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

2. **PLEDGE OF ALLEGIANCE**

3. **AGENDA REVIEW**

4. **APPROVAL OF MINUTES**
   A) Minutes of Regular Meeting on March 18, 2024
   B) Minutes of the Special Meeting on March 21, 2024

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) 24-11a Consider and possibly act on the Historic Commission ordinance amendment (2nd of 3 meetings)
   (Town Manager Geiger)

10. **NEW BUSINESS**
    A) Consider and possibly act on Board of Selectmen Proposed 2024/2025 Town Budget
    B) 24-14 Proposed Line-Item Transfer. (Town Manager Geiger)
    C) 24-15 Proposed Opioid Settlement Fund request (Town Manager Geiger)
    D) 24-16 Proposed Line-Item Transfer (Town Manager Geiger)
    E) 24-17 Proposed Line-Item Transfer (Town Manager Geiger)

11. **CITIZENS’ COMMENTS**
    The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less
    and may speak only once. Please give your name and address.

12. **ADJOURNMENT**
Town of Winchester
Board of Selectmen
Regular Meeting
Monday March 18, 2024

Item 1  **Call to Order**
Meeting called to order by Mayor Todd Arcelaschi at 7:00pm
Attending Members  Todd Arcelaschi (Mayor)  William Hester (Selectman)
                   Steve Sedlack (Selectman)  William Pozzo (Selectman)
                   Candy Perez (Selectwoman)  Paul Marino (Selectman)
Absent Excused  Troy Lamere (Selectman)
Staff Members  Glenn Albanesius (Town Clerk)
               Ann Marie Rheault (Finance Director)

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

Item 3  **Agenda Review**
Selectmen Perez requested the following items be added to New Business
* Item E - New Town Manager update
* Item F - Discussion/Possible Action to schedule Budget deliberation meetings for the BOS

Item 4  **Approval of Minutes**
* Minutes of Special Meeting on February 26, 2024
  Motion - Sel. Hester / Second - Sel. Pozzo
  Vote to accept minutes - Unanimous (6 - 0)
* Minutes of Regular Meeting on March 4, 2024
  Motion - Sel. Pozzo / Second - Sel. Hester
  Important Correction Requested - Sel. Sedlack noted that the written Minutes read that Debra Jablonski was submitted for Consideration to join the Cultural Commission. She was in fact voted on as an Appointment to the Commission.
  Vote to accept minutes with Correction noted - Unanimous (6 - 0)

Item 5  **Citizens Comments**  - The following residents addressed the Board
* Michael Connole

Item 6  **Town Manager's Report** - Town Manager Bob Geiger reported on the following topics.
* The Town Manager's 2024-2025 Budget was completed and submitted to the BOS on time.
* The Police Department Union Contract is very close to being signed
* Bob promised to stay available to assist and support the new Town Manager once they are on board.

Item 7  **Finance Director's Report** - Ann Marie Rheault reviewed current financial data which included Tax Collections, Expenditures, Municipal Aid and Investment Totals.
* Ann Marie also made a point of thanking Tom Heuschkel for his hard work and diligence compiling and formatting the data for this years Municipal Budget Binders.
Item 8  **Correspondence** - A suggestion to the Board of Selectmen was submitted by Alan Dicara

Item 9  **Boards and Commissions** - Sel. Sedlack introduced the following actions.
1) Linda Dew (U) is submitted for Nomination to the Historic Commission with a term to expire 12/2024
2) Victor Dubourg Jr. (U) is submitted for Nomination to the Recreation Board with a term to expire 4/2027
3) Lorraine Carbone-Craig is submitted for Nomination to the Soldiers Monument Commission with a term to expire 6/2025

* The following groups have position openings. Interested candidates are encouraged to apply!
  - Arch. Review Committee - 1 Member Seat and 3 Alternate Seats
  - Conservation Commission - 1 Member Seat (Pending) / 2 Alternates
  - Cultural District Commission - 6 Members
  - Economic Development Commission - 4 Alternate Seats
  - Laurel City Commission - 3 Member Seats
  - Recreation Board - 2 Member Seats
  - Soldiers Monument Commission - 1 Member (Pending)
  - Water and Sewer Commission - 1 Member
  - Zoning Board of Appeals - 1 Alternate

Item 10  **Unfinished Business** -

A) 24-07a Consider and Possibly Act on the amendment of Ordinance 297 to adopt the 2021 International Property Maintenance Code. (Third of 3 meetings)

Motion Statement - "I move that the Board of Selectmen recognize this as the third of three public meetings and adopt Ordinance #297 amendment to update our codes to follow the 2021 International Maintenance Code, as recommended and presented by the Town Manager."

Motion - Mayor Arcelaschi / Second - Sel. Hester

Vote to approve - Unanimous (6 - 0)

B) 24-09a Consider and Possibly Act on a Bid Waiver for a Police Boat

Motion Statement - "I move that the Board of Selectmen authorize a waiver of the requirement to bid for the new Police Boat and allow the purchase from DinghyPro in the amount of $50,795.00.

Motion - Sel. Marino / Second - Sel. Pozzo

Vote to approve - Unanimous (6 - 0)

Item 11  **New Business** -

A) 24-11 Consider and Possibly Act on the Historic Commission Ordinance amendment (1st of 3 meetings)

Motion Statement - "I move that the Board of Selectmen consider the change to the Ordinance regarding the Historian position(s) and the role on the "Historical Commission" to be effective after the 3rd meeting as provided by the Town Charter."

