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

2. PLEDGE OF ALLEGIANCE

3. AGENDA REVIEW

4. APPROVAL OF MINUTES
   A) Minutes of Special Meeting on April 10, 2024
   B) Minutes of the Regular Meeting on April 15, 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. NEW BUSINESS
   A) Roadways Infrastructure Update from Public Works Director Jim Rollins (Town manager Harrington)
   B) 24-01 Resolution Authorizing Town Manager to Sign Documents for State of CT- DEEP Homeland Security Funds (Town Manager Harrington)
   C) 24-21 Reappropriation of ARPA Funds for the Winsted Senior Center Van Purchase (Town Manager Harrington).
   D) 24-22 Reappropriation of ARPA Funds for the Holland Beach Parking Lot Improvements (Town Manager Harrington).
   E) 24-23 Reappropriation of ARPA Funds for the FY2025 Twnr Budget (Town Manager Harrington).
   F) 24-24 Proposed Line-Item Transfer (Town Manager Harrington)
   G) 24-25 Proposed Line-Item Transfer (Town Manager Harrington)
   H) 24-26 Proposed Line-Item Transfer (Town Manager Harrington)

10. 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.

11. ADJOURNMENT
Town of Winchester
Board of Selectmen
Special Meeting - 7:00PM (Lee Ann LaClaire Room)
Wednesday, April 10, 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)
- Paul Marino (Selectman)
- Candy Perez (Selectwoman)
- William Pozzo (Selectman)
- Troy Lamere (Selectman)

Town Staff
- Bob Geiger (Interim Town Manager)
- Ann Marie Rheault (Finance Director)
- Glenn Albanesi (Town Clerk)
- Atty William Ryan (Town Labor Attorney)

Item 2  **Executive Session**
A) Police Union Collective Bargaining Agreement
Note - The Board of Selectmen entered Executive Session at 7:04pm and exited at 7:58pm. The Board rejoined the public in the Hicks Room at 8:01pm

Item 3  **Consider and Possibly act on the Police Union Collective Bargaining Agreement**
* Motion Statement - "I move that the Town of Winchester accept the Police contract as negotiated by Ryan and Ryan and the United Public Service Employee Union COPS 424 Unit Number 330"
Motion - Sel. Marino / Second - Sel. Pozzo
Vote to approve - Unanimous (7 - 0)

Item 4  Consider and Possibly Act on Town Manager's Proposed FY2025 Budget
* The following changes to the Town Manager Proposed Budget were voted on by the Board.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Description</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>E19</td>
<td>Restructure department staffing to 1 PT (certified) and 1 FT staff (TBD) - $72,890</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acct - Administrative Salaries (1-115-190-0000-0000)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Motion - Sel. Lamere / Second Sel. Marino</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vote to approve - Yes (6) - No (1) Sel. Sedlack</td>
<td></td>
</tr>
<tr>
<td>E20</td>
<td>Reduce 401a Employer Match contribution for Assessor Salary reduction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acct - Administrative Salaries (1-918-230-0004-0000)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Motion - Sel. Lamere / Second Sel. Marino</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vote to approve - Yes (6) - No (1) Sel. Sedlack</td>
<td></td>
</tr>
<tr>
<td>E21</td>
<td>Reduce Employer FICA taxes related to Assessor Salary reduction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acct - Administrative Salaries (1-918-230-0004-0000)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Motion - Sel. Hester / Second Sel. Lamere</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vote to approve - Yes (6) - No (1) Sel. Sedlack</td>
<td></td>
</tr>
</tbody>
</table>
E22  Board of Education Budget request reduction - $300,000.00
   Acct - Board of Education Expenditures (1-1000-100-1000-0000)
   Motion - Sel. Hester / Second Sel. Marino
   Vote to approve - Unanimous (7 - 0)

E23  Revision of General Fund Capital Funding adjusted for increased LOCIP payments in FY2024 and FY2025 - $81,660.00
   Acct - Transfer to Capital - General Fund (1-1001-179-0000-0000)
   Motion - Sel. Lamere / Second Sel. Pozzo
   Vote to approve - Unanimous (7 - 0)

   Restoration of vacant Deputy Police position previously cut from budget - $110,011
   Acct - Administrative Salaries (1-210-190-0000-0000)
   Motion - Sel. Marino / Second Sel. Pozzo
   Vote to approve - Unanimous (7 - 0)

   Restoration of FICA for above position - $8,416.00
   Acct - FICA (1-918-900-0001-0000)
   Motion - Sel. Pozzo / Second Sel. Marino
   Vote to approve - Unanimous (7 - 0)

   Restoration of MERS pension contribution for above position - $26,513.00
   Acct - Pension Contribution - CMERS (1-918-230-0001-0000)
   Motion - Sel. Hester / Second Sel. Pozzo
   Vote to approve - Unanimous (7 - 0)

   Restoration of Medical Benefits for above position - $30,987.00
   Acct - Medical Benefits (1-918-900-0002-0000)
   Motion - Sel. Hester / Second Sel. Marino
   Vote to approve - Unanimous (7 - 0)

