Commission - 2 Member Seats
 - Recreation Board - 1 Member Seat
 - Zoning Board of Appeals - 1 Alternate Seat

Item 10 **Unfinished Business**

- A) 23-60a Consider and Possibly Act on the adoption of amendments to the Driveway Ordinance (second meeting)
This item was moved along to Planning & Zoning for review and determination. This action was also requested to be posted on the Town's website.
- B) 23-58a Consider and Possibly Act on the implementation of new parking rules on Main Street
After much discussion this item was tabled for further investigation.

Item 11

New Business -

- A) 23-61 Consider and Possibly Act on granting a Driveway Variance at 674 East Wakefield Blvd
Motion Statement - "I move that the Board of Selectmen grant a Driveway Variance to Peggy Neal of 674 East Wakefield Blvd.
Motion - Sel. Bouchard / Sel. Bourque
Vote to approve - Unanimous (7 - 0) with the Memo of approval from Public Works Director Jim Rollins added to the record.
- B) Consider and Possibly Act on the on the purchase of Equipment
Finance Director Ann Marie Rheault and Public Woks Director gave an overview of purchase and lease options for a new Town Plow Truck. Explaining that both cost and projected build time had moved their recommendation away from Freightliner to Mack as this would have the much needed truck on the road in time for the Winter of 2025. Financing costs led the Board to agree purchase the truck using Fund Balance money for the initial purchase and then Capital expense allocations going forward."
Motion Statement - "I move that we authorize the purchase of a Mack for up to \$314,000.00 in place of the lease of the Freightliner.
Motion - Mayor Arcelaschi / Sel. Bouchard
Vote to approve - Unanimous (7 - 0)
- C) 23-62 Consider and Possibly Act on approving a resolution in support of the creation of a cultural district.
Amy Wynn and Alla Kravchenko both addressed the Board in support of this initiative.
Motion Statement - "I move that the Board of Selectmen adopt the attached resolution as presented."
Motion - Sel. Perez / Sel. Bouchard
Vote to approve - Unanimous (7 - 0)
- D) 23-63 Consider and Possibly Act on the adoption of an Ordinance creating a Culural District
Motion Statement - "I move that the Board of Selectmen recognize this as the first of three public meetings where a new Oridinance to create a Cultural District Commission in Winsted is considered and that the Board further consider this draft Ordinance at its next meeting."
* The Board decided that further discussion and determinations were warrented before putting this to a vote.

Item12

Executive Session

- A) Discussion of the Sale of Town-owned Land
B) To discuss Contract Negotiations
C) To discuss Town Manager search
Motion Statement - "Motion to enter Executive Session to discuss Sale of Town-owned Land, Contract Negotiations and the search for a Town Manager, taking current Town Manager Josh Kelly to be part of the meeting at 8:40pm."
Motion - Sel. Sedlack / Second - Sel. Bouchard
Vote to approve - Unanimous (7 - 0)
The Board returned from Executive Session at 9:58pm taking the following action.

Motion Statement - "I'd like to make a motion that we engage the services of Municipal Resources Inc. out of Portsmouth New Hampshire to conduct a comprehensive Executive recruitment for the Town Manager for the Town of Winchester."

Motion - Sel. Bourque / Second - Sel. Perez

Vote to approve - Unanimous (7 - 0)

Item 13 **Citizens Comments** - None

Item 14 **Selectmen's Comments and Reports** -

* Sel. Bouchard - Announced the dates for the upcoming Fall Cleanup on September and

* Sel. Bourque - Reminded everyone of the upcoming Soldiers Monument Cemetery walk.

Item 16 **Adjournment**

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

To adjourn the meeting at 10:00pm

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: October 2, 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.

- **Town Manager Departure:** My last day in office will be October 20, 2023. I will be succeeded by Bob Geiger, who will be an Interim Town Manager. A search is underway to find Winchester's next permanent Town Manager; please see the Town's website for more information. I am working hard to wrap-up outstanding projects prior to that departure date. Any questions about the transition can be referred to me at townmanager@townofwinchester.org or at 860-738-6962.
- **Citizens' Academy:** The Town's Citizens' Academy continues to be a great success! In the past two weeks we have discussed Public Works, Senior Services, Social Services, and the Recreation Department, and in the next two weeks we will discuss Winchester Public Schools and the Water & Sewer Plants. I'm very appreciative of the attendees and the instructors in this academy.
- **Cultural District:** Thanks to the Board of Selectmen adopting a resolution in support of the effort at their last meeting, the effort to create a cultural district in downtown Winsted is proceeding. In order to finalize this effort, however, an official Cultural District Commission's creation must be authorized. Tonight I will present an edited copy of an ordinance that, if adopted, would create a cultural district commission for the town.
- **Economic Development:** The Town is in the midst of advertising its next job fair, to be held on October 11th. The Mountainside Drive development RFP responses were opened over a week ago and two responses were received. The Town applied for a Brownfields (Round 18) grant application (requiring no municipal matching funds), which will focus on improvements at the parking lot on the corner of Lake and Meadow Streets and the Public Works facility on Rowley Street. The Town has also be reapplied to the federal Reconnecting Communities grant for the purpose of receiving grant dollars to fund a study required to change parking and traffic flows on Main Street – we are very proud to have received a letter of support from the

DOT Commissioner himself, and I want to give a special “thank you” to Tom Heuschkel for making that, and each of our grant applications, happen. Parking remains a top concern for business owners on certain stretches of Main Street. Several ribbon cutting ceremonies have been held recently.

- **First-Time Home Buyers Seminar:** Town Staff has partnered with two local real estate agents and a mortgage broker to put together a First-Time Homebuyer Seminar, to be held on Wednesday, October 11th at 6pm. All are invited to attend, and the seminar will be recorded and posted on the Town’s YouTube channel for future reference by anyone looking to buy a home for the first time.
- **Historic District:** The Board of Selectmen adopted an ordinance creating a Historic Commission a month ago. That group needs volunteers! Please submit an application to serve to my office if you are interested.
- **Human Resources:** The Town is seeking police officers, a Utilityman III, a Utilityman IV, a Maintainer III, and Payroll Clerk. The Town is also seeking candidates for the position of Town Manager. Please see our website for details on the job itself and how to apply! The Board of Selectmen’s Hiring Review Committee, which will help provide a level of oversight to ensure the Town Manager’s Office is correctly implementing the Town’s hiring policies, is set to meet for the first time in mid-October. The group will meet once a quarter to receive an update from the Town Manager about the implementation of the new hiring procedures.
- **Trainings:** On Wednesday, October 4, at 10am, the Town Manager’s Office will hold a training for business owners and public officials on how to have special events and activities listed on the CT State Tourism website, on the regional Discover Litchfield Hills website, and on the Town’s website.
- **Unions:** The next negotiation with the police union will take place the week of October 16th. Earlier dates were considered, but none were suitable to the union representatives.

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

- Monday, October 9, 2023: Town offices closed in observance of Indigenous Peoples’ Day.
- Wednesday, October 11, 2023 (3pm): EDC Regional Job Fair at the Gilbert School.
- Wednesday, October 11, 2023 (6pm): First-time Homebuyers Seminar at Town Hall.
- Monday, October 16, 2023 (7pm): My last regular Board of Selectmen meeting.
- Friday, October 20, 2023 (Noon): Bob Geiger will be sworn in as Interim Town Manager.