Motion - Sel. Pozzo / Second - Mayor Arcelaschi

Vote to approve - Unanimous (6 - 0)
B) 24-12 Proposed Line Item Transfer
Motion Statement - "I move that the Board of Selectmen approve the line item transfer of $5,000.00 from (219-848-0004) Turnout Gear and $3,000.00 from (219-900-0006) Pay Per Call to (219-848-0009) Equipment Testing / Certification / Repairs in the amount of $8,000.00."
Motion - Sel. Hester / Second - Sel. Marino
Vote to approve - Unanimous (6 - 0)

C) Recreation Department Updates
Recreation Director Tanya Risucci gave an upbeat status report for her Department. Highlights included:
1) A big "tip o the cap" to Sel. Pozzo for being an active and supportive Liaison
2) The 5/6 and 7/8 Middle School Winsted Travel Teams both won their Winter League Basketball championships
3) Lifeguard positions for the Summer programs are currently looking for and hiring qualified staff
4) Jim Welcome will be retiring in 2025. This position will need to be filled and a broader job description is being drafted and will be posted soon.
5) A new "Concussion Protocol" mandated by the State will require much more intensive training for Summer Staff.
6) Several new programs are in the works
7) A Red Sox vs Yankee bus trip is planned for September 14th
8) The Tatro's Pond Recreation Area Reclamation Project continues to make progress.
9) The Recreation Department continues to grow and get stronger. Kudos to Jamie Duffy and Kurt Williams for their dedication to its improvement and success.

D) 24-13 Consider and Possibly act on the allocation of American Rescue Plan Act money.
Motion Statement - "I move that the Board of Selectmen allocate American Rescue Plan Act dollars to the Water and Sewer Department in accordance with the Town Manager's proposal as presented."
Motion - Sel. Hester / Second - Sel. Marino
Vote to approve - Unanimous (6 - 0)

E) Town Manager Update - Sel. Perez advised the Board that an announcement regarding the new Town Manager was in order. She felt that the Community and Town Hall staff should be appraised of some basic details regarding this important hire. Mayor Arcelaschi explained that a formal statement would be made by the middle of this week. He further explained that the new Town Manager was targeting April 22nd as an official start date.

F) Budget Deliberations - Sel. Perez requested the Board set 2 Budget discussion dates to be scheduled prior to the end of March. The group decided on Thursday March 21st at 6:30pm and Wednesday March 27th at 7:00pm.

Item 5  
Citizens Comments - None

Item 14  
Selectmen's Comments and Reports -
Sel. Pozzo - Asked what a "Good Intent" designation meant for a reported call by the Fire Dept? Attended the CT State Drone Contest at which Pearson School won a "Middle School Excellence Award".
Mayor Arcelaschi - Attended Winsted's "Elk of the Year" ceremony honoring Kim Huber.
Item 15  **Adjournment**
* Motion - Sel. Sedlack / Second - Sel. Hester
  To adjourn the meeting at 7:54pm
  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
Board of Selectmen
Special Meeting - 6:30PM
Thursday, March 21, 2024

Item 1  Call to Order
Meeting called to order by Mayor Todd Arcelaschi at 6:36pm

Attending Members
Todd Arcelaschi (Mayor)  William Hester (Selectman)
Steve Sedlack (Selectman)  William Pozzo (Selectman)
Candy Perez (Selectwoman)  Troy Lamere (Selectman)
Paul Marino (Selectman)

Town Staff
Bob Geiger (Interim Town Manager)
Ann Marie Rheault (Finance Director)
Glenn Albanesius (Town Clerk)

Invited Attendee
Paul Harrington (New Town Manager)

Item 2  Announcement of New Town Manager
* Motion to Announce Paul Harrington as the next Town Manager.
  Motion - Sel. Marino / Second - Sel. Lamere
  Vote to approve - Unanimous (7 - 0)
* Motion to Approve the new Town Manager’s Negotiated Contract (which was reviewed by the Town’s Labor Attorney)
  Motion - Sel. Pozzo / Second - Sel. Hester
  Vote to approve - Unanimous (7 - 0)

Item 3  Consider and Possibly Act on Town Manager’s Proposed FY2025 Budget
* Town Manager Geiger gave a thorough explanation of the Budget Binder and the enclosed details.
* The Board discussed the Budget Calendar which keeps the process on track with Charter timeline requirements.
* Sel. Perez gave some background and historical guidance to help the new BOS members put the process in perspective.
* The Board agreed to meet again on Wednesday March 27, at 7pm.

Item 4  Adjournment
* Motion - Sel. Sedlack / Second - Sel. Pozzo
  To adjourn the meeting at 8:03pm
  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 - BOARDS & COMMISSIONS

Action Report to Board of Selectmen
Monday, April 1, 2024

### APPOINTMENT BY "OTHER" APPOINTING AUTHORITIES

(The Board of Selectmen to vote on the Town Manager’s appointment of the following volunteer)

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Board / Commission / Other</th>
<th>Party</th>
<th>Seat Type - Member / Alternate</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

### RE-APPOINTMENT

(The Board of Selectmen to vote tonight on continued service by the following volunteers)

<table>
<thead>
<tr>
<th>Date</th>
<th>Applicant Name</th>
<th>Board or Commission</th>
<th>Party</th>
<th>Seat Type - Member / Alternate</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### RESIGNATIONS

(The Board of Selectmen accept the resignations of the following volunteers)

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Board or Commission</th>
<th>Party</th>
<th>Seat Type - Member / Alternate</th>
<th>Term End Date</th>
</tr>
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</table>

### CONSIDERATION - Step 1

(The Board of Selectmen recognizes their "Application For Consideration" from the following volunteers)