*The above changes resulted in the following Budget summarization
   Original April 1, 2024 Town Manager Proposed Budget - $41,739,292.00
   April 10, 2024 Board of Selectmen approved changes ($268,752.00)
   Revised April 10, 2024 Budget Total - $41,450,720.00
   Mill Rate - 28.94 (2.55 increase from current 26.39)

Item 5  Adjournment
* Motion - Sel. Sedlack / Second - Sel. Hester
  To adjourn the meeting at 8:40pm
  Vote to approve - Unanimous (7 - 0)

ATTEST:

Glenn Albanesiws, 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
Regular Meeting
Monday April 15, 2024

Item 1  **Call to Order**
Meeting called to order by Mayor Todd Arcelaschi at 7:00pm

Attending Members
- Todd Arcelaschi (Mayor)
- Steve Sedlack (Selectman)
- Candy Perez (Selectwoman)
- Troy Lamere (Selectman)

William Hester (Selectman)
William Pozzo (Selectman)
Paul Marino (Selectman)

Staff Members
- Glenn Albanesi (Town Clerk)
- Ann Marie Rheault (Finance Director)

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

Item 3  **Public Hearing**  - Consider and Possibly Act on the Town Manager’s proposed FY2025 Town Budget

* The following people addressed the Board
  - Jim Biely
  - Frank Olivieri
  - Aubrey English
  - Deb Kessler
  - Holly Cassidy
  - Adam Quaglioni

Item 4  **Agenda Review**  - The following change was offered by Mayor Arcelaschi

Motion to Remove Item 8 (Finance Director’s Report) from the Agenda
Motion - Sel. Pozzo / Second - Sel. Marino
Vote to approve - Unanimous (7 - 0)

Item 5  **Approval of Minutes**
* Minutes of Special Meeting on March 21, 2024
  Motion - Sel. Hester / Second - Sel. Pozzo
  Vote to accept minutes - Unanimous (7 - 0)

* Minutes of Public Hearing on March 26, 2024
  Motion - Sel. Marino / Second - Sel. Lamere
  Vote to accept minutes - Unanimous (7 - 0)

* Minutes of Special Meeting on March 27, 2024
  Motion - Sel. Lamere / Second - Sel. Hester
  Vote to accept minutes - Unanimous (7 - 0)

* Minutes of Regular Meeting on April 1, 2024
  Motion - Sel. Lamere / Second - Sel. Hester
  Vote to accept minutes - Unanimous (7 - 0)

Item 6  **Citizens Comments**  - None
Town Manager's Report - Town Manager Bob Geiger reported on the following topics.
* Mr. Geiger explained that the FY25 Budget continues to command most of his time and attention.

Finance Director’s Report - This Item Removed from Agenda

Correspondence - None

Boards and Commissions - Sel. Sedlack introduced the following actions.
1) William Hudock (D) is submitted for Re-Appointment to Torrington Area Health with a term to expire 4/2027
   Motion - Sel. Sedlack / Second - Sel. Lamere
   Vote to approve - Unanimous (7 - 0)

2) Brian Shaughnessy (U) is submitted for Re-Appointment to the Recreation Board with a term to expire 4/2030
   Motion - Sel. Sedlack / Second - Sel. Pozzo
   Vote to approve - Unanimous (7 - 0)

3) Gary Paganelli (U) is submitted for Re-Appointment to the Inland Wetlands Commission with a term to expire 4/2027
   Motion - Sel. Sedlack / Second - Sel. Lamere
   Vote to approve - Unanimous (7 - 0)

4) Matt Closson (R) is submitted for Re-Appointment to the Inland Wetlands Commission with a term to expire 4/2027
   Motion - Sel. Sedlack / Second - Sel. Hester
   Vote to approve - Unanimous (7 - 0)

5) Joseph Beadle (D) is submitted for Re-appointment to the RRDD#1 Board of Directors with a term expire 4/2027
   Motion - Sel. Sedlack / Second - Sel. Lamere
   Vote to approve - Unanimous (Yes (6) - Abstain (1) Mayor Arcelaschi

6) Courtney Puckett is submitted for Nomination to the Cultural Commission with a term to expire 12/2024.
   Motion - Sel. Sedlack / Second - Sel. Hester

7) Ken Kazlauskas (D) is submitted for Nomination to the Recreation Board with a term to expire 4/2028
   Motion - Sel. Sedlack / Second - Sel. Lamere

8) David Lapointe (R) is submitted for Nomination to the Water and Sewer Commission with a term to expire 6/2029.
   Motion - Sel. Lamere / Second - None Offered

* 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 11  **Unfinished Business**

A) 24-11b Consider and Possibly Act on the adoption of the Historic Commission Ordinance amendments.
   (Third of 3 meetings)
   Motion Statement - "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 this 3rd and final as provided by the Town Charter."
   Motion - Sel. Hester / Second - Sel. Marino
   Vote to approve - Unanimous (7 - 0)

Item 12  **New Business**

A) 24-18 Refunds as recommended by the Collector of Revenue.
   Motion Statement - "I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue in the amount of $77.00."
   Motion - Sel. Marino / Second - Sel. Hester
   Vote to approve - Unanimous (7 - 0)