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
10/02/2023	Andre Champagne	AD Hoc Water Level Committee	U	Member	03/2025

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
10/02/2023	Ryan Horvay	Zoning Board of Appeals	R	Alternate	12/2027

RE-APPOINTMENT

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

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends

RESIGNATION

(TO BE MENTIONED AT TONIGHT'S MEETING)

Date	Name	Board/Commission	Party	Permanent/ Alternate	Term Ends

APPOINTMENTS BY OTHER APPOINTING AUTHORITIES

(TO BE MENTIONED AT TONIGHT'S MEETING)

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

Boards & Commissions

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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>Conservation Commission</u>	Member	1	2 nd Thursday of each month	Board of Selectmen
Economic Development Commission	Member & Alternate	3 Alternates	1 st & 3 rd	Board of Selectmen
Ethics Commission	Members	3	At the call of the chairman	Board of Selectmen
Historic Commission	Member	5	TBD	Board of Selectmen
<u>Laurel City Commission</u>	Regular	4	TBD January-June	Board of Selectmen
<u>Inland Wetlands & Watercourses Commission</u>	Member	2	3 rd Wednesday of each month	Board of Selectmen
<u>Recreation Board</u>	Member	1	1 st Wednesday of each month	Board of Selectmen
<u>Zoning Board of Appeals</u>	Member & Alternate	1 Alternate	4 th 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:

AD HOC WATER LEVEL COMMITTEE

NAME: ANDREW J. CHAMPAGNE "JAY"

ADDRESS: 342 E. WAKEFIELD BLVD., WINSTED, CT 06098

HOME PHONE #: 203 232-1650 CELL PHONE #: 203 232-1650 E-MAIL: champagne.aj@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: VOLUNTEER WATER QUALITY TESTER FOR HLWA. 30+ YEAR PILOT FOR MAJOR AIRLINE w/ VAST WEATHER KNOWLEDGE & INTEREST.

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

Signature:  Date: 9/2/23

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

APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION
WINCHESTER, CONNECTICUT

338 Main St. Winsted CT 06098 860 379-2713

www.townofwinchester.org

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

LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING: Zoning Board of Appeals

NAME: Ryan Horvay

ADDRESS: 545 East Wakefield Blvd. Winsted, CT 06098

HOME PHONE #: _____ **CELL PHONE #:** 860-480-0357 **E-MAIL:** ryanhorvay@gmail.com

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

PRIOR CIVIC INVOLVEMENT: None

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST: 20+ years real estate experience with knowledge in multiple facets of the industry.

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

Signature:  **Date:** 08/30/2023

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

BOARD OF SELECTMEN ACTION REQUEST

No.: 23-58b

Date: October 2, 2023

Topic: Unfinished Business (A) – Consider and possibly act on the replacement of Parking Signs on Main Street.

From: Joshua Kelly, Town Manager

Background: Currently, most of Main Street is covered by 1 hour or 2 hour parking signs. These parking regulations are sparsely able to be enforced due to the limited staffing of our police department and are not effective at promoting a healthy environment for our Main Street businesses. Many individuals living in the area of Main Street park on Main Street after work and keep their cars parked on Main Street overnight, taking parking spaces that could have otherwise been used by business patrons; on the other hand, the harsh, strict enforcement of 1 and 2 hour parking limits would not effectively allow individuals to adequately patronize our businesses.

In an effort to resolve some of these issues, the Chief of Police and I are proposing that all 1 hour and 2 hour parking signs on Main Street be removed and replaced with signs that state “No Parking between 2am and 5am.” This change would do the following:

- Members of the police department would be more easily able to enforce the parking regulations.
- Individuals that live near Main Street would be required to park in the correct location overnight, off the street, and would be unlikely to take business patron parking along the street when they come home from work.
- The street would be clear for three hours a day year-round, allowing for more effective snow clearing and street cleaning and maintenance in general.
- Main Street visitors would not be limited to only visiting businesses for 1 or 2 hours.

Please note that CT DOT has NOT completed their review of this proposal. Their review of the proposal will take 30-60 days, and they recommended that we seek your authorization to proceed concurrently rather than consecutively so as to best expedite the process. In the event that the Board of Selectmen approves of the change and they do not, the change will not occur. In the event that the Board of Selectmen votes against supporting this transition, we will withdraw the request to CT DOT. Both agencies must indicate their support for the transition in order for it to occur.

A month ago, the Board asked the Town Manager’s Office to send out letters to each property owner along Main Street and each business owner. That project was completed weeks ago; comments have been received by email from a number of letter recipients to date. I have attached a document that outlines those comments.

Requested Action: I ask that the Board of Selectmen please indicate their support for the new parking regulations on Main Street, as described above.

Fiscal Implications: None. If approved, all new signs will be printed and installed by CT DOT, at their cost.

Recommended Motion: *“I move that the Board of Selectmen authorize the Town Manager and Chief of Police to proceed with the replacement of all 1 and 2 Hour*

Parking signs on Main Street with "No Parking from 2am to 5am" signs upon the approval of CT DOT."

Attachments: Summary of Comments Received by Town Manager's Office on Proposed Change.



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

TO: Board of Selectmen
FROM: Josh Kelly, Town Manager
SUBJECT: Main Street Parking Feedback
MEETING DATE: October 2, 2023

Below you will find a list of the Town's recent grant activity categorized by status. If you have any questions about these items or items that do not appear on these several lists, please email me at townmanager@townofwinchester.org.

Comments In Favor of Parking Rule Changes

Carrie Stetson, 9/22/2023:

Good Morning Josh, This email is in response to the letter I received recently about a parking ban on Main Street between the hours of 2am and 5am. I think it's a great idea! It will at least get the parked cars moving on Main Street. Sometimes the same vehicle remains in the same parking spot for days at a time, making snow clean up and customer parking difficult. But even more important (I think) is that we need another crosswalk. Perhaps where High Street comes out into Main Street, that will also slow traffic down (which is another major problem). Two additional crosswalks in my neighborhood would be even better! Thank you, Carrie Stetson, Railway Café

Robert Nicosia, 9/14/2023:

Dear Mr. Kelly, I appreciate your public inquiry regarding the proposed adjustment to the Main Street parking regulations. I feel that this is a very logical choice and it would be easy to enforce. It should make most people very happy. Thank you very much. Best regards, Robert Nicosia

Darin Barber, 9/12/2023:

Hi Josh, this is Darin Barber from the Winsted News Store. I read your proposal and I like it. For so long nothing has been done and it can be very frustrating knowing people want to stop but cannot. The only thing I'd like you to look at is that my store is close to Noujaims bistro, his employees come early in the morning after 7am and park all day til closing on this side of the street. Maybe when the new parking starts you could ask them to park across the street or out back when they are staying all day? Thanks God Bless Darin

Debbie Angell, 9/11/2023

As a business owner on Main St, we just moved to New Hartford in June, as rent is much cheaper and utilities included with 2 big parking lots and increased foot traffic already. Bigger issue is only one handicap parking spot on route 44 and that spot has a truck there frequently FOMS have shown me as folks cannot park in front of their place at most times. I think this is a great idea just add more handicap parking.