<table>
<thead>
<tr>
<th>Date</th>
<th>Applicant Name</th>
<th>Board or Commission</th>
<th>Party</th>
<th>Seat Type - Member / Alternate</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2024</td>
<td>Courtney Puckett</td>
<td>Cultural Commission</td>
<td>X</td>
<td>Member</td>
<td>12/2024</td>
</tr>
<tr>
<td>April 1, 2024</td>
<td>Ken Kazlauskas</td>
<td>Recreation Board</td>
<td>D</td>
<td>Member</td>
<td>4/2028</td>
</tr>
<tr>
<td>April 1, 2024</td>
<td>David Lapointe</td>
<td>Ethics Commission</td>
<td>R</td>
<td>Member</td>
<td>1/2026</td>
</tr>
<tr>
<td>April 1, 2024</td>
<td>David Lapointe</td>
<td>Water and Sewer Commission</td>
<td>R</td>
<td>Member</td>
<td>6/2029</td>
</tr>
</tbody>
</table>

### NOMINATIONS - Step 2

(The Board of Selectmen place into Nomination the following vetted volunteers)

<table>
<thead>
<tr>
<th>Date</th>
<th>Applicant Name</th>
<th>Board or Commission</th>
<th>Party</th>
<th>Seat Type - Member / Alternate</th>
<th>Term End Date</th>
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<tbody>
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</table>

### Appointments - Step 3 (Final)

(The Board of Selectmen will cast a separate vote on each of the following Nominated volunteers)

<table>
<thead>
<tr>
<th>Date</th>
<th>Applicant Name</th>
<th>Board or Commission</th>
<th>Party</th>
<th>Seat Type - Member / Alternate</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2024</td>
<td>Linda Dew</td>
<td>Historic Commission</td>
<td>U</td>
<td>Member</td>
<td>12/2024</td>
</tr>
<tr>
<td>April 1, 2024</td>
<td>Victor Dubourg Jr.</td>
<td>Recreation Board</td>
<td>U</td>
<td>Member</td>
<td>4/2027</td>
</tr>
<tr>
<td>April 1, 2024</td>
<td>Lorraine Carbone-Craig</td>
<td>Soldiers Monument Commission</td>
<td>D</td>
<td>Member</td>
<td>6/2025</td>
</tr>
<tr>
<td>Board or Commission</td>
<td>Position</td>
<td>Openings</td>
<td>Meets On</td>
<td>Appointing Authority</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Architectural Review Committee</td>
<td>Member / Alternate</td>
<td>1 Member / 3 Alternates</td>
<td>As Needed</td>
<td>Planning &amp; Zoning Commission</td>
<td></td>
</tr>
<tr>
<td>Conservation Commission</td>
<td>Member / Alternate</td>
<td>1 Member (Pend) / 2 Alt.</td>
<td>Monthly - 2nd TH</td>
<td>Board of Selectmen</td>
<td></td>
</tr>
<tr>
<td>Cultural District Commission</td>
<td>Member</td>
<td>6</td>
<td>To Be Determined</td>
<td>Board of Selectmen</td>
<td></td>
</tr>
<tr>
<td>Economic Development Commission</td>
<td>Member / Alternate</td>
<td>4 Alternates</td>
<td>1st &amp; 3rd Monthly</td>
<td>Board of Selectmen</td>
<td></td>
</tr>
<tr>
<td>Laurel City Commission</td>
<td>Regular</td>
<td>3</td>
<td>TBD January - June</td>
<td>Board of Selectmen</td>
<td></td>
</tr>
<tr>
<td>Recreation Board</td>
<td>Member</td>
<td>3 (1 Pending Approval)</td>
<td>Monthly - 1st Wed</td>
<td>Board of Selectmen</td>
<td></td>
</tr>
<tr>
<td>Soldiers Monument Commission</td>
<td>Member</td>
<td>1 (Pending Approval)</td>
<td>Monthly - 2nd Thur</td>
<td>Board of Selectmen</td>
<td></td>
</tr>
<tr>
<td>Water &amp; Sewer Commission</td>
<td>Member</td>
<td>1</td>
<td>Monthly - 2nd Tues</td>
<td>Board of Selectmen</td>
<td></td>
</tr>
<tr>
<td>Zoning Board of Appeals</td>
<td>Member / Alternate</td>
<td>1 Alternate</td>
<td>Monthly - 2nd Tues</td>
<td>Board of Selectmen</td>
<td></td>
</tr>
</tbody>
</table>
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 most Board/Commission vacancies.

LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

Cultural District

NAME:  Courtney Puckett

ADDRESS:  5 N. White Rock Rd. Holmes, NY 12531

HOME PHONE #:  _________  CELL PHONE #:  917-648-7600  E-MAIL: cpuckett@nwcc.commnet.edu

ARE YOU A REGISTERED VOTER IN THE TOWN OF WINCHESTER?  No

PRIOR CIVIC INVOLVEMENT:  na

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

I am an Instructor of Art and Program Coordinator of Visual Arts at CT State Northwestern. In this position, I teach art studio classes, and perform numerous administrative duties. In my ten years here, I have taught numerous art classes and served on the executive committee for the arts.

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

Name:  na

Signature:  Courtney Puckett

Digitally signed by:  Courtney Puckett
Date:  2024.03.22 08:23:53 -04'00'  Date:  

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

FILED
CLERK'S OFFICE

MAR 22 2024

TOWN CLERK OF WINCHESTER
WINSTED, CT
APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION
WINCHESTER, CONNECTICUT

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 most Board/Commission vacancies.

LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING:

RECREATION

NAME: Ken Kazmierski
ADDRESS: 55 Crescent St  Winsted
HOME PHONE #: 860-869-8884  CELL PHONE #: E-MAIL: Kazmier395@Gmail.com

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

PRIOR CIVIC INVOLVEMENT: LAURAL COMMISSION

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:
Worked for DDS STYLe & CT for 48 yrs

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

Signature:  Date: 3/8/24

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

FILED
CLERK'S OFFICE
MAR 25 2024
TOWN CLERK OF WINCHESTER
WINSTED, CT
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:

Ethics Commission

NAME: David Gordon LaPointe

ADDRESS: 11 Hillside Ave. Winchester, CT 06098

HOME PHONE #: 860-399-7936  CELL PHONE #: 203-257-9823  E-MAIL: davidglapointe@gmail.com

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

PRIOR CIVIC INVOLVEMENT: Para-Legal Certified-UCONN Justice of the Peace-Recently (Winchester)

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

☑ Taken Ethics Course in College  ☑ Passed Successfully

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? Reforming Commissioner Name: Since no meetings due to lack of members - no scheduled meetings (since 2017)

Signature: David Gordon LaPointe  Date: March 26, 2024

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

FILED
CLERK’S OFFICE

MAR 26 2024

TOWN CLERK OF WINCHESTER
WINSTED, CT
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:

Water & Sewer Commission

NAME: DAVID Gordon Lapointe

ADDRESS: 11 Hillsdale Ave, Winchester, CT 06098

HOME PHONE #: 860 379-2136  CELL PHONE #: 203 757-7073  E-MAIL: davidg.lapointe@gmail.com

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

PRIOR CIVIC INVOLVEMENT: TAXPAYER ASSOCIATION ADVOCATE (20 YEARS+)

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:
SEE TO IT THAT WE HAVE A "GOOD" WATER & SEWER SYSTEM AND AFFORDABLE AND ACCOUNTABILITY TO THE CITIZENS WHO PAY THE BILLS.

Have you contacted any current members or attended any meetings on the Board/Commission that
interests you? YES Name: I have attended and spoke various times at commission meetings.

Signature: DAVID Gordon Lapointe Date: March 26, 2024

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

FILED
CLERK'S OFFICE

MAR 26 2024

TOWN CLERK OF WINCHESTER
WINSTED, CT
BOARD OF SELECTMEN ACTION REQUEST

No.: 24-11a  
Date: April 01, 2024

Topic: Unfinished Business (A) – Change of Ordinance regarding Historical Commission (2nd Meeting of 3).

From: Robert Geiger, Town Manager

Background: The Town of Winchester recently added an ordinance creating a Historical Commission. I am requesting a change to this ordinance with regards to the Town Historian’s position with the Historic Commission. I would ask the Board of Selectmen to put forward this amendment to the Historical Commission ordinance. This would be the second of three meetings.

Requested Action: I ask that the Board of Selectmen please consider adopting the proposed ordinance change (attached) to the historian positions and roles in this commission. If the Board is in favor of such action, it could adopt the proposed ordinance at the 3rd meeting. This ordinance would need to be considered again at the April 15, 2024, meeting for the final adoption.

Fiscal Implications: Such a change to the ordinance of this Commission would have no cost associated with its operations.

Recommended Motion: “I move that the Board of Selectmen consider the change to the ordinance regarding the Historian position(s) and role on the ‘Historical Commission,’ to be effective after the 3rd meeting as provided by the Town Charter.”

Attachments:  
Draft Ordinance  
Legal Notice
HISTORIC COMMISION PROPOSED ORDINANCE:

§ 50-3Membership; terms; vacancies; Historic Commission
A.
Said Commission shall consist of up to nine (9) members, appointed by the Board of Selectmen with a minimum of at least one of whom shall be the Municipal Historian (also known as the "Town Historian"). The terms of the nine regular members shall be as follows: three members' terms expire December 31, 2024; three members' terms expire December 31, 2025; and three members' terms expire December 31, 2026. Thereafter, the terms of all members appointed shall be for three years. The Town Manager may, for a period not to exceed one year, fill any vacancy for the balance of the term of such vacant position. "Vacancy," as used herein, shall be deemed to result upon the expiration of the term of a member or the resignation, removal from the Town of Winchester, or the death of any member. Nothing herein shall prohibit reappointment by the Board of Selectmen of a member at the expiration of their current term. All members shall be electors of the Town of Winchester and shall serve without pay.

SECTION I: DUTIES & RESPONSIBILITIES:
1) Historic Commission with the assistance of the Town Historian(s) shall promote an awareness of and an appreciation for the Town’s history by the following methods: through research, writing, and public speaking; through publications, projects, exhibits, displays, celebrations; and commemorations; through the maintenance of plaques, markers, and monuments; and through the preparation of classroom aids, guides, workshops, and training.
2) Historic Commission with the assistance of the Town Historian(s) shall advise the Town government on historical issues and subjects, including historical objects, structures, sites, districts, preservation, and National Register properties.
3) Historic Commission with the assistance of the Town Historian(s) shall serve as a liaison among the Town’s museums, libraries, and historical organizations, and with similar outside groups, to encourage historical coordination, cooperation, and resource-sharing, as well as maintaining a reference library of historical information and serving as a central referral point for informational inquiries.

Members of the Historic Commission shall serve without compensation.
B. Honorary Town Historian position; advisory to the Historic Commission

Be it ordained by the body of the Town of Winchester – Historic Commission:

SECTION I: PURPOSE
1) Pursuant to Section 7-148(c)(5)(d) of the Connecticut General Statutes, Town Historian(s) shall be appointed to promote a knowledge, appreciation, and dissemination of Town history.

SECTION II: QUALIFICATIONS
1) Town Historian(s) shall be a legal resident and elector of the Town
2) Town Historian(s) shall be qualified by a knowledge of Town history as well as general state and American history, by a knowledge of historical research, and by good writing and speaking skills.

SECTION III: TERM OF OFFICE & METHOD OF APPOINTMENT
1) Town Historian(s) shall be appointed to a term of three years by the Board of Selectmen. The same person may be reappointed for additional terms.
2) A vacancy in the position of Town Historian shall be appointed by the Historic Commission and confirmation by the Board of Selectmen for the unexpired portion of the term vacated.

