

# Proposed ARPA Allocations

Town of Winchester, CT  
November, 2021





# ARPA Funding 101

- In 2021, the federal government announced that the Town of Winchester would receive \$3,138,260 in funding from the American Rescue Plan Act (ARPA).
- Funds are only to be used for one of the five following purposes:
  - a. Support public utilities.
  - b. Support post-pandemic economic development.
  - c. Support expanded social services.
  - d. Support pandemic-related emergency services.
  - e. Recover lost municipal income.
- Earlier in 2021, the Board of Selectmen empowered the Town Manager to convene a group of staff members, residents, and Selectmen to consider possible uses of these funds and to make a recommendation to the Board of Selectmen for their recommendation.
- This document outlines a “Phase 1” proposal for funding, which will allow us to make use of ARPA funds already in our possession. The second half of the ARPA funds will not be received until July 1, 2022, and deferring decisions about how to spend that money until closer to that date will allow us to better react to new and evolving situations as they arise.



# Rationale for General Project Inclusion

## Projects were more likely to be included if...

1. They met the objectives of ARPA.
2. They were not independently too expensive.
3. They provided clear benefit to residents of the Town and the Town's continued development and success.
4. They help defray taxpayer or ratepayer costs.
5. They are sustainable and do not require increased taxpayer funding in the future.

## Projects were less likely to be included if...

1. They did not meet the objects of ARPA.
2. They were independently too expensive.
3. They did not provide a clear benefit to residents of the Town.
4. They did not help defray costs for taxpayers and/or ratepayers.
5. They are not sustainable and require increased taxpayer funding in the future.
6. They were proposed without an estimated cost.
7. Other grant/non-taxpayer funding is likely available to cover costs presented.



# Rationale for Project Inclusion in Phase One

## Projects were more likely to be included in this phase if...

1. The project that is being funded is time-sensitive to some degree.
2. The project would directly and immediately improve the Town's economic conditions, safety services, and/or general resident services.
3. The project addresses priorities designated by the Board of Selectmen.
4. It is unlikely that we will be able to seek other grant funding for the project in question.

## Projects were less likely to be included in this phase if...

1. The project is not time-sensitive and can be easily funded in 2022 without negative consequences.
2. The project would not be able to quickly improve the Town's economic conditions, safety services, and/or general resident services.
3. The project does not address priorities designated by the Board of Selectmen.
4. We have an opportunity to seek other grant funding for the project in question.



## **Other Projects Under Consideration for Phase 2 and Beyond**

- Director of Economic Development - Part 2
- Medical Supplies
- Supplemental First Responder Vehicle
- Winchester Fire Department Pumper/Tanker
- Sewer Plan Septage Receiving Station
- Sewer Plant Step Screen
- Water Main Rehab/Replacement
- Community Center Review
- Mad River Riverfront Recapture Efforts
- Senior Center Free Fitness Classes
- Social Services Coordinator - Part 2
- Soldiers Monument Educational Panels & Renovation

# Summary - Phase 1 Projects Included

Project Name	Category	Estimated Cost
Online Permitting Software	Economic Development	\$39,200
Remote Laptops	Economic Development	\$3,000
Town Marketing & Economic Development Activities	Economic Development	\$40,000
Director of Economic Development - Part 1	Economic Development	\$50,000
Business Start-Up Fund	Economic Development	\$100,000
Water Quality Improvement Program	Economic Development	\$10,000
800-band Radios	Health & Emergency Services	\$200,000
Ambulance Components	Health & Emergency Services	\$67,366
Firehouse Air Conditioning with Filtration Station	Health & Emergency Services	\$35,000
Firehouse Washing Machine & Dryer	Health & Emergency Services	\$40,000
GIS Map Updating	Health & Emergency Services	\$48,960
Mailed Communications	Health & Emergency Services	\$11,000
Recreation Safety Improvements	Health & Emergency Services	\$8,500
Sewer Plant Raw Water Pumps	Public Utilities	\$350,000
Sewer Pump Station Rehabilitations	Public Utilities	\$350,000
Senior Center "No Senior Left Behind" Technology Program	Social Services	\$20,210
Social Services Coordinator - Part 1	Social Services	\$60,000
<b>TOTAL</b>		<b>\$1,433,236</b>