Comments with Mixed Views

Julie Lotspeich, 9/26/2023:

Hello Joshua, I received your letter, and I would like to talk to you about the parking situation if possible. I am one of the owners of 410 - 416 Main Street. This building has 12 residential apartments and three commercial spaces. When we purchased the building, we were told we had the use of one parking spot per unit in the municipal lot behind the building. Jersey barriers were installed in the parking lot a few years ago reducing the number of available spots. In addition, some of the spots in the lot are owned by the building next door to ours. Is the Elm Street municipal lot mentioned in your letter the one behind our building? I am concerned that our tenants will not be able to find parking if other people start using this lot. I am not sure where the parking lots are on Center Street and Meadow Street, and if they would be convenient to our tenants. Please give me a call at your convenience. Thank you so much. Julie Lotspeich, Managing Member, Mad River Properties LLC

Sean & Cheryl McGlynn, 9/13/2023:

In response to the September 6th letter regarding Main Street parking, I would like to offer the following.... I agree wholeheartedly with the idea of making a No Parking Between 2 am and 5 am rule. On the other hand, while the existing 2 hour parking limit is not enforced (and it should be), I disagree with doing away with it. In our experience at 2nd Home the average patron does not spend more than two hours here. My suggestion would be to either leave the two hour limit, or increase the limit to three hours for those that may want to walk Main St. and spend time in multiple establishments. But doing away with any limit (other than overnight) keeps the door open for spots to be monopolized during business hours. Of course, if the limitation is kept in place, it needs to be enforced.

Comments Opposed to Parking Rule Changes

April Villa, 9/12/2023:

Hello Joshua, I would like to respond to the parking issue on main st. Depending on where your located makes a big difference, in my case I have no parking lot, only the 2

spaces in front of my shop, which gets mainly used by the pharmacy customers, which most of the time are in an out, but on weekends, and nights it can have cars parked there for the theater etc. which sometimes is a pain, but we deal with it.. we have people that park their cars and either are at the bowling alley if something is going on, or the people who just park their cars and leave with others, which makes us unable to unload things through the front doors, also is a pain if you have a customer that purchases a piece of furniture and can't get close to the door for pick up, I think taking away the hour limit signs will just encourage more people to just leave their cars for even longer times. A lot of the customers I get are elderly and do not want to cross the street, so they turn onto case and just park on the road next to the building, which makes it very dangerous, when another car makes the turn and doesn't expect to see a car in their way. I've had to tell many customers they need to move their car, when I notice where they parked, most are not happy and just leave. Case should be a one way, from center street out to main. I do understand what's happening for the businesses down the road, but I don't think taking the parking signs away is a good idea, why not add signs for customer parking only basically from 8-8pm with no overnight parking, starting at 2am or something to that effect, I'm sure there could be exceptions for some I know it's a tough thing to enforce, but maybe some parking tickets might change some minds.

David Godburn, 9/11/2023:

Hello, My name is David Godburn, the owner of A Step Back in Time at 458 Main St. and have been at this location for fourteen years. I just received in the mail your letter regarding the proposed parking regulations for Main Street. I have to say that I feel removing the 1 hour and 2 hour parking signs, and replacing them with 'No Parking between 2am-5am' signs is ill advised and will create problems, certainly not solve them. My business (and four other shops) are close to the YMCA, and we have to deal with people parking in front of our business and going to the Y on a daily basis--and all day long. At least now, they (or anyone else) are limited to 1 or 2 hours. Removing those signs would allow them or anyone else to park in front of our shops all day long, with no recourse on our part. The police have told us to call them if someone is abusing the time limits, and they will come and ticket them, which they do (and we are grateful for). We have had problems with tenants of the apartments parking for extended periods in front of our shops, but since these people have been ticketed (some more than once), they are no longer parking here. If the hour limit signs are removed, what's to stop them from again parking here all day? And quite honestly, I don't really care if someone is parking in front of my shop between 2-5 in the morning. I'm certainly not open at those hours. However, if there's no deterrent for someone to move their car during business hours, it will stay here all day. Your letter mentions that restricting parking between 2-5 will help with snow clean up, street cleaning and general maintenance. The town puts parking bans in effect in the winter when it snows, and if people disregard that, they should be ticketed or towed. And, how often is there street cleaning or maintenance? I can't recall the last time I saw either. When customers visit

our shops, a 1- or 2-hour time limit is more than enough. Most visits to my shop are less than 1/2 hour, with a few exceptions of customers who like to come in and chat. The biggest complaint I get from customers is that if there's no parking in front of the shop, they will not stop. Nearly all of them will not park across the street (which is where we business owner's park), because of the danger in crossing the road. I'm sure you're well aware of the speeding cars that travel through town. You truly do take your life in your hands when crossing Route 44. In closing, removing any restrictions on parking time limits during business hours is a terrible idea and will negatively impact business. We have so little parking now, and this will only make matters much worse. Thank you, David Godburn.

Respectfully submitted,

Joshua Steele Kelly
Town Manager & CEO

BOARD OF SELECTMEN ACTION REQUEST

No.: 23-60b

Date: October 2, 2023

Topic: Unfinished Business (B) – Consider and possibly act on the proposed removal of Ordinance #222 (3rd Meeting of 3).

From: Joshua Kelly, Town Manager

Background: The Town of Winchester currently has a driveway ordinance that is lacking in several ways. In addition to being deficient in certain ways, the ordinance also relies on the Board of Selectmen's oversight for variances to the ordinance. Town Staff hereby proposes that Ordinance #222 be removed in favor of the Planning & Zoning Commission adding a new, refined regulation to their books that will require that agency to provide oversight to the approval and variance process.

At the past two meetings, the Board of Selectmen have expressed their interest in making this change. This is the 3rd meeting of 3 required to make the change. The Planning & Zoning Commission, however, is moving a bit slower and will not be ready for the change until mid-November.

Requested Action: I ask that the Board of Selectmen please consider formally recognizing this as "Meeting #3" of 3 that are needed to remove the ordinance and that the Board of Selectmen table this item until such a time as the Planning & Zoning Commission votes to adopt their corresponding new regulation.

Fiscal Implications: None.

Recommended Motion: *"I move that the Board of Selectmen recognize this as the third of three public meetings where a revision to ordinance #222 must be discussed and that the revision of this ordinance be deferred to the first meeting in November, at which time the Board of Selectmen will know more about the timeline of the Planning & Zoning Commission's adoption process for the new regulation."*

Attachments: None.

BOARD OF SELECTMEN ACTION REQUEST

No.:23- 63a

Date: October 2, 2023

Topic: Unfinished Business (C) – Consider and possibly act on the adoption of an ordinance to establish a Cultural District Commission (1st Meeting of 3).

From: Joshua Kelly, Town Manager

Background: As discussed at the prior meeting in September, the State of Connecticut has developed a program that allows municipalities to establish cultural districts within their borders. According to the State, “a Cultural District is a specific area of a city or town identified by the municipality that has a number of cultural facilities, activities and/or assets—both for profit and nonprofit. It is a walkable, compact area that is easy for visitors to recognize. It is a center of cultural activities –artistic and economic. It is a place in your city/town where community members congregate, and visitors may enjoy those places that make a community special. Because each community is unique, each Cultural District will look different.”

Cultural Districts are allowed to be created via Public Act 19-143, which became effective October 1, 2019.

The State has an amount of dedicated funding and time that they spend to market cultural districts that are established. Beyond that, there are other reasons to establish a cultural district:

- Market arts and culture attractions to visitors
- Promote and encourage artists, entrepreneurs and creative businesses
- Promote tourism and increase visitation
- Improve the quality of life for residents
- Strengthen distinctive character of communities
- Create a plan to drive economic growth and expand tax base
- Support Sustainable CT certification
- Contribute to Connecticut’s cultural assets
- Highlight culture and history of your community

Through much hard work, the Town is at a point where it has many establishments that would be considered to be cultural establishments, including but not strictly limited to the American Mural Project, the Gilson Theater, Whiting Mills, the Winchester Historical Society, and the American Museum of Tort Law. There is an effort from some individuals that are greatly involved with these organizations to better highlight and feature Winsted on the state’s tourism pages, but they need your help to do so.