Town Historian shall serve without compensation.

Expenditure of public funds.
No person shall have the right to expend any public funds of the Town in carrying out any activity authorized by this article without prior approval by the Board of Selectmen, nor shall any person have the right to bind the Town by contract, agreement or otherwise without prior approval of the Town Council.

Construal with other legislation.
This article shall not be construed to conflict with any federal or state statutes, the Charter, rules, regulations, or Town ordinances.
HISTORIC COMMISION EXISTING ORDINANCE:

§ 50-3 Membership; terms; vacancies; Municipal Historian.

A. Said Commission shall consist of up to seven members, appointed by the Board of Selectmen, one of whom shall be the Municipal Historian (also known as the "Town Historian"). The terms of the six regular members shall be as follows: two members' terms expire December 31, 2024; two members' terms expire December 31, 2025; and two members' terms expire December 31, 2026. Thereafter, the terms of all members appointed shall be for three years. The Town Manager may, for a period not to exceed one year, fill any vacancy for the balance of the term of such vacant position. "Vacancy," as used herein, shall be deemed to result upon the expiration of the term of a member or the resignation, removal from the Town of Winchester, or the death of any member. Nothing herein shall prohibit reappointment by the Board of Selectmen of a member at the expiration of their current term. All members shall be electors of the Town of Winchester and shall serve without pay.
NOTICE OF INTENT TO AMEND BYLAWS/ORDINANCES
TOWN OF WINCHESTER, CT

It is the intent of the Board of Selectmen of the Town of Winchester, Connecticut to amend Ordinance # 50 – Historical Commission. The first of three meetings on this amendment will be held at the Board of Selectmen’s meeting on March 18, 2024, and the second meeting for consideration on this ordinance amendment will be held at the Board of Selectmen’s meeting on April 01, 2024, at 7:00 pm and the third meeting will take place on April 15, 2024. All three meetings will be held in the P. Francis Hicks room at the Winsted Town Hall, 338 Main Street, Winsted, CT.

Attn.: Town of Winchester Website-Legal Notices
BOARD OF SELECTMEN ACTION REQUEST

No.: 24-14  Date: April 01, 2024

Topic: New Business (B)- Proposed Line-Item Transfers (with attachment)

From: Robert Geiger, Town Manager

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

Section 914. INTRA-DEPARTMENTAL TRANSFER OF APPROPRIATIONS Upon the request of the Manager, but only within the last three (3) months of the fiscal year, the Board of Selectmen may, by resolution, transfer any unencumbered appropriation, balance, or portion thereof, from one department, commission, board, or office to another. No transfer shall be made from any appropriation for debt service and other statutory charges. Notwithstanding the above, no transfer shall be made from any appropriation for an uncompleted capital improvement or from a department sinking fund without approval of the Town acting by referendum.

Requested Action: The Board of Selectmen should consider the proposed line-item transfers.

In accordance with Section 914, Finance Director Ann Marie Rheault has requested a transfer of funds to cover FY23 year-end deficits.

Fiscal Implications:

<table>
<thead>
<tr>
<th>FROM: Recreation Dept. (812)</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td></td>
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<tr>
<td>1-0812-194-0001-0000</td>
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<td>1-0812-842-0000-0000</td>
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<th>TO: Recreation Dept. (812)</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>Line</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-0812-832-0000-0000</td>
<td>Contracted Labor</td>
<td>$1,090.60</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$1,090.60</td>
</tr>
</tbody>
</table>

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of $740.60 from (812-194-0001) Holiday Pay and $350.00 from (812-842-0000) Background Checks to (813-832-0000) Contracted Labor in the amount of $1,090.60.

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

Fiscal Implications: none
**FUND TRANSFERS - TOWN OF WINCHESTER**

1. **DEPARTMENT REQUESTING TRANSFER**
   
2. **TOTAL AMOUNT & FISCAL YEAR OF TRANSFER**
   
<table>
<thead>
<tr>
<th>DEPT#</th>
<th>OBJECT#</th>
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<th>AMOUNTS</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$1,090.60 year 2024</td>
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   **ACCOUNT(S) TRANSFERRED FROM:**

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<tr>
<th>DEPT#</th>
<th>OBJECT#</th>
<th>OBJECT#</th>
<th>AMOUNTS</th>
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</thead>
<tbody>
<tr>
<td>1-0812-194-0001-0000 holiday pay</td>
<td></td>
<td></td>
<td>$740.60</td>
</tr>
<tr>
<td>1-0812-842-0000-0000 background checks</td>
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<td>$350.00</td>
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</table>

3. **ACCOUNT(S) TRANSFERRED TO**

<table>
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<th>DEPT#</th>
<th>OBJECT#</th>
<th>OBJECT#</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1-812-832-0000-0000</td>
<td>Contracted Labor</td>
<td></td>
<td>$1,090.60</td>
</tr>
</tbody>
</table>

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

   (ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

   holiday pay we didn’t use all the funds was a half day at the beach because of bad weather and rain on the 4th of July. background checks are currently being conducted on state websites, was not satisfied with old website we paid for in past. payment is to help cover cost of the alternator that went on the dump truck and issues we are having with the gate lift on the truck.