B) 24-19 Proposed Line Item Transfer
   Motion Statement - "I move that the Board of Selectmen approve the line item transfer of $6,000.00 from (210-197-0011) Overtime - Drug Investigation to (210-821-0000) Maintenance of Vehicles in the amount of $6,000.00."
   Motion - Sel. Sedlack / Second - Sel. Marino
   Vote to approve - Unanimous (7 - 0)

C) 24-20 Consider and possibly Act on the Appointment of a Moderator for the Annual Town Meeting to be held on Monday May 13, 2024.
   Motion Statement - "I move that the Board of Selectmen appoint Dennis Dressel to serve as Moderator at the Annual Town Budget Meeting to be held at 7:00pm on Monday May 13, 2024 at the Gilbert School Auditorium."
   Motion - Sel. Hester / Second - Mayor Arcelaschi
   Vote to approve - Unanimous (7 - 0)
   Sel. Perez asked that the "Town Meeting Rules and Guidelines Sheet" for the May 13th meeting be posted on the Town's website.

D) Consider and Possibly Act on the WinRoc settlement.
   Town Manager Geiger explained that Town Attorney Kevin Nelligan had negotiated a settlement regarding WinRoc's lawsuit to reduce their Stop & Shop Plaza Property Assessment. Bob explained he needed the Boards formal approval to act and accept the settlement.
   A motion giving Board of Selectmen approval to the Town Manager to accept the settlement was offered.
   Motion - Sel. Pozzo / Second - Sel. Hester
   Vote to approve - Unanimous (7 - 0)

Item 13  **Citizens Comments**  - None
Item 14  

**Selectmen's Comments and Reports** -

Sel. Perez - Requested that the Board schedule additional Budget review meetings. The Board agreed to meet again on April 23rd at 7pm.

Sel. Hester - Offered an analogy that 250 new homes each paying $4000.00 in Property taxes would raise 1 million dollars in new revenue to the Town.

Mayor Arcelaschi - Reminded everyone that the 2024 Youth Baseball Kickoff is scheduled for Saturday April 20th at the Little League field at Walker.

Sel. Marino - Offered explanations for several Board decisions regarding the FY25 Budget.

Item 15  

**Adjournment**

* Motion - Sel. Sedlack / Second - Sel. Marino
  
To adjourn the meeting at 7:56pm

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, May 6, 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>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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>
<tr>
<td>4/24/2024</td>
<td>Charlene Lavoie</td>
<td>Architectural Review Committee</td>
<td>U</td>
<td>Member</td>
<td>4/2028</td>
</tr>
<tr>
<td>4/25/2024</td>
<td>Dewees Yeager</td>
<td>Economic Development Commission</td>
<td>U</td>
<td>Member</td>
<td>4/2029</td>
</tr>
<tr>
<td>4/25/2024</td>
<td>Gary Giordano</td>
<td>Economic Development Commission</td>
<td>R</td>
<td>Member</td>
<td>4/2029</td>
</tr>
<tr>
<td>4/25/2024</td>
<td>Willard Platt</td>
<td>Ad Hoc Water Level Committee</td>
<td>U</td>
<td>Member</td>
<td>4/2026</td>
</tr>
<tr>
<td>4/25/2024</td>
<td>Ellen Babcock</td>
<td>Ad Hoc Water Level Committee</td>
<td>D</td>
<td>Member</td>
<td>4/2026</td>
</tr>
<tr>
<td>4/26/2024</td>
<td>David Pines</td>
<td>Ad Hoc Water Level Committee</td>
<td>D</td>
<td>Member</td>
<td>4/2026</td>
</tr>
<tr>
<td>4/26/2024</td>
<td>Jen Perga</td>
<td>Ad Hoc Water Level Committee</td>
<td>D</td>
<td>Member</td>
<td>4/2026</td>
</tr>
</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>
</thead>
<tbody>
<tr>
<td>April 5, 2024</td>
<td>Jackie Mulvey</td>
<td>Inland Wetlands</td>
<td>D</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>April 25, 2024</td>
<td>Don Crossman</td>
<td>AD Hoc Water Level Committee</td>
<td>U</td>
<td>Member</td>
<td></td>
</tr>
</tbody>
</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>5/1/2024</td>
<td>Mary Ellen Marino</td>
<td>Zoning Board of Appeals</td>
<td>D</td>
<td>Alternate</td>
<td>5/2009</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>
</tr>
</thead>
<tbody>
<tr>
<td>4/15/2024</td>
<td>David Pines</td>
<td>Water and Sewer</td>
<td>D</td>
<td>Member</td>
<td>2029</td>
</tr>
</tbody>
</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>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>
</tbody>
</table>
## Current Vacancies - As of this date
(Announce at each Meeting)