## Project Breakdown:

- 17 Projects funded in Phase 1.
- Funds divided by category:
  - Public Utility: 48.84%
  - Health & Emergency Services: 28.66%
  - Social Services: 5.60%
  - Economic Dev: 16.90%
- Allocations will help keep utility rates down with sizable allocation to that sector alone.
- Phase 1 money is being directed to time-sensitive projects and items that will have the quickest and most direct positive impact on the community.



## **Winchester Public Schools**

Please note that, through the American Rescue Plan Act, the Winchester Public Schools system received \$1,608,615. These funds are separate from the \$3,138,260 that the Town of Winchester received from this Act. The Act explicitly states that funds allocated to the school system are meant to be spent on school-related items/projects and the funds allocated to the Town are meant to be spent on Town-related projects. Thus, there are no school-related items/projects in this presentation. For more information about how the school system will use the funding they received, please contact Superintendent of Schools Melony Shanley-Brady.



## Leftover Funding

We are simultaneously preparing to find the greatest cost efficiencies possible for each project and seeking out other grant opportunities that can supplement the money we have received from the American Rescue Plan Act. It is our goal to have every project listed come in at or under budget every time, and it is also our goal to minimize our need to spend ARPA funds on the projects listed, which will leave more funds open at the end to fund additional projects.

We propose that, once a project is completed, the amount of money left unexpended in that project be tallied and that a “Phase 3” set of allocations be proposed at a future date, using those leftover funds.



## Conclusion

The enclosed funding proposal outlines 17 community projects that are both needed and would have a positive impact on Winchester as a whole.

These Phase 1 proposals total \$1,433,236, or 45.67% of the total ARPA allocation that Winchester will receive. A proposal for Phase 2 funding will be submitted to you before July 1, 2022, which is the day on which we will receive the second half of our ARPA grant money.

The Advisory Committee and I have taken a great deal of time to vet these projects and develop this list of proposals for your consideration for Phase 1 funding, and I hope very much that you will see fit to authorize the Town to expend the identified grant funds at this time.



## Next Steps

This request that I have brought to you tonight would fund 17 projects that are in great need of getting off the ground.

I propose that the Board of Selectmen conclude this segment of tonight's meeting by asking members of the public to share their feedback on the proposals with me via email at [townmanager@townofwinchester.org](mailto:townmanager@townofwinchester.org) or during the public comment section of the next Board meeting on Monday, December 6th.

Once that public comment is put on the record at the December 6th meeting, I will ask that the Board consider voting to approve the Phase 1 allocations as presented here tonight - hopefully at that same meeting.



# Project Detail Pages

*Phase 1*





# Online Permitting Software

*Category: Economic Development | Proposed by: Town Manager Josh Kelly*

Description: The Town is currently trying to allow residents to apply for, track the approval process of, and ultimately obtain permits online. While we have received a grant to this end, the first year start-up costs for most quality permitting softwares far exceed that number. In order to obtain such quality software, we ask that ARPA funds be allocated to complete the start-up project.

Cost: \$39,200

Documents: Quote for Software (Attachment #1).



# Remote Laptops

*Category: Emergency Services | Proposed by: Town Manager Josh Kelly*

Description: Given how quickly the COVID pandemic struck and how long it has lingered, the Town would be best served by acquiring additional laptops that can be used by staff and board and commission members in the event that remote work is necessary. During normal operations, these laptops can be used by interns from NWCC.

Cost: \$3,000

Documents: Quote for Laptops (Attachment #2).



# Town Marketing & Econ Dev Activities

*Category: Economic Development | Proposed by: Resident Rista Malanca*

Description: Towns across Connecticut and the country are doing their best to attract new residents, which simultaneously increases home values and helps generate new business in those towns. In order to further Winchester's development, we need to use 21st century marketing to reach a 21st century audience. Creating video and published advertisements for tourism, Main Street, and the like will help us make Winchester a more prominent fixture on every map.