5. **REQUESTING DEPARTMENT HEAD SIGNATURE:**

   
   (PER SECTION 914 OF TOWN CHARTER) FURTHER COMMENTS:

   3/1/24

6. **DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE’S ABILITY TO FUND THIS REQUEST:**

   3/1/2024

7. **TOWN MANAGER’S APPROVAL AND RECOMMENDATION:**

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

   3/4/2024

8. **DATE SUBMITTED TO BOARD OF SELECTMEN**

9. **DATE APPROVED BY BOARD OF SELECTMEN**

   CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer
BOARD OF SELECTMEN ACTION REQUEST

No.: 24-15

Topic: New Business (C) – Opioid Settlement Fund Request

From: Robert Geiger, Town Manager

Date: April 01, 2024

Background:
Sarah Toomey, Lead Community Outreach & Recovery Navigator, for Greenwoods Counseling is asking that the Town allocate $2500.00 of the Opioid settlement Funds to be used for “NARCAN Leave Behind Kits”. As part of the State legislation, EMS personnel are required to provide antagonists kits (NARCAN) following an opioid overdose. Winsted Area Ambulance responds to approximately 40 opioid overdoses per year in Winsted/Winchester. Greenwoods Counseling is working with each Town to establish a “Leave Behind Program” and is asking for these funds to be used for these “Leave Behind Kits”.

Requested Action: We ask that the Board of Selectmen appropriate $2500.00 of the Opioid Settlement Funds to Greenwoods Counseling to supply these kits to Winsted/Winchester residents.

Fiscal Implications: Being from the Opioid Settlement Funds, these allocations will not have any direct taxpayer impact.

Recommended Motion: I move that the Board of Selectmen allocate $2500.00 of the Opioid Settlement Funds to Greenwoods Counseling to be used to purchase Leave Behind Kits as proposed in the request letter.

Attachments: Fund Balance Sheet
Letter of request
Use of Funds guidelines
Dear Mayor Arcelaschi and Town of Winchester Board of Selectman,

This is a to utilize funds from the Opioid settlement dollars received by the Town of Winchester. We are requesting $2,500 and have submitted a budget outlining the items we will purchase. The funds requested will be utilized to purchase supplies for Narcan leave behind kits and all the supplies needed to assemble the kits. The Narcan leave behind program, as part of the legislation, EMS personnel are required to give opioid antagonists kits (NARCAN) and related information to certain patients or their family members, caregivers, or friends. The new legislation in 2024 says that EMS are required to provide the kits following an opioid overdose.

Greenwoods Counseling & Referrals and McCall Center for Behavioral Health are working with each town in Litchfield County to establish leave behind programs with all EMS agencies in the County. Most towns are utilizing their opioid settlement dollars to fund the programs.

Winsted area ambulance responds to approximately 40 opioid overdoses per year in Winsted/Winchester. About 4 years ago Greenwoods established an overdose follow up program with the Winchester Police department. We provide Narcan regularly to the community and have reduced the number of Fatal overdoses in Winchester by 50%. With the Narcan leave behind program, we are able to reach some individuals and families we are otherwise not able to reach. These kits will provide the Narcan and information on programs and services to assist individuals and their families following a non-fatal overdose.

We are happy to answer any questions you have.

Respectfully submitted
Sarah Toomey
Lead Community Outreach & Recovery Navigator
Greenwoods Counseling & Referrals.
Stoomey@greenwoodsreferrals.org
860-309-3845
### Totals

<table>
<thead>
<tr>
<th>Description</th>
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<th>Balance</th>
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<tr>
<td>Unliquidated Encumbrances</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Expenditures</td>
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<td></td>
<td>0.00</td>
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</tr>
<tr>
<td>Unencumbered Balance</td>
<td></td>
<td></td>
<td>42,487.81</td>
<td></td>
</tr>
</tbody>
</table>

**Activity**

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<th>Ref No</th>
<th>Source</th>
<th>Encumbrance</th>
<th>Expense</th>
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<tr>
<td>7/1/2023</td>
<td>FY24 BUDGET</td>
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<td></td>
<td></td>
<td>42,487.81</td>
<td>42,487.81</td>
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</table>

$2,500 of $42,487.81

for leave-behind kits
Use of Funds

The act requires the fund to be used only in accordance with the controlling judgment, consent decree, or settlement, as confirmed by the attorney general and after the committee’s and the OPM secretary’s approval. It restricts the fund’s use to the following substance use disorder abatement purposes:

1. statewide, regional, or community substance use disorder needs assessments to identify structural gaps and needs to inform fund expenditures;
2. infrastructure (e.g., personnel, buildings, equipment) required for evidence-based substance use disorder prevention, treatment, recovery, or harm reduction programs (e.g., syringe service programs and naloxone distribution), services, and supports;
3. programs, services, supports, and resources for evidence-based substance use disorder prevention, treatment, recovery, or harm reduction (i.e., an attempted or actual reduction in the adverse consequences of substance use, including by addressing the underlying causes and conditions);
4. evidence-informed substance use disorder prevention, treatment, recovery, or harm reduction pilot programs or demonstration studies that are not evidence-based, but are approved by the advisory committee as an appropriate use of money for a limited time period the advisory committee sets, so long as it assesses whether the evidence supports funding the programs or studies or if the evidence provides a basis to fund them with an expectation of creating an evidence base for them;
5. evaluating the effectiveness and outcomes reporting for substance use disorder abatement infrastructure, programs, services, supports, and resources for which the money was disbursed, including the (a) impact on access to harm reduction services or substance use disorder treatment or (b) reduction in drug-related deaths;
6. at least one publicly available data interface the DMHAS commissioner manages to aggregate, track, and report (a) substance use disorders, overdoses, and drug-related harms; (b) spending recommendations, plans, and reports; and (c) outcomes of programs, services, supports, and resources for which the money was disbursed;
7. opioid abatement research, including developing evidence-based treatment, treatment barriers, nonopioid treatment of chronic pain, and harm reduction supply-side enforcement;
8. documented expenses (a) to administer and staff the fund and the advisory committee and (b) incurred by the state or municipalities in securing settlement proceeds deposited in the fund (including legal fees), permitted by the controlling judgment, consent decree, or settlement;
9. documented expenses to manage, invest, and disburse the money; and
10. documented expenses, including legal fees, incurred by the state or a municipality in securing settlement proceeds deposited in the fund, unless they are reimbursed under a fee agreement in the controlling judgment, consent decree, or settlement.
The act requires the fund to be used prospectively, and not to reimburse expenditures from before July 1, 2022, unless:

1. a court order requires a refund to the federal government or
2. the documented expenses were incurred (a) administering the fund and advisory committee or (b) securing settlement proceeds deposited in the fund by the state or a municipality.