<table>
<thead>
<tr>
<th>Board or Commission</th>
<th>Position</th>
<th>Openings</th>
<th>Meets On</th>
<th>Appointing Authority</th>
</tr>
</thead>
<tbody>
<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>
</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>
</tr>
<tr>
<td>Cultural District Commission</td>
<td>Member</td>
<td>5 Members (1 Pending)</td>
<td>To Be Determined</td>
<td>Board of Selectmen</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>
</tr>
<tr>
<td>Laurel City Commission</td>
<td>Regular</td>
<td>3</td>
<td>TBD January - June</td>
<td>Board of Selectmen</td>
</tr>
<tr>
<td>Recreation Board</td>
<td>Member</td>
<td>1</td>
<td>Monthly - 1st Wed</td>
<td>Board of Selectmen</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>
</tr>
<tr>
<td>Zoning Board of Appeals</td>
<td>Member / Alternate</td>
<td>1 Member / 1 Alternate</td>
<td>Monthly - 2nd Tues</td>
<td>Board of Selectmen</td>
</tr>
</tbody>
</table>
Mary Ann Marino
631 Vera Rd.
Winsted, CT 06098
Town of Winchester
338 Main Street
Winsted, CT 06098

Attn:
Board of Selectmen: Todd Arcelaschi, William Hester, Troy LaMere, Paul Marino, Jr., Candy Perez, William Pozzo, Steven Sedlack
Town Manager: Paul Harrington

Dear Sirs/Madam,

I am writing to you to volunteer to occupy the open seat on the Town of Winchester Zoning Board of Appeals. I was honored to serve on the town’s Inland Wetlands and Watershed Commission for three years between 2020-2023 and, during this time, my knowledge of the complexities and challenges the town faces deepened. During my time on the IWWC, I also developed a keen understanding of the crucial role we residents play in the functioning of a thriving town and community and my passion for supporting our town’s progress and success as an active community member has grown exponentially.

As a stakeholder of this town since my childhood, beginning when our family purchased property in 1970, I have witnessed the evolution of the community at close range. As a successful female business executive and entrepreneur, I bring innovative thinking to every table I join. Finally, my experience on IWWC truly rounds out the insights I believe I can contribute in positive and constructive ways on the ZBA.

Thank you very much for your consideration.

Best,

[Signature]

Mary Ann Marino
TO: Board of Selectmen
FROM: Jim Rollins, Director of Public Works
       Paul Harrington, Town Manager
SUBJECT: Infrastructure Investment Plan Bond Report
MEETING DATE: May 6, 2024

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 pharrington@townofwinsted.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 which are Substantially Complete:

- **Case Avenue**: The drainage, granite curbing, sidewalks, road base reconstruction and paving are Substantially Complete. There are some minor punch list items to be tidied up this spring.

- **Case Avenue Bridge**: Construction started in April 2023. The Water, Sewer & Gas utilities have been replaced. The Bridge is Substantially Complete. There will be some punch list items to be tidied up in the spring. The bridge was opened to traffic on 12/1. In the coming weeks, the contractor is coming back to mill and pave some asphalt that we did not accept, and to replace a sidewalk ramp (northwest corner).

- **Whiting Street**: The project is "Substantially Complete". There is one sinkhole that we are watching (caused by a privately owned pipe under the road), and 2 areas of spalling (caused by 2 mud-flaps which got paved into the wear course).

- **Taylor Brook Culvert under West Wakefield Blvd**: The project is "Substantially Complete".
  DEEP easement still needs resolution.
• Marshall Street: To date, DPW workers have replaced all the drainage structures, the reclaiming/fine grading & compacting, paving, aprons, and centerline painting is complete. Some re-work of eroded shoulders still need to be fixed. Additional curbing will be installed where we didn’t foresee the need. There is still some asphalt debris picked up too.

Projects currently active:

• Old Colebrook Rd., & Indian Meadow Dr.: Old Colebrook Rd. and Indian Meadow Dr. have been postponed until summer 2024 due to the need for a wetland permit, for a culvert enlargement on Old Colebrook Rd. Summer 2024

• Elm Street (Main to Gay): The design has been approved by STEAP & Communities Challenge Grant, and bid documents have been completed, and advertised. Public Information Meeting occurred in December. Bids have been received, Winning Bid was Richards Corp., Terryville, CT $1,5412,000 Eversource Gas is doing their per-work now. Tentatively scheduled to start in early June, finish in October.

• 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 has postponed their work for more than 5 years so we freshened up the bid documents and went to bid this winter for a spring start, 1 yr. ahead of schedule. We are reviewing the (6) bids now ranging from the 3 low range from $1.13m to $1.36m. Tentatively scheduled to start in early June, finish in October.

• Upland Road: This project is mostly being constructed by the DPW crew, paving and guiderails will be subcontracted. DPW is planning to fill & compact the slope below the failing section of roadway and contract the guiderail & paving. Spring/summer 2024 Started today!

• Hannafin Road: (the road not the culvert) To be reclaimed w/ supplemental aggregate, and paved off the state bid. Will occur at the same time as Indian Meadow & Old Colebrook Rd. Coordinating with Colebrook to have them address their section of the road. Summer 2024
Planning and/or Engineering stage:

- **Oakdale Avenue:**
  ~36” Corrugated Metal Pipe, lining project through state bid? asap! Begin in the summer of 2024?