In order to create a cultural district, the State requires (1) a resolution from the Town’s legislative body expressing its interest in establishing a cultural district and (2) the establishment of a cultural district committee or commission. The Board adopted a resolution in support of this effort at their last meeting. Attached to this document you will find a draft ordinance that would create a cultural district commission.

Requested Action: I ask that the Board of Selectmen please consider formally recognizing this as “Meeting #1” of 3 that are needed to adopt the ordinance and that the Board of Selectmen make their next subsequent meeting #2 of 3 in the ordinance creation process.

Fiscal Implications: None – there is no required cost to adopt this ordinance or to operate a cultural district commission.

Recommended Motion: “I move that the Board of Selectmen recognize this as the first of three public meetings where a new ordinance to create a Cultural District Commission in Winsted is considered and that the Board further consider this draft ordinance at its next regular meeting.”

Attachments: Draft Ordinance for the creation of a Cultural District Commission.

DRAFT Ordinance XX. Cultural district—Established; commission.

- (a) There is hereby established within the town a cultural district which shall have the following physical boundaries:

Beginning at the intersection of S Main Street and Whiting Street, said intersection being the southeast corner of the herein described District; then continuing northwest along the whole of Whiting Street (to include all firms and buildings located on that section of street) to its intersection with Holabird Avenue; then continuing westward along the centerline of Holabird Avenue to its intersection with N Main Street; then continuing north along and including the whole of N Main Street to its intersection with Wetmore Avenue; then continuing left along the centerline of Wetmore Avenue to its intersection with Hinsdale Avenue; then continuing westward along the whole of Hinsdale Avenue (to include all firms and businesses located on that section of street) to its intersection with Main Street; then continuing north along Main Street to its intersection with Division Street; then continuing west along the whole of Division Street (to include any abutting parcels) to its intersection with Meadow Street; then continuing south along the whole of Meadow Street (to include all firms and buildings located along that section of street) to its intersection with Lake and Prospect streets; then continuing southeast along the whole of Prospect Street (to include all firms and buildings located along that section of street) to its intersection with Bridge Street; then continuing north along the whole of Bridge Street (to include all firms and buildings located along that section of street) to its intersection with Willow Street; then continuing east along the whole of Willow Street (to include all firms and buildings located along that section of street) to its intersection with Rowley Street; then continuing northeast along the whole of Rowley Street (to include all firms and buildings located along that section of street) to its intersection with Main Street; then continuing southeast along the whole of Main Street (to include all firms and buildings located along that section of street) to its intersection with Whiting Street and the point and place of beginning.

- (b) The town shall prepare a map which shall show the boundaries of the cultural district set forth in subsection (a) of this section, and shall identify and inventory all cultural assets located within said district, which assets shall include but not be limited to, all cultural facilities, artistic spaces, creative businesses, historic sites, and locations of cultural activities, both indoor and outdoor.
- (c) The city hereby establishes a cultural district commission. Said commission shall be made up of up to nine (9) members who shall be appointed by the Board of Selectmen, at least six (6) of whom must represent the city's arts and culture community, and at least five (5) of whom must live or work within the cultural district described in section (a) of this section. As reasonably possible, the members should include a representative from the following categories: a member from a local cultural or arts council; a member from a historical organization, museum, or ethnic heritage organization; an artist who lives or works in the district; a local business owner; and a for-profit creative business. Originally the Board of Selectmen shall appoint three (3) members to serve for one (1) year, three (3) members to serve for two (2) years, and three (3) members to serve for three (3) years. Thereafter members shall be appointed to serve three (3) year terms.
- (d) Powers. The cultural district commission shall carry out the provisions of Public Act 19-143 in promoting the educational, cultural, economic, and general welfare of the public through the marketing of arts and culture attractions, the encouragement of artists and artistic and cultural enterprises and the promotion of tourism. Additionally, the commission shall consult and collaborate with the Town Manager and with the commissioner of the Connecticut Department of Economic and Community Development and regional service organizations for any assistance, and shall apply for or solicit and accept any grant contribution, gift, bequest, devise, or other donation from any source.
- (e) Duties and procedures. In addition to the powers set forth in subsection (d) herein, the cultural district commission shall develop goals and objectives for the district, a management plan, a cultural assets maps and inventory, a marketing plan in conjunction with the Connecticut Department of Economic and Community Development, and a list of goals and success measure for the district. The commission shall provide a report of activities and metrics to the Board of Selectmen no less than quarterly.

Rough Map Showing Cultural District Area:



BOARD OF SELECTMEN ACTION REQUEST

No.: 23-64

Date: October 02, 2023

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

From: Josh Kelly, Town Manager

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

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

Fiscal Implications: The described refunds total \$2,226.43

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 \$2,226.43.*

Attachment:

Grand List 2021 Refunds

Grand List 2022 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
50024	2022 MV ACAR LEASING	PO BOX 1900 FORT WORTH, TX 76101	COC \$354.68
50024	2021 MV ACAR LEASING	PO BOX 1900 FORT WORTH, TX 76101	COC \$163.59
50025	2022 MV ACAR LEASING	PO BOX 1900 FORT WORTH, TX 76101	COC \$472.12
50034	2022 MV ACAR LEASING	PO BOX 1900 FORT WORTH, TX 76101	COC \$113.92
52808	2021 MV FAIR TITLING	PO BOX 17368 AUSTIN, TX 78760	COC \$51.02
54030	2022 MV HIGGINS	KYM 20 CRESCENT ST WINSTED, CT 06098	COC \$38.53
54226	2022 MV HUBER	MICHAEL 107 OLD COLEBROOK RD WINSTED, CT 06098	COC \$13.20
54562	2022 MV JONES	DEBORAH PO BOX 596 WINSTED, CT 06098	COC \$36.07
54765	2022 MV KELLEY	TERRENCE 439 MAIN ST WINSTED, CT 06098	COC \$481.56
54768	2022 MV KELLEY	TERRENCE 439 MAIN ST WINSTED, CT 06098	COC \$115.29
56659	2022 MV MORNEAULT	ELIZABETH 246 WALNUT ST #1 WINSTED, CT 06098	OVERPAYMENT \$116.38

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.

9/27/2023

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



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
54674	2022 MV	KARA	\$24.38
	NORMAND	PO BOX 447	COC
		WINSTED, CT 06098	
58958	2022 MV	NICHOLAS	\$214.84
	PAVLIDIS	163 TORRINGFORD ST	OVERPAYMENT
		WINSTED, CT 06098	
59328	2022 MV	JESSICA	\$11.27
	ST. PIERRE	38 SOUTH MAIN ST	COC
		WINSTED, CT 06098	
60237	2022 MV	MARTHA	\$19.58
	WENTZ	405 W WAKEFIELD	COC
		WINSTED, CT 06098	
MV		TOTAL REFUNDS BY TYPE	\$2,226.43
NUMBER OF REFUNDS		15	TOTAL REFUNDS
			\$2.226.43

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.

9/27/2023

Date of Report

Ashley Kelsey, Collector of Revenue

APPROVED FOR PAYMENT:

DATED: _____

Town Manager

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

Date: _____

Collector of Revenue

BOARD OF SELECTMEN ACTION REQUEST

No.:23-65

Date: October 2, 2023

Topic: New Business (B) – Consider and possibly act on marketing activities.