Cost: \$40,000

Documents: None.



# Director of Economic Development

## *Part 1*

*Category: Economic Development | Proposed by: Town Manager Josh Kelly*

Description: The Town is in need of dedicated staff that can help work one-on-one with businesses to find them space within Winchester's borders to operate and thrive. This person will also work to build relationships with businesses over time, market residential and tourism opportunities, and help retain residents and businesses, too. This first allocation will allow us to hire an individual part-time for one year.

Cost: \$50,000

Documents: Draft Job Description (Attachment #3).



# Business Start-Up Fund

*Category: Economic Development | Proposed by: Town Manager Josh Kelly*

Description: This program would aim to get viable businesses into Main Street storefronts by offering prospective businesses \$10,000 in forgivable loans when they launch operations on key roads in Winsted. This program will be launched hand-in-hand with the Town's Facade Program, which will offer similar forgivable loans to businesses already in operation.

Cost: \$100,000

Documents: Draft proposal for fund management (Attachment #4).



# Water Quality Improvement Program

*Category: Economic Development | Proposed by: Town Manager Josh Kelly*

Description: This program would aim to give matching grants of up to \$500 to individuals who undertake a Low Impact Development (LID) project on their property, which must be located within a certain radius of a major body of water in town, including but not limited to Highland Lake and Park Pond.

Cost: \$10,000

Documents: Draft proposal for fund management (Attachment #5).



# 800-band Radios

*Category: Emergency Services | Proposed by: Purchasing Agent Mark Douglass*

Description: The State of Connecticut has generally been moving towards adopting 800-band radio systems, which are far more reliable to users in remote locations, such as around remote parts of Winchester. The Fire Department has already adopted this radio system, but the Police and Public Works have not. While the total cost is far greater, this allocation will help each department acquire the first set of tools they need to be on the 800-band system and will help us better evaluate how many 800-band radios are truly needed for each department.

Cost: \$200,000

Documents: Town Calculation of Radio Needs (Attachment #6).



# Ambulance Components

*Category: Emergency Services | Proposed by: Winsted Ambulance Service*

Description: This allocation would help the Winsted Ambulance Service make much-needed upgrades to one of their ambulances. Upgrades include a total replacement of the engine, the rebuilding of the transmission and torque converter, the replacement of the Vanner inverter, the replacement of the Pro Air system, and more.

Cost: \$67,366

Documents: Quote for Ambulance Upgrade (Attachment #7).



# Firehouse Air Conditioning with Filtration Station

*Category: Emergency Services | Proposed by: Fire Chief Jamie Lagassie*

Description: Upgrade current air conditioning with new unit at the Elm Street Firehouse to include air filtration for upstairs training room. Install new air conditioning unit on first floor with air filtration. The current air conditioning units are in need of replacement, and the added filtration system will help the Fire Department operate more safely during pandemic conditions.

Cost: \$35,000

Documents: Quote for Air Conditioning System (Attachment #8).



# Firehouse Washing Machine & Dryer

*Category: Emergency Services | Proposed by: Fire Chief Jamie Lagassie*

Description: Replace outdated washer and purchase two washing machine extractors and a dryer. It's purpose is to decontaminate turnout gear, clothing and other fabric products which may have been exposed to COVID-19 and other airborne pathogens, bloodborne pathogens, and/or carcinogens. These will be installed at the Elm Street Firehouse but will be used by all firefighters in Winsted and Winchester.

Cost: \$40,000

Documents: Quote for Machines (Attachment #9).



# GIS Map Updating

*Category: Emergency Services | Proposed by: Winsted Ambulance Service*

Description: Addressing for Emergency dispatch can carry some significant risk relative to omission and inaccuracy of data. The Winsted Ambulance Service would strongly advocate that the Town compile NENA compliant data that is field verified to mitigate that risk. That said, We have provided a basic and compliant option for the Town to consider. We have done E-911/NG-911 projects for years, and believe this is the proper approach to creating usable GIS data for your PSAP dispatch software.