- **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. In the meantime, DPW is tackling the easy stuff ourselves.
  **This work season**
  800ish East Wakefield Blvd. underdrain project needs a wetlands permit.
  Possibly 813 E. Wakefield to help resolve a driveway erosion problem.
  731-735 W. Wakefield new 4’ sump w/ hood, new cross-over and 200’ of underdrain.
  ~225-305 W. Wakefield, about 400’ of underdrain to replace & supplement existing.
  Holland Beach catch basin w/ piping to W. Lake St.
  Bottom of Forest Ave.

- **West Wakefield Blvd. (Phase 1) Mountain Rd. to Forest Ave.:** This project will follow the completion of the water quality drainage projects associated with the above Highland Lake Drainage Project.

- **West Wakefield Blvd. (Phase 2) West Lake St. to about 305 West Wakefield:** This project must follow the replacement of water mains running from Von’s Lane to West Lake St., and the above drainage projects at Holland Beach & 225-305 W. Wakefield.

- **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 & Asset Management). 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. The first ones will probably be at Holland Beach and 840 E. Wakefield.
  BOS authorized Nipp Money to be used to fund this first step.

- **White Street Bridge:** This bridge has been accepted into the "Federal Local Bridge Program" with the offer of 100% reimbursement. Survey work has started. Waiting for DOT to set up a project start meeting. Neighbor notifications have started.
• **Grantville Road Bridge:** This bridge has been accepted into the "Federal Local Bridge Program" with the offer of 100% reimbursement. Survey work has started. Waiting for DOT to set up a project start meeting. Neighbor notifications have started.

**Next Round of Projects**

• **South Road:** (Newfield Road to Hollow Road) Prepare a limited scope of work and utilize unit price bids. Advertise bids winter 2024, start spring 2025, complete summer 2025. **No change since the last update.**

• **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. Currently DPW is evaluating the drainage in order to develop a scope of work. We should also coordinate some sewer main repairs first.**

• **Roberts Avenue:** Currently DPW is evaluating the drainage in order to develop a scope of work.

• **Wahnee Road:** DPW is evaluating the existing conditions of the drainage system and road base with the intent to issue an RFP utilizing the State Bid or COG Bid process. 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.** Coordinating to get ahead of CT DOT Ashley Rd. Bridge (summer 2026)

• **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.**

**Dormant Projects:**

• **Holabird Avenue (Whiting St. to Florence St.):** The first draft of 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 2025. No change since the last update.**
Casual preliminary planning projects

- **West Wakefield Blvd (Phase 1) Mountain Rd. to Forest Ave.**: 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. **No change since last update.**

- **West Wakefield Blvd (Phase 2) West Lake St. to about 305 W. Wakefield**: 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. **No change since last update.**

- **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.**

- **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.

Significant Capital Project (non-bond) updates:

- **Smith Hill Bridge, Rehabilitation**: Bids received a few weeks ago, Shultz Corp. is the apparent low bidder, still being reviewed. $165k - $177k Town Manager is asking for BOS authority to sign the contract.

- **Sidewalks**: Some light sidewalk repairs were made between the YMCA and High Street on Main Street, as well as at 66 Main St., 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. is complete. #2 on map and Willow St. currently underway and will be complete this month. #3 on map. An inventory of sidewalk details are being considered for use in sidewalk bid documents.

- **Hannafin Culvert**: (not part of the Bond Package) Preliminary engineering is complete The State Local Bridge Program approved our application for funding w/ 50% reimbursement. Estimated to begin in the spring of 2026 and the project will conclude in the summer of 2026. We still need to find a way to pay our half of the culvert, about $500k.
• **Brook Street Drainage:** Depending on the budget passing.

• **Brookside Avenue & Morningside Avenue Drainage & Paving:** Depending on the budget passing.

• **Sunny Ridge Drainage:** Drainage is complete. Paving depends on the budget passing.

• **Mountain Road Underdrains:** Some done last fall, the rest in the coming weeks.

• **Retaining Wall at 834 E. Wakefield Blvd.** Go to bid in June, start after Labor Day, finish before winter.

Respectfully submitted,

Jim Rollins  
Director of Public Works

Paul Harrington  
Town Manager & CEO
AUTHORIZING RESOLUTION OF THE

Town of Winchester-City of Winsted

CERTIFICATION:

I, Glenn Albanesius, the Town Clerk of Town of Winchester, do hereby certify that the following is a true and correct copy of a resolution adopted by Board of Selectmen at its duly called and held meeting on May 06, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town of Winchester may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Paul Harrington, as Town Manager of Town of Winchester, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Winchester and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Paul Harrington now holds the office of Town Manager and that he/she has held that office since April 22, 2024.

IN WITNESS WHEREOF: The undersigned has executed this certificate on this 6th day of May, 2024.