From: Joshua Kelly, Town Manager

Background: The Town of Winchester currently has a seal, which predominantly uses symbolism from the Winchester, England coat of arms, developed in the medieval era (two gold lions and five towers on a red field). While the seal is a key part of the Town of Winchester's visual identity, it is not modern or particularly indicative of the type of town that Winchester is today. In order to best make our mark in the modern era, I recommend that the Town adopt a logo in addition to its seal – not to replace the seal in any way, but to compliment it.

Attached you will find a draft logo that has been developed with the help of a former Winchester resident, Danielle Weaver, with input up to this moment in time from my office and from the Economic Development Commission. The proposed logo features key settings in Winchester including parks, hills, and prominent downtown destinations. The logo is designed to help the viewer quickly understand that Winchester has much to offer in its scenic beauty and in its more developed downtown corridor and entice the viewer to explore all that Winchester has to offer. The proposed logo also features the names "Winchester" and "Winsted" prominently together to ensure that it is understood that the locations are proximal and the logo is also designed to be able to be used by multiple municipal departments to ensure a level of visual continuity throughout the organization.

While the proposed logo could be edited in many ways down the road, it is my recommendation that the Board of Selectmen authorize this logo to appear on official town marketing materials in an effort to better brand and highlight Winchester's offerings in the region. Specifically, it is my recommendation that the Board of Selectmen authorize the use of this proposed logo so that the Town may contract with a service to develop a brochure featuring the Town's current offerings that will be printed and distributed throughout the greater Berkshires region. Thanks to services like Berkshire Brochures, the development of a branded brochure marketing Winchester and Winsted would allow us to advertise the town easily throughout a highly-traveled region and better put Winchester on the map as a destination for those looking to explore the western Connecticut and Massachusetts highlands.

This logo was developed with help from the Economic Development Commission's annual operating budget. The development and production of a brochure would be paid from the Building Healthier Communities grant funding that the Town possesses, which is private grant money rather than taxpayer dollars.

Requested Action: I ask that the Board of Selectmen please authorize the use of the attached logo for the development of a brochure to be used to market the town with funding as made available through awarded grants and the Economic Development Commission's marketing budget.

Fiscal Implications: The Economic Development Commission has a budget of \$4,000.00 that is meant to be used for marketing each year; it is difficult to market when there is



City of Winsted & Town of Winchester - Second Logo Refinement

Prepared for The Town of Winchester,
Joshua Kelly, Town Manager & CEO

Presented by Danielle Weaver
PO Box 522 Russell, MA 01071
September 4, 2023

no agreed upon visual continuity to be used in such materials. Thus, we ask for your support in using this proposed logo at this meeting.

Recommended Motion: *"I move that the Board of Selectmen authorize the use of the attached logo for the development of brochure and other marketing materials as authorized through grant funding and the annual town allocations."*

Attachments: Proposed Logo detail sheet.

SECOND REFINEMENT

For the second round of revisions, Round Logo #3 and Square Logo #1 were chosen. The request was made to see how Round Logo #3 would look with a department name in the green area below the tagline. I also provided an "Expanded" Round Logo #3 - squared-off for social media use, if desired.

I also provided examples on the last page of the "overlay" logos in use (the logos to be superimposed over photos). I have created one with a white glow and one with a black drop shadow. This should help create contrast between the logo and photo, increasing visibility.

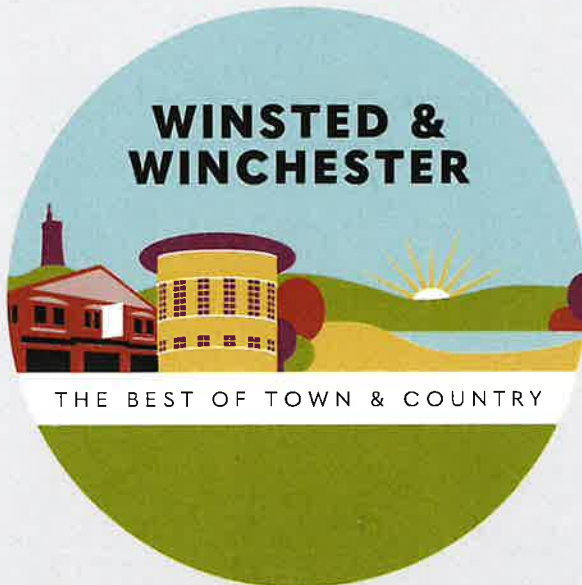
Artwork Refinement: Vector artifacts removed, artwork simplified, fonts outlined (did not affect the appearance, only the structure).