Cost: \$48,960

Documents: Quote for Update (Attachment #10).



# Mailed Communications

*Category: Emergency Services | Proposed by: Town Manager Josh Kelly*

Description: In 2020, communicating in-person become difficult due to the pandemic. Given that Winchester has a high population that does not have access to the internet, the fastest and most direct way to communicate with the whole town at once is to send mail to every household. For this price, we would have an opportunity over the next year to send four Winchester Wire community newsletters and have money for a fifth notice that can be used for emergency purposes.

Cost: \$11,000

Documents: Sample Winchester Wire from Fall 2021 (Attachment #11).



# Recreation Safety Improvements

*Category: Emergency Services | Proposed by: Recreation Director Tanya Risucci*

Description: It was brought to the attention of the Town this summer that none of its swing sets are currently ADA accessible, nor do any of the Town's swing sets have safety surfacing that can help prevent serious injuries. With this allocation, we can make one swing set totally accessible and ensure that all others are lined with safety surfacing.

Cost: \$8,500

Documents: Quote for Improvements (Attachment #12).



# Sewer Plant Raw Water Pumps

*Category: Public Utilities | Proposed by: Director of Public Works Jim Rollins*

Description: To replace 30+ year old water pumps. They pump 100% of the wastewater that passes through the plant. One or more of these pumps is running 24/7/365. The current pumps are nearing the end of their useful life and are in dire need of replacement.

Cost: \$350,000

Documents: Detailed Description of Project (Attachment #13) (Coming Soon).



# Sewer Plant Pump Station Rehabilitations

*Category: Public Utilities | Proposed by: Director of Public Works Jim Rollins*

Description: There are three 1950's vintage sewer pump stations that need rehabilitation. The pumps, controls, plumbing, and electrical are all requiring frequent after-hours service calls. Rags are clogging them frequently, and the new valves are designed to pass rags.

Cost: \$350,000

Documents: Detailed Description of Project (Attachment #14) (Coming Soon).



# **“No Senior Left Behind” Tech Program**

*Category: Social Services | Proposed by: Director of Senior Services Jennifer Kelley*

Description: Older adults in our community should have the opportunity to use technology to connect, learn, communicate, share, improve brain function, and thrive in today's digital world. If a person retired more than 10 years ago, most likely he or she never learned to use a computer at work. The question is: how to begin? The Winsted Senior Center needs funding to provide older adult friendly devices, internet access, training, and support.

Cost: \$20,210

Documents: Birdsong Quote & No Senior Left Behind Program Info (Attachments #15).



# Social Services Coordinator

## *Part 1*

*Category: Social Services | Proposed by: Town Manager Josh Kelly*

Description: Currently, the Town pays for part-time social services staff out of a grant given to us by the Northwest Community Foundation. While this is incredibly helpful, our ability to assist residents is limited by the part-time nature of the position, and the position is only paid for through this grant until FY 2024. Allocating this amount for Social Services staff will allow us to make the position full-time without taxpayer burden for a full year.

Cost: \$60,000

Documents: Current Job Description and Annual Report (Attachments #16).



# **Down the Road - Fire Apparatus**





# Fire Apparatus

While this information has no bearings on the ARPA allocations that have been proposed in Phase 1, there are two fire trucks to be purchased that will impact future requests:

- Winchester: Requesting \$100,000 for a new pumper/tanker.
  - *Remaining costs will be covered by private money and/or grants.*
- Winsted: Requesting \$200,000 for a new pumper.
  - *New pumper costs \$600,000, and the Town has already put aside \$300,000 towards this truck in the Capital Improvement Plan (CIP). On July 1st, we expect that another \$100,000 will be allocated to the project as part of the CIP, which will leave just \$200,000 to be allocated thereafter.*

Therefore, in the near future we will need to allocate \$100,000 for Winchester's Fire Department needs and \$200,000 for the Winsted Fire Department needs.