______________________________
Glenn Albanesius, Town Clerk

PLACE
SEAL HERE
(or “L.S.” if no seal
BOARD OF SELECTMEN ACTION REQUEST

No.: 24-21

Topic: Reappropriation of ARPA Funds for the Winsted Senior Center Section 5310 Van Purchase

From: Paul Harrington, Town Manager

Date: May 6, 2024

Background: Section 5310 aims to improve accessibility and transportation options for seniors and individuals with disabilities beyond what traditional public transportation and paratransit services can provide. The Winsted Senior Center accepted a Section 5310 grant from the Connecticut Department of Transportation (CTDOT) in November 2023. A van was ordered in 2019 for $127,848. CTDOT will provide $102,278 (80%) for the federal share and $12,770 (10%) for the state share. The remaining $12,800 (10%) of the van purchase is the responsibility of the Town of Winchester. $12,000 of this amount was budgeted in the Fiscal Year 2022 Capital Improvement Plan (CIP). I request that the remaining $800 be paid with reallocated ARPA funds.

An analysis of Town programs and projects previously funded by American Rescue Plan Act (ARPA) dollars shows that funds to the ‘No Senior Left Behind’ Technology Program are available for the Town’s remaining share of the 5310 van grant. Though a new project, this reallocation will continue to benefit the Winsted Senior Center while saving the Town capital improvement dollars and fulfilling our grant share requirement.

Requested Action: I ask that the Board authorize the reappropriation of ARPA dollars from the ‘No Senior Left Behind’ Technology Program to the Section 5310 Van Purchase project.

Fiscal Implications: Funds for this purchase are not allocated in the FY24 or FY25 capital improvement plan budget.

Recommended Motion: “I move that the Board of Selectmen reappropriates $800.00 from the ‘No Senior Left Behind’ Technology Program funded by American Rescue Plan Act (ARPA) dollars to Section 5310 Van Purchase”.

Attachments: Signed 5310 Grant Acceptance Certification
ACCEPTANCE CERTIFICATION
SECTION 5310 GRANT
Federal Fiscal Year 2018, 2019 & 2022

This certifies that the Town of Winchester, Winsted Senior Center, will accept a Section 5310 grant from the Connecticut Department of Transportation (CTDOT) and has sufficient resources available to provide the local match for the purchase of the vehicle(s) as well as for operation of the vehicle(s).

The total price of the vehicle ordered in 2019 is now $127,848 for which CTDOT will provide $102,278 of federal share ($47,858 from FFY 2019 grant CT-2021-008, $3,342 from FFY 2018 CT-2020-002, and $51,078 pending Federal Transit Administration approval of CTDOT’s FFY 2022 Section 5310 Application) and $12,770 for the state share. The Town of Winchester, Winsted Senior Center, is responsible for the local share of $12,800.

CTDOT must be listed as first lien holder on the motor vehicle registration(s) for the vehicle(s). CTDOT shall remain the lien holder on the title to the Project Equipment, but may, at its sole discretion, release the lien upon Recipient’s request to dispose of the Project Equipment, any such request being subject to CTDOT’s prior written approval. During the useful life of the vehicle(s), appropriate insurance levels must be maintained, and the vehicle(s) must be registered in accordance with all the rules and regulations of the Connecticut Department of Motor Vehicles.

Once your organization executes this Acceptance Certification, you have ninety (90) calendar days to forward to CTDOT a written confirmation that the bid process for purchase of a wheelchair accessible vehicle has been initiated, or that your organization will procure the vehicle through an open option on an FTA compliant procurement.

Once your organization has accepted delivery of the vehicle, the following must be submitted to CTDOT within 3 - 5 business days:

1) CTDOT Invoice Summary & Processing form (ISP)
2) Dated manufacturer’s or dealer’s invoice naming your organization as the recipient of the vehicle.
3) Vehicle Acceptance form
4) Post-delivery Federal Motor Vehicle Safety Standards (FMVSS) certification
5) Post-delivery Purchaser’s Requirements certification
6) Post-delivery Buy America certification
7) Two (2) copies of the Certificate of Origin(s), and
8) Acord Certificate of Liability Insurance form

If these conditions are not met, your organization acknowledges that this cash grant will be returned to CTDOT.

In order to expedite vehicle delivery, a recipient may order a vehicle in advance the fully executed Acceptance Certification; however, this action must follow an FTA-compliant procurement process and shall be taken entirely at the risk of the organization.
| **Legal Organization/Business Name:** | **Town of Winchester** |
| **Address:** | **337 Main Street** |
| **City/Town:** | **Winsted** |
| **State:** | **CT** |
| **Zip code:** | **06098** |
| **Name of Authorized Official:** | **Robert Beiger** |
| **Title of Authorized Official:** | **Town Manager** |
| **Federal Employer Identification Number:** | **066082134** |

**Signature of Authorized Official:** 

**Date:** 11/16/23
BOARD OF SELECTMEN ACTION REQUEST

No.: 24-22

Date: May 6, 2024

Topic: Reappropriation of ARPA Funds for Holland Beach Parking Lot Improvements

From: Paul Harrington, Town Manager

Background: An analysis of the Water Quality Improvement Program, funded by American Rescue Plan Act (ARPA) dollars, shows a balance available for reallocation. To date, no expenses have been incurred and the full, original allocation amount of $10,000 is available. The original WQIP resident grant program would require significant time and resources to administer whilst the Holland Beach Parking Lot continues to impact nearby water quality with runoff. Therefore, I request that the Board of Selectmen reallocate the $10,000 in ARPA dollars from the WQIP to Holland Beach Parking Lot Improvements as both align with the overarching idea to improve water quality.