WINSTED & WINCHESTER
THE BEST OF TOWN & COUNTRY

Transparent Background

LOGO CHOICES



Round Logo



Round Logo with
Department Example

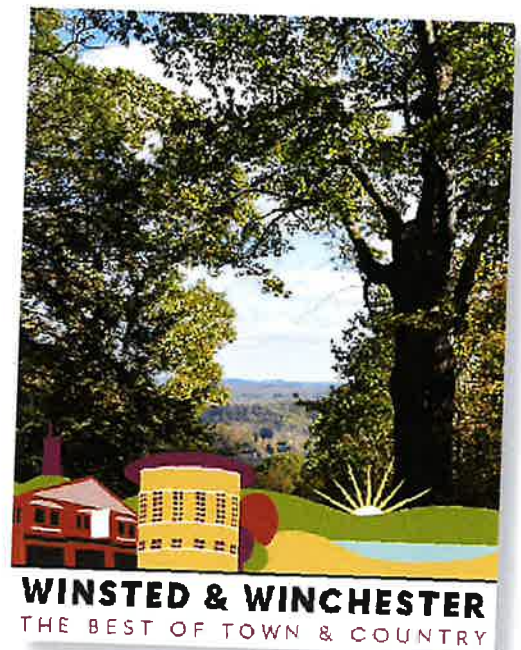
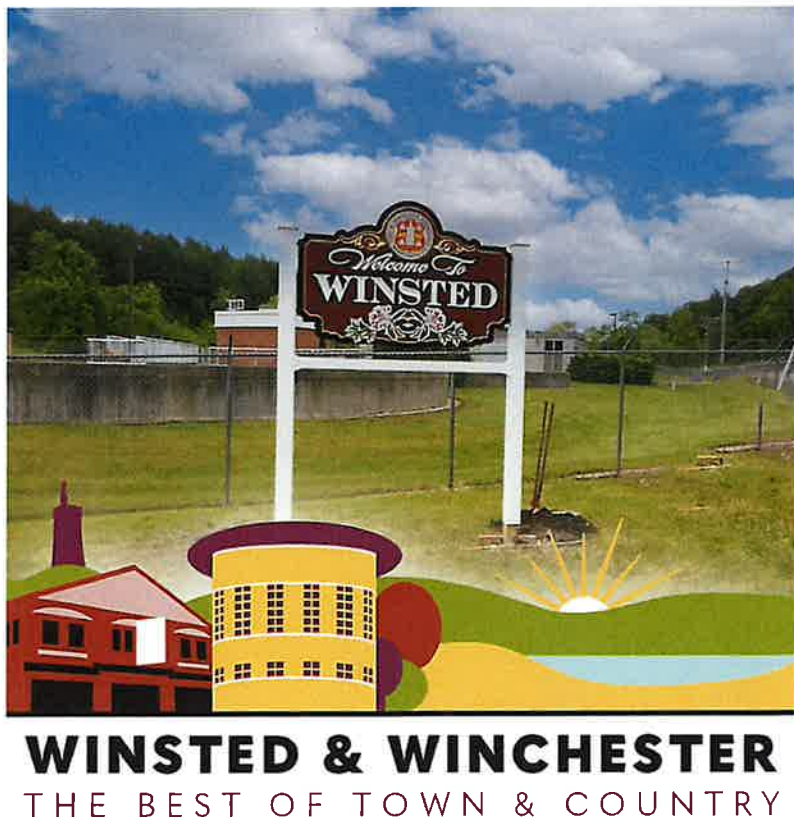
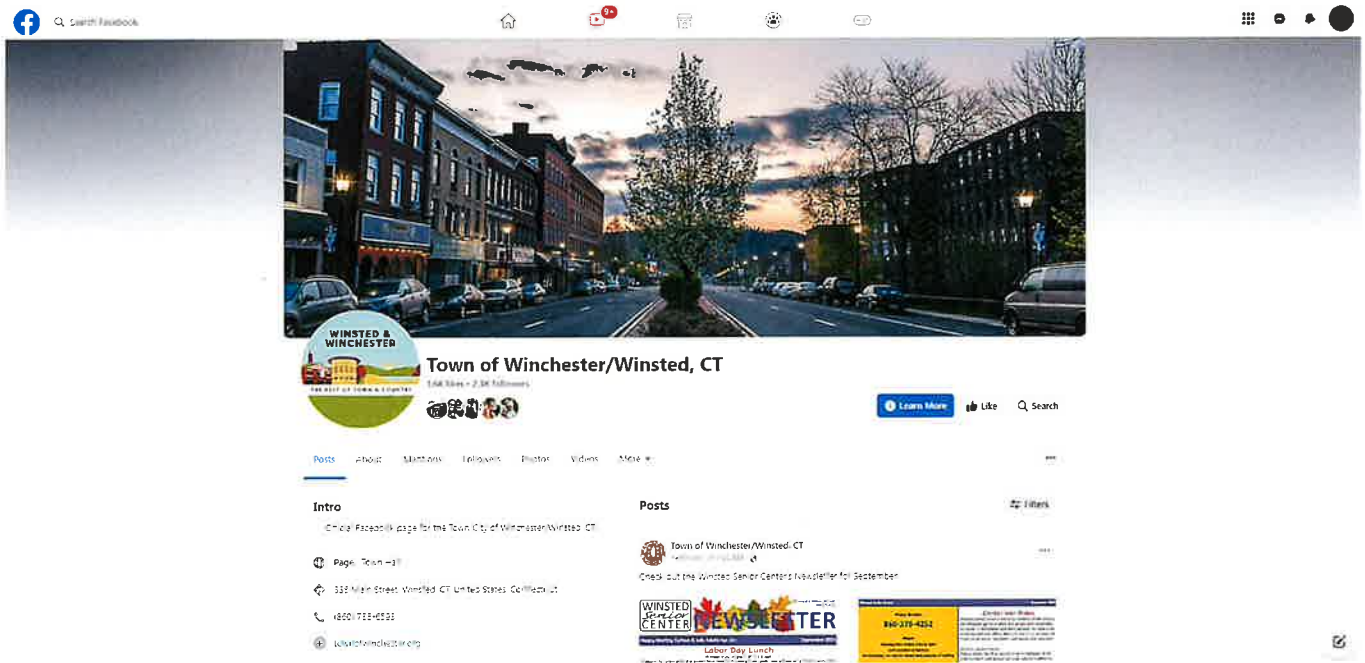


Expanded Round
(for social media use)



Square Logo

SAMPLES



BOARD OF SELECTMEN ACTION REQUEST

No.:23-66

Date: October 2, 2023

Topic: New Business (C) – Consider and possibly act on proposals to use money obtained from the nipper bottle tax to improve solid waste management and littering issues.

From: Joshua Kelly, Town Manager

Background: The State of Connecticut has authorized the imposition of a bottle deposit on all “nipper” bottles sold within the state’s borders. Each Town receives a portion of the funds raised through this program based on the number of nipper bottles purchased in that town. From October 1, 2021 through July 1, 2023, Winchester received \$41,523.00 through this program. The program explicitly calls for these funds to be used for: (1) the reduction of solid waste generated in our town or (2) to reduce the impact of litter on our town. Examples of possible uses provided by the State include hiring a recycling coordinator, installing storm drain filters to block debris, or buying a mechanical street sweeper to remove litter from streets and sidewalks.

After much discussion, Town staff hereby recommend the following uses for the funds received to date:

- 1. Investing in Organic Material Collection:** The towns of Winchester, Barkhamsted, and New Hartford have received a quote to bring a company called Blue Earth to RRDD1 to maintain an organic waste collection receptacle. All organic materials disposed of at this site would be composted. An estimated 20% of all trash sent to landfills each year is organic materials, so this program has a significant capacity to reduce the solid waste generated in our region, which perfectly aligns with the goals of the nipper bottle deposit program. Barkhamsted has already authorized the use of nipper bottle funds to proceed with this project, and New Hartford is bringing forward a proposal to their Board of Selectmen imminently. Once Winchester and New Hartford have agreed, the next step will be to work with RRDD1 to find a suitable location for this 12’x12’ receptacle at their location. The cost for Winchester for this project would be \$2,079.76 for the first year (\$173.31 per month), which is a portion of the total estimated annual cost divided between the three towns based on population size. We are requesting \$2,250.00 for the year to account for any small overages that may occur.
- 2. Installing Hoods on Catch Basins around Highland Lake:** Hoods can be installed on catch basins in an attempt to retain gross solids and hydrocarbons in runoff from rain events. Hoods cannot be installed on all catch basins; they require a sump depth of at least 4’ to function, which is not available at all catch basin locations due to the shallow depth of bedrock in the area of the lake. So, only some catch basins around the lake could have these installed. Our current proposal is to test these hoods on five catch basins. To have five purchased and installed, we require an allocation of \$5,000.00.
- 3. Printing & Installing Weatherproof Stickers on Recycling Carts to Explain Dos and Don’ts for Recycling Bin Use:** This proposal requires the creation, printing, and application of weatherproof stickers to recycling bins all around town to help users better understand what can and what cannot be recycled to ensure that all waste is going to the proper location. For example, did you know

that you cannot recycle Styrofoam? Shredded paper? Plastic bags? There are many items that are commonly placed in recycle bins that result in significant and costly issues for our recycling stream in the United States. This is a small investment, which we estimate would cost the Town no more than \$3,000.00.

Total requested allocations:

Project #1: \$2,250.00

Project #2: \$5,000.00

Project #3: \$3,000.00

TOTAL: \$10,250.00

Requested Action: I ask that the Board of Selectmen please authorize the use of nipper bottle deposit funds to allow for each of the above-referenced projects to proceed.

Fiscal Implications: The Town receives more money each quarter based on the number of nipper bottles purchased in town; while this number will not always be steady and may not always be high, these are non-taxpayer dollars that can go to support our cause. Authorizing these expenditures will result in \$31,273.00 being left in the account.

Recommended Motion: "I move that the Board of Selectmen authorize the use of nipper bottle deposit funds to complete the three projects as outlined above with a total cost not-to-exceed \$10,250.00."

Attachments: Image of sample recycling bin weatherproof stickers.

ALLOWED IN RECYCLING CONTAINER



Cardboard



Newspaper



Magazines



Junk Mail



Glass Containers



Plastic Containers



Cereal Boxes



Metal Cans



Office Paper

RECYCLABLE ITEMS MUST BE CLEAN.
FLATTEN BOXES IF POSSIBLE.
ALL PLASTIC BOTTLES ONLY.