Under the act, “evidence-based” means meeting one of the following evidentiary criteria:

1. meta-analyses or systematic reviews found the activity, practice, program, service, support, or strategy effective;
2. evidence from a scientifically rigorous experimental study, including a randomized controlled trial, shows the activity, practice, program, service, support, or strategy is effective; or
3. multiple observational studies from locations within the U.S. indicate that the activity, practice, program, service, support, or strategy is effective.
Janssen Settlement Agreement
Report of Non-Opioid Remediation Uses

As provided in the Janssen Settlement Agreement dated July 21, 2021, between and among the Settling States, the Participating Subdivisions, and Janssen (the “Settlement Agreement”), it is the intent of the Parties that all payments disbursed from the Settlement Fund to the Settling States and Participating Subdivisions be used for Opioid Remediation, subject to certain exceptions. Use of the monies received from the Settlement Fund for purposes other than Opioid Remediation is disfavored by the Parties. If a Settling State or Participating Subdivision nonetheless uses monies received from the Settlement Fund for purposes that do not qualify as Opioid Remediation in any 6-month period ending June 30 or December 31 of any year, that Settling State or Participating Subdivision must identify the amounts not used for such intended purpose by completing and delivering this report to the Settlement Fund Administrator and Janssen within 90 days of the end of the applicable period. It is the intent of the Parties that this report shall be available to the public. Capitalized terms used but not defined herein have the meaning ascribed to them in the Settlement Agreement.

Settling State

Participating Subdivision: ________________________________

For the 6 months ending: ________________________________

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Amounts from Settlement Fund used for purposes that do not qualify as Opioid Remediation</td>
<td>$</td>
</tr>
<tr>
<td>(2) Portion of amount in clause (1) used for attorneys’ fees, investigation costs, litigation costs, or costs related to the operation and enforcement of the Settlement Agreement</td>
<td>$</td>
</tr>
</tbody>
</table>

I certify that I have examined this report and, to the best of my knowledge and belief, it is true, correct and complete, and I further certify that I have authority to sign this document on behalf of the Settling State or Participating Subdivision listed above.

Signature: ________________________________

Name: ________________________________

Title: ________________________________

Date: ________________________________
Distributor Settlement Agreement
Report of Non-Opioid Remediation Uses

As provided in the Distributor Settlement Agreement dated July 21, 2021, between and among the Settling States, the Settling Distributors, and the Participating Subdivisions (the “Settlement Agreement”), it is the intent of the Parties that all payments disbursed from the Settlement Fund to the Settling States and Participating Subdivisions be used for Opioid Remediation, subject to certain exceptions. Use of the monies received from the Settlement Fund for purposes other than Opioid Remediation is disfavored by the Parties. If a Settling State or Participating Subdivision nonetheless uses monies received from the Settlement Fund for purposes that do not qualify as Opioid Remediation in any 6-month period ending June 30 or December 31 of any year, that Settling State or Participating Subdivision must identify the amounts not used for such intended purpose by completing and delivering this report to the Settlement Fund Administrator and Settling Distributors within 90 days of the end of the applicable period. It is the intent of the Parties that this report shall be available to the public. Capitalized terms used but not defined herein have the meaning ascribed to them in the Settlement Agreement.

Settling State

Participating Subdivision: ____________________________

For the 6 months ending: 6/30/2023

| (1) Amounts from Settlement Fund used for purposes that do not qualify as Opioid Remediation | $ |
| (2) Portion of amount in clause (1) used for attorneys’ fees, investigation costs, litigation costs, or costs related to the operation and enforcement of the Settlement Agreement | $ |

I certify that I have examined this report and, to the best of my knowledge and belief, it is true, correct and complete, and I further certify that I have authority to sign this document on behalf of the Settling State or Participating Subdivision listed above.

Signature: ____________________________

Name: ____________________________

Title: ____________________________

Date: ____________________________
BOARD OF SELECTMEN ACTION REQUEST

No.: 24-16

Date: April 01, 2024

Topic: New Business (D)- Proposed Line-Item Transfers (with attachment)

From: Robert Geiger, Town Manager

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

Section 914.
INTRA-DEPARTMENTAL TRANSFER OF APPROPRIATIONS Upon the request of the Manager, but only within the last three (3) months of the fiscal year, the Board of Selectmen may, by resolution, transfer any unencumbered appropriation, balance, or portion thereof, from one department, commission, board, or office to another. No transfer shall be made from any appropriation for debt service and other statutory charges. Notwithstanding the above, no transfer shall be made from any appropriation for an uncompleted capital improvement or from a department sinking fund without approval of the Town acting by referendum.

Requested Action: The Board of Selectmen should consider the proposed line-item transfers.

In accordance with Section 914, Finance Director Ann Marie Rheault has requested a transfer of funds to cover FY23 year-end deficits.

Fiscal Implications:

<table>
<thead>
<tr>
<th>FROM: Police Dept. (210)</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Line 1-0210-811-0003</td>
<td>Emergency Response Team</td>
<td>$2,500.00</td>
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Total $2,500.00

<table>
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<tr>
<th>TO: Police Dept. (210)</th>
<th>Description</th>
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<tr>
<td>Line 1-0210-826-0000</td>
<td>Maintenance of Equipment</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

Total $2,500.00

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of $2,500.00 from (210-811-0003) Emergency Response Team to (210-826-0000) maintenance of Equipment in the amount of $2,500.00.