Requested Action: I ask that the Board authorize the reappropriation of ARPA dollars from the Water Quality Improvement Program (WQIP) to the Holland Beach Parking Lot Improvements project.

Fiscal Implications: Holland Beach Parking Lot Improvements are anticipated in the Fiscal Year 2027 Capital Improvement Plan (CIP). Completing work at the site now may reduce the scope of work required, thus potentially reducing anticipated expenses in that fiscal year.

Recommended Motion: “I move that the Board of Selectmen reappropriates $10,000.00 from the Water Quality Improvement Program (WQIP) funded by American Rescue Plan Act (ARPA) dollars to Holland Beach Parking Lot Improvements.”

Attachments:
BOARD OF SELECTMEN ACTION REQUEST

No.: 24-23

Date: May 6, 2024

Topic: Reappropriation of ARPA Funds to the FY 2025 Town Budget

From: Paul Harrington, Town Manager

Background: An analysis of Town programs and projects previously funded by American Rescue Plan Act (ARPA) dollars shows balances available for reallocation (see “Available ARPA Balances by Program” attached). Funds intended to be reallocated in this step are: $15,000 from the Business Start-Up Program, $31,961 from the Façade Improvement Program, $1,206 from the ‘No Senior Left Behind’ Technology Program, $7,072 from Walker Field Lights, and $25 from Recreation Safety Improvements. This totals $55,264.

Winchester’s grand list slightly declined in Fiscal Year 2025. Resultingly, the Town suffers a loss of revenue before introducing any operating expenditures. Therefore, I recommend that the combined $55,264 balance be reallocated to “Transfers In – ARPA – Fund 7,” account number 1-999-799-0003-0000 in the Fiscal Year 2025 Town Budget. This action request is the formal allocation request following the Board of Selectmen’s decision to add $55,264 to the aforementioned revenue account in its April 23 special meeting.

Requested Action: I ask that the Board authorizes the reappropriation of ARPA dollars from the combined project balance to Transfers In – ARPA – Fund 7 in the Fiscal Year 2025 Town Budget.

Fiscal Implications: Non-tax revenues are increased in Fiscal Year 2025, which offsets the cost of expenses while bringing down the tax burden per individual taxpayer.

Recommended Motion: “I move that the Board of Selectmen reappropriates $55,264.00 from the Business Start-Up Program, Façade Improvement Program, ‘No Senior Left Behind’ Technology Program, Walker Field Lights, and Recreation Safety Improvements all funded by American Rescue Plan Act (ARPA) dollars to “Transfers In – ARPA – Fund 7,” account number 1-999-799-0003-0000 in the Fiscal Year 2025 Town Budget”.

Attachments: Available ARPA Balances by Program
Town of Winchester
ARPA Available Balance by Program

<table>
<thead>
<tr>
<th>Program</th>
<th>Including Repayments</th>
<th>Excluding Repayments¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Start-Up Program</td>
<td>15,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Façade Improvement Program</td>
<td>31,961</td>
<td>11,961</td>
</tr>
<tr>
<td>No Senior Left Behind Program</td>
<td>13,206</td>
<td>13,206</td>
</tr>
<tr>
<td>Walker Field Lights</td>
<td>7,072</td>
<td>7,072</td>
</tr>
<tr>
<td>Recreation Safety Improvements</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td><strong>Available for Reallocation</strong></td>
<td><strong>77,264</strong></td>
<td><strong>47,264</strong></td>
</tr>
</tbody>
</table>

¹. This is the "safe" amount to reallocate pending possible legal proceedings to collect façade and business start-up repayments.
BOARD OF SELECTMEN ACTION REQUEST

No.: 24-24

Date: May 06, 2024

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

From: Paul Harrington, 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>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1-0210-843-0000</td>
<td>Marine Patrol</td>
<td>$3,769.54</td>
</tr>
</tbody>
</table>

Total $3,769.54

<table>
<thead>
<tr>
<th>TO: Police Dept. (210)</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1-0210-843-0001</td>
<td>Boat Repair &amp; Equipment</td>
<td>$3,769.54</td>
</tr>
</tbody>
</table>

Total $3,769.54

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of $3,769.54 from (210-843-0000) Marine Patrol to (210-843-0001) Boat Repair & Equipment in the amount of $3,769.54.