NOT ALLOWED IN RECYCLING CONTAINER



Shredded Paper



Trash



Hoses



Plastic Bags



Foods



Styrofoam



Clothing



Yard Waste



Batteries

FOR MORE INFORMATION ON HOW TO
RECYCLE ITEMS NOT ALLOWED IN RECYCLING
BIN PLEASE VISIT www.SCRRRA.org

Information Provided by

SCRRRA

Download the SCRRRA App for information on disposal for any item.

For more Recycling Information Please Visit www.SCRRRA.org.

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DISPOSAL QUESTIONS? CALL SCRRRA 860-381-5558



TOWN OF WINCHESTER - CITY OF WINSTED

Town Hall - 338 Main Street

WINSTED, CONNECTICUT 06098

TO: BOS, Road Bond Report

FROM: Jim Rollins, Director of Public Works
Josh Kelly, Town Manager

SUBJECT: Infrastructure Investment Plan Bond Report

MEETING DATE: October 2, 2023

Below you will find a list of updates **in red font** for each Public Works Project approved under the 2022-2027 Infrastructure Investment Plan. If you have any questions about these items or items that do not appear on this list, please email townmanager@townofwinchester.org. Any questions that cannot be answered by the Town Manager will be sent along to the Department of Public Works for review and response.

Projects currently Active:

- **Sidewalks:** Some light sidewalk repairs were made between the YMCA and High Street on Main Street to make certain that the sidewalk will be safely passable in that area until permanent improvements are made **#1 on map**. Full sidewalk replacement on **Case Ave. #2 on map** and **Willow St. #3 on map** are being installed this month.
- **Marshall Street, Old Colebrook Rd., & Indian Meadow Dr.:** To date, DPW workers have replaced **all the drainage structures except for one on Old Colebrook Rd. 10/2** was the scheduled start date. **Preparing aprons first, then reclaiming/fine grading & compacting, finally paving & aprons, lastly road shoulders by DPW.**
- **Case Avenue Bridge:** Construction started in April. So far, the Water, Sewer & Gas utilities have been relocated. **The deck and the vast majority of the concrete is done. Sand blasting and painting of the steel superstructure is next. Followed by sidewalks, curbing, paving, bridge-rail & guide-rail.**
The good; Pretty much on schedule. **Substantial completion 11/30**
The bad; Metalizing of the bridge rail may cause a delay.
\$2.8m total for design, construction & project administration/inspection. 100% reimbursable by State & Federal funds.
- **Case Avenue:** **The drainage is complete except for two catch basin conflicts with a gas main. The granite curbing is being installed now. Sidewalks and paving next.**
The good; On schedule, early December completion.

The bad; the winning bid was about \$300 k above what we budgeted.

The great; about \$250k of that may be made up by the Pedestrian Experience, Community Challenge Grant, by funding the sidewalk phase.

- **Whiting Street:** The project is "substantially complete".
One driveway apron needs some rework. **That will be done with the Case Ave. paving, late October.**
- **Holabird Avenue (Whiting St. to Florence St.):** The design and bid documents have been submitted to DPW for review. Once DPW is satisfied, the plans go to the NWHCOG & DOT for design review. Upon COG & DOT approval, it may be put out to bid, likely January 2024. **No change since the last update.**
- **Elm Street (Main to Gay):** The design and bid documents have been submitted to DPW for review. Once DPW is satisfied, the plans go to STEAP for their review. **Upon STEAP approval, it may be put out to bid, likely January 2024. Public Information Meeting in December-ish.**
- **Taylor Brook Culvert under West Wakefield Blvd:** The project is "Substantially Complete".
DEEP easement needs resolution.
- **Highland Lake Drainage:** This project is stuck in engineering purgatory. The limited bandwidth of the engineering firm contracted to conduct the preliminary design and DPW not having the bandwidth to review their progress, this project has ground to a halt. **Too many Project Information Sheets to attach or print.**
DPW is assessing the deep sump basins around the lake and going to install a few hoods, possibly with hydrocarbon absorbents and maybe filters too. Nipp Money? 800ish East Wakefield Blvd. underdrain this fall.
- **Highland Lake Retrofit Program:** This project is extremely GIS dependent, and we need to get to another level with our GIS to succeed with this project , as well as other projects "Lead Service Line Inventory". **No change from last update.**
- **Crack Seal & Chip Seal:** **Completed in July, 3.35 miles. COG Bid \$15k & State Bid \$145k = \$160k**

Next Round of Projects

- **Hannafin Road: (Not the Culvert)** Preliminary engineering has started, (soil borings) along with submittal to the State Local Bridge Program. We expect to issue an RFP for this work following the conclusion of the engineering. Work is estimated to begin in the spring of 2025 and the project will conclude in the summer of 2025. **State Local Bridge approved our application for funding 50% reimbursement.**
- **White Street Bridge:** This bridge has been accepted into the "Federal Local Bridge Program" with the offer of 100% reimbursement. **Waiting for DOT to set up a project start meeting.**
- **Grantville Road Bridge:** This bridge has been accepted into the "Federal Local Bridge Program" with the offer of 100% reimbursement. **Waiting for DOT to set up a project start meeting.**

- **Oakdale Avenue:** Engineering MAY begin in the summer of 2023. We HOPE to issue an RFP for this work following the conclusion of the engineering. Work is estimated to begin in the spring of 2024 and end in the fall of 2024. **Probably postponed until Holabird is done spring 2024-fall 2024.**
- **South Road:** Engineering MAY begin in the summer of 2023. We HOPE an RFP for this work following the conclusion of the engineering. Work is estimated to begin in the spring of 2024 and end in the summer of 2024. **No change since the last update.**
- **Upland Road:** This project is mostly being constructed by the DPW crew, paving and guiderails will be subcontracted. **DPW is still planning to fill & compact the slope below the failing section of roadway and contract the guiderail. This fall.**
- **Moore Avenue:** Engineering MAY begin in the spring of 2024. We HOPE to issue an RFP for this work following the conclusion of the engineering. Work is estimated to begin in the spring of 2025 and end in the fall of 2025. **DPW replaced a basin on Moore Ave. in part to get a better idea of the overall condition of the drainage. What we found was badly rotted steel pipes and deteriorated basins. We should coordinate some sewer main repairs first.**
- **Wahnee Road:** Engineering MAY begin in the summer of 2024. We HOPE to issue an RFP for this work following the conclusion of the engineering. Work is estimated to begin in the spring of 2025 and the project will conclude in the summer of 2025. **No change since the last update.**
- **Hubbard Street:** Engineering for this project is already complete. Work is estimated to begin in the spring of 2025 and the project will conclude in the fall of 2025. **Eversource Gas is postponing their work for more than 5 years so we may freshen up the bid documents and bid this winter for a spring start, 1 yr. ahead of schedule.**
- **Spring Street:** Engineering MAY begin in the summer of 2024. We HOPE to issue an RFP for this work following the conclusion of the engineering. Work is estimated to begin in the spring of 2025 and the project will conclude in the summer of 2025. **No change since the last update.**

Casual preliminary planning projects

- **West Wakefield Blvd:** Engineering will begin in the summer of 2025. We expect to issue an RFP for this work following the conclusion of the engineering. Work is estimated to begin in the spring of 2026 and the project will conclude in the fall of 2026.
- **West Wakefield Blvd (Phase 1):** Engineering will begin in the summer of 2025. We expect to issue an RFP for this work following the conclusion of the engineering. Work is estimated to begin in the spring of 2026 and the project will conclude in the fall of 2026.
- **Newfield Road:** Engineering will begin in the summer of 2025. We expect to issue an RFP for this work following the conclusion of the engineering. Work is estimated to begin in the spring of 2027 and the project will conclude in the fall of 2027. **Working with Tom to submit a RAISE Grant application.**
- **West Wakefield Blvd (Phase 2):** Engineering will begin in the spring of 2026. We expect to issue an RFP for this work following the conclusion of the engineering.