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

Fiscal Implications: none
**FUND TRANSFERS - TOWN OF WINCHESTER**

**1. DEPARTMENT REQUESTING TRANSFER**

210-Police

**2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER**

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<th>DEPT#</th>
<th>OBJECT#</th>
<th>OBJECT#</th>
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<td>Emergency Response Team</td>
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<td>210</td>
<td>811</td>
<td>0003</td>
<td>$2,500</td>
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<td>$2,500</td>
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<td>Maintenance of Equipment</td>
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**3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER: (ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)**

We do not belong to an Emergency Response Team and the funds are needed to replace a heating unit in the break room.

**4. REQUESTING DEPARTMENT HEAD SIGNATURE:**

[Signature]

3/26/2024

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

[Signature]

3/26/2024

**6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION: (PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:**

[Signature]

3/26/2024

**7. DATE SUBMITTED TO BOARD OF SELECTMEN**

______________________________

**8. DATE APPROVED BY BOARD OF SELECTMEN**

______________________________

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer
BOARD OF SELECTMEN ACTION REQUEST

No.: 24-17  

Date: April 01, 2024

Topic: New Business (E)- Proposed Line-Item Transfers (with attachment)

From: Robert Geiger, Town Manager

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

Section 914.
INTRA-DEPARTMENTAL TRANSFER OF APPROPRIATIONS Upon the request of the Manager, but only within the last three (3) months of the fiscal year, the Board of Selectmen may, by resolution, transfer any unencumbered appropriation, balance, or portion thereof, from one department, commission, board, or office to another. No transfer shall be made from any appropriation for debt service and other statutory charges. Notwithstanding the above, no transfer shall be made from any appropriation for an uncompleted capital improvement or from a department sinking fund without approval of the Town acting by referendum.

Requested Action: The Board of Selectmen should consider the proposed line-item transfers.

In accordance with Section 914, Finance Director Ann Marie Rheault has requested a transfer of funds to cover FY23 year-end deficits.

Fiscal Implications:

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<th>FROM: Town Manager (111)</th>
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<tbody>
<tr>
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Total $1,000.00

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<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1-111-806-0001</td>
<td>Purchase/ Maintenance of Office Equipment</td>
<td>$1,000.00</td>
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</table>

Total $1,000.00

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of $1,000.00 from (111-811-0000) Training & Education to (111-806-0001) Purchase/ Maintenance of Office Equipment in the amount of $1,000.00.

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

Fiscal Implications: none
1. **DEPARTMENT REQUESTING TRANSFER**

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2. **TOTAL AMOUNT & FISCAL YEAR OF TRANSFER**

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

(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

We do not expend the full $3,591.59 remaining for training and education by June 30.
The Town Manager's office is in need of new computer accessories and chairs.

4. **REQUESTING DEPARTMENT HEAD SIGNATURE:**

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

6. **TOWN MANAGER'S APPROVAL AND RECOMMENDATION:**

(Per Sections 914 and 915 of Town Charter) Further Comments:

7. **DATE SUBMITTED TO BOARD OF SELECTMEN**

8. **DATE APPROVED BY BOARD OF SELECTMEN**

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer
To: Board of Selectmen
From: Jennifer Kelley, Winsted Senior Center Director & Municipal Agent
Subject: Director’s Report

Listed below you will find a list of program and services that were provided by the Winsted Senior Center during February 2024. If you have any questions, please email me at jkelley@townofwinchester.org.

February 2024

Finances:
- Budget: $203,045.00
- YTD Expended: $134,275.03
- Percentage Spent: 66.1%

Arts and Crafts Class: 23 members participated in the decoupage heart candle holder class.

Building Update: Writing State Unit on Aging ARPA grant request to replace roof and help fund free fitness classes.

Celebrations: 48 sweethearts, gal-entines, guy-entines and 8 Gilbert School honor students enjoyed our Valentine’s Lunch and afterward danced to favorite 50s and 60s music performed Bill Panagakos. Special thanks to the students for the goodie bags.

Congregate Meal Program Luncheon and Bake Sale: To celebrate the 50th anniversary of our meal program, funded by federal Older Americans Act, we had a special lunch and hosted Bake Sale to benefit the meal program.

Drumming Circle: 29 members participated in three classes.

Fitness Classes: 339 members participated in 33 classes.

Friday BINGO: 89 people attended our weekly Friday afternoon games on 4 afternoons.

Friendly Hands Food Bags: 95 bags were distributed to the 6 elderly housing sites, the Y shelter and Winsted Senior Center.

Hartford HealthCare Neighborhood Health Clinic: 15 member and community residents were seen for various medical services including Covid vaccines, flu shots, shingles, tetanus and pneumonia shots.

Healthy Cooking Classes: 7 members participated in our monthly class.

Income Tax Prep: Our free tax return program started on February 15. Sponsored by PrimeTime of Torrington, 2 volunteers were trained and certified by VITA.

Lunches Served: 574 lunches were served on 20 days.

Membership: 380 older adults age 55+ have paid dues or are lifetime members this year.

Senior Center Van: 234 rides were provided on 19 days.

Trips: 26 members traveled Atlantic City at the Resorts Hotel for 2 nights.

Update: Director writing State Unit on Aging ARPA grant request to replace roof and help fund free fitness classes. Director hosted the local senior center directors for a chat, attended
FitTogether board meeting, Zoom CT Fair Housing Law training, Connecting CT conversation, Town Social Services Group meeting, State Unit on Aging State Plan community conversation, Zoom Helping Hands board meeting, Winchester Housing board meeting, and CHWC board meeting.

Respectfully,

Jennifer Kelley

Jennifer Kelley