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

Date prepared: 4/22/2024

1. DEPARTMENT REQUESTING TRANSFER

   210-Police

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

   $ 3,769.54  FY 2024

ACCOUNT(S) TRANSFERRED FROM:

<table>
<thead>
<tr>
<th>Fund</th>
<th>DEPT#</th>
<th>OBJECT#</th>
<th>OBJECT#</th>
<th>AMOUNTS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>210</td>
<td>843</td>
<td>0000</td>
</tr>
</tbody>
</table>

Total $ 3,769.54

ACCOUNT(S) TRANSFERRED TO:

<table>
<thead>
<tr>
<th>DEPT#</th>
<th>OBJECT#</th>
<th>OBJECT#</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>210</td>
<td>843</td>
<td>0001</td>
</tr>
</tbody>
</table>

Total $ 3,769.54

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:
   (ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

There are excess funds in Marine Patrol due to the inability to staff the marine patrol. Funds are needed to remove and transfer equipment to the new boat.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:

   [Signature]
   4/22/2024

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

   [Signature]
   4/22/2024

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
BOARD OF SELECTMEN ACTION REQUEST

No.: 24-25

Date: May 06, 2024

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

From: Paul Harrington, 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: Senior Center (813)</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1-813-800-0001</td>
<td>Healthy Aging</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Line 1-813-841-0000</td>
<td>Celebrations</td>
<td>$500.00</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td>$1,500.00</td>
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</table>

<table>
<thead>
<tr>
<th>TO: Senior Center (813)</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1-813-806-0000</td>
<td>Office Supplies</td>
<td>$1,500.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

**Recommended Motion:** I move that the Board of Selectmen approve the line-item transfer of $1,000.00 from (1-813-800-0001) Healthy Aging and $500.00 from (1-813-841-0000) Celebrations to (1-813-806-0000) Office Supplies in the amount of $1500.00.

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

813-Senior Center

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

$1,500
FY 2024

ACCOUNT(S) TRANSFERRED FROM:

<table>
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<tr>
<th>Account</th>
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<th>Object#</th>
<th>Object#</th>
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<tbody>
<tr>
<td>Healthy Aging</td>
<td>813</td>
<td>800</td>
<td>0001</td>
<td>$1,000</td>
</tr>
<tr>
<td>Celebrations</td>
<td>813</td>
<td>841</td>
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<td>$500</td>
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ACCOUNT(S) TRANSFERRED TO:

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<tr>
<th>Account</th>
<th>Dept#</th>
<th>Object#</th>
<th>Object#</th>
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<td>806</td>
<td>0000</td>
<td>$1,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
</tr>
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</table>

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

(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

We do not expect to use all of the Healthy Aging and Celebration funds by the end of the fiscal year. Additional funds are required in office supplies to buy essential hygienic commodities such as toilet paper and gloves.

4. REQUESTING DEPARTMENT HEAD SIGNATURE:

[Signature]
4/17/2024

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

[Signature]
4/17/2024

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:

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

[Signature]
4/17/2024

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.: 24-26                                      Date: May 06, 2024

Topic: New Business (H)- Proposed Line-Item Transfers

From: Paul Harrington, Town Manager

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

Section 915.
INTER-DEPARTMENTAL TRANSFER OF APPROPRIATIONS Upon the request of the Manager, but only within the last three (3) months of the fiscal year, the Board of Selectmen may, by resolution, transfer any unencumbered appropriation, balance or portion thereof, from one department, commission, board or office to another. No transfer shall be made from any appropriation for debt service and other statutory charges. Notwithstanding the above, no transfer shall be made from any appropriation for an uncompleted capital improvement or from a department sinking fund without approval of the Town acting by referendum.

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

In accordance with Section 915, Finance Director Ann Marie Rheault has requested a transfer of funds to cover FY23 year-end deficits.

Fiscal Implications:

<table>
<thead>
<tr>
<th>FROM: Town Manager (111) &amp; Human Resources (150)</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-111-806-0001</td>
<td>Annual Report &amp; Budget</td>
<td>$265.61</td>
</tr>
<tr>
<td>1-150-806-0000</td>
<td>Stationary &amp; Postal Services</td>
<td>$162.08</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TO: Town Manager (111)</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
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<td></td>
</tr>
<tr>
<td>1-111-806-0000</td>
<td>Office Supplies</td>
<td>$427.69</td>
</tr>
</tbody>
</table>

Recommended Motion: I move that the Board of Selectmen approve the line-item transfer of $265.61 from (1-111-816-0001) Annual Report & Budget and $162.08 from (1-150-806-0000) Stationary & Postal Services to (1-111-806-0000) Office Supplies in the amount of $427.69.
FUND TRANSFERS - TOWN OF WINCHESTER

1. DEPARTMENT REQUESTING TRANSFER

111-Town Manager

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

<table>
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<tr>
<th>ACCOUNT(S) TRANSFERRED FROM:</th>
<th>Fund:</th>
<th>DEPT#</th>
<th>OBJECT#</th>
<th>OBJECT#</th>
<th>AMOUNTS</th>
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<td>111</td>
<td>806</td>
<td>0001</td>
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<tr>
<td>Stationary and Postal Services</td>
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<td>1</td>
<td>150</td>
<td>806</td>
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ACCOUNT(S) TRANSFERRED TO:

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<th>DEPT#</th>
<th>OBJECT#</th>
<th>OBJECT#</th>
<th>AMOUNTS</th>
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</table>

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:
   (ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

No further expenses will be incurred for budget books/reports and stationary and postal services in 150-Human Resources coincide with the purpose of office supplies. Additional funds are needed to purchase general office supplies in the Town Manager’s Office.

NOTE: This is both an intra- and interdepartmental transfer,

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