Work is estimated to begin in the spring of 2027 and the project will conclude in the fall of 2027.

- **Lake Street:** Engineering will begin in the summer of 2024. We expect to issue an RFP for this work following the conclusion of the engineering. Work is estimated to begin in the spring of 2027 and the project will conclude in the fall of 2027. The gas company is still installing their new gas main. Yet to hear back from LOTCIP regarding funding.

Respectfully submitted,

Jim Rollins
Director of Public Works

Joshua Steele Kelly
Town Manager & CEO

TORRINGTON AREA HEALTH DISTRICT
ANNUAL REPORT: JULY 1, 2022 – JUNE 30, 2023

The TAHD served over 133,000 people in twenty boroughs, cities, and towns covering 611 square miles.

The TAHD **Community Health Program** partnered with DPH and FoodCORE to investigate: **6** giardiasis, **10** campylobacteriosis, and **10** salmonellosis cases. TAHD guided schools, daycares, and community members on a variety of health issues and administered **566** flu vaccines to residents. TAHD consulted with 13 residents regarding potential rabies exposures submitting **9 specimens** to the DPH Laboratory for rabies testing. Ticks brought in by **52** residents were sent to the Connecticut Agricultural Experiment Station for Lyme disease bacteria testing.

TAHD is an active member of **Fit Together**, a Northwest Connecticut Healthy Eating and Active Living Initiative. The 5210-fitness initiative serves as the cornerstone of the group's outreach and educational efforts. Fit Together allocates its resources to provide community assistance and has awarded \$15,000 in mini-grants to community partners. These grants aim to support projects that align with Fit Together's mission and strategies. Some of the funded projects include assisting the Torrington Kids Marathon, purchasing spin bikes for Oliver Wolcott School, buying local fruits and veggies for the school meal program in Torrington Schools, and obtaining stencils and paint to create black tops around schools. These areas serve as a creative way to promote a variety of physical activities. Fit Together has also supported sustainable healthy environmental opportunities in Torrington and Winsted by designating funding for a new all-level fitness trail along the Sue Grossman Still River Greenway.

TAHD actively participates in the **Litchfield County Opiate Task Force (LCOTF)** and as a member of the LCOTF executive committee, developing strategies and solutions to combat the opiate epidemic. Additionally, TAHD staff has provided training sessions to local pharmacies and medical offices on various topics such as the CT Prescription Monitoring and Reporting System, Naloxone administration, Medication-Assisted Treatment, and Resetting Pain Expectations. This training falls under the Academic Detailing on Opioid Safety initiative. Furthermore, TAHD is also involved in the Rural Communities Opioid Response Program (RCORP). The primary objective of RCORP is to reduce the morbidity and mortality associated with substance use disorder (SUD), including opioid use disorder (OUD), in high-risk rural communities. By participating in this program, TAHD aims to strengthen and expand prevention, treatment, and recovery services, allowing rural residents to access appropriate treatment and make progress toward their recovery goals.

TAHD contracted with United Way of Connecticut (UWC) to expand upon cross-sector efforts within the state to implement a comprehensive public health approach to suicide prevention to reduce suicide morbidity and mortality among three key vulnerable populations in the state: 1) middle-aged adults 35-64 years of age, particularly those in high-risk occupations or with serious mental illness or substance use disorder, 2) young adults 18-24 years of age and 3) adolescents 10-17 years of age. The TAHD provides QPR training to community members with the goal of reducing suicidal behaviors and saving lives. QPR Gatekeeper Trainers deliver this training and offer an innovative, practical, and proven suicide prevention approach. QPR is an excellent method for individuals and organizations to empower our communities in effectively intervening on behalf of suicidal and in-crisis individuals.

TAHD is an active member of the **National Diabetes Prevention Program**, dedicated to preventing or delaying the onset of type 2 diabetes. The program is designed for individuals with prediabetes and those at high risk for type 2 diabetes, spanning an entire year and focusing on promoting lifestyle changes. The program's objectives for participants involve engaging in 150 minutes of physical activity each week and achieving weight loss of 5 to 7%. The first session for this year commenced in November at the Litchfield Community Center.

The **TAHD Immunization Action Program (IAP)** collaborates with local providers and hospitals to ensure compliance with CT childhood immunization laws. In partnership with 12 medical and 40 community-based organizations in the district, TAHD focuses on educating, raising awareness, and promoting immunization. To support medical providers, TAHD supplies them with educational materials for both staff and patients, aiming to foster vaccine confidence and organizing educational events. Additionally, for community partners, TAHD arranges displays in libraries, museums, and food banks, and actively participates in various events such as back-to-school nights and health fairs. Posters are distributed in public spaces like post offices, coffee shops, libraries, and town halls to further spread the message. To boost vaccination efforts, TAHD continues to leverage social media.

The **TAHD Childhood Lead Poisoning Prevention Program** provided case management for more than 40 children with blood lead levels ($\geq 3.5\mu\text{dl}$) as well as provided educational information to more than 100 families. Abatement/Remediation Orders were issued for 9 properties. 7 abatements were completed.

TAHD Environmental Health Program resulted in the following inspections/licenses/permits: **875** food inspections, **806** temporary food permits, **118** new septic systems, **252** repaired septic systems, **167** private well permits, **130** private pool permits, **200** beauty salons & barber shops inspections, **616** house addition permits, **355** soil tests, **28** subdivision lots, **43** public pools were inspected, and **26** daycare centers inspected. Records show that approximately **557** samples were submitted to the state lab for testing of drinking water, beach and pool water, lead in water, soil and dust, and stool samples for pathogens. Sanitarians investigated **293** complaints of various public health concerns; **24** legal orders/voluntary compliances were issued for enforcement purposes.

TAHD Emergency Preparedness Program continues to work and participate with local, regional, and state community partners to prepare for unprecedented events. The activities include but are not limited to outbreak investigation, surveillance, consultation and communication with health partners, public safety, town, and school officials, receiving and distributing personal protective equipment, promoting flu vaccination clinics, practicing closed point of distribution drills (POD) at Housatonic Valley Regional High School and meet CT-DPH deliverable by conducting multi-regional and multi-agency Anthrax tabletop exercise.

The **TAHD Medical Reserve Corps (MRC)** continues to work actively and recruit new volunteers with the goal of focusing on local community health and well-being. The program's main emphasis lies in education and outreach, covering a wide range of topics. These include but are not limited to, first aid, CPR/AED, QPR Gatekeeper, Stop the Bleed training, Human trafficking training, Build an Emergency Kit, and generic emergency preparedness at home. Moreover, the program actively participates in local fairs and community outreach events. The primary objective of TAHD MRC is to raise awareness and develop a comprehensive training curriculum. This curriculum aims to better equip the public in protecting themselves and their family members in a safe, timely, and effective manner. As of July 2023, TAHD has successfully recruited 220 volunteers and plans to retain and recruit even more. TAHD continues to distribute at-home COVID-19 test kits throughout the community including community centers, libraries, shelters, and food pantries.

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