

Municipal Information Guide



172 Main Street
Killingly, CT 06239
Phone: 860-779-5334
Fax: 860-779-5394
Email: townmanager@killinglyct.gov
Website: www.killinglyct.gov
Hours: M-W-Th: 8:00 AM-5:00 PM;
Tu: 8:00 AM-6:00 PM; Fri: 8:00 AM-Noon

**WELCOME TO
KILLINGLY!**

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Welcome! The Killingly Town Council and the employees of the Town of Killingly would like to take this opportunity to congratulate you on your recent purchase of a home or business in Killingly. Communication between citizens and their government is what puts the ‘unity’ in Community. The Town’s public access cable, Channel 22, carries information on meeting dates, local and school events and live coverage of monthly Town Council meetings. This information guide is a brief overview of the Town’s departments and the services they provide. **Additional information is also available on the Town’s local government website www.killinglyct.gov.**

Town Government. Killingly’s form of government, established by the Town Charter, is Town Meeting, Town Council, Town Manager. The Town Council is the legislative body of Town government and the Town Manager is the Chief Executive Officer of the Town. The Town Council regularly meets the second Tuesday of each month at 7:00 PM in the Town Meeting Room on the second floor of the Killingly Town Hall located at 172 Main Street.

860-779-5334

860-779-5382 (Fax)

townmanager@killinglyct.gov

[www.killinglyct.gov/Town Departments/Town Manager](http://www.killinglyct.gov/Town%20Departments/Town%20Manager)

Killingly is a community that had its beginnings around several mill villages which continue to be active community centers with both post offices and volunteer fire departments. Because postal delivery areas overlap fire districts and villages, your mailing address may not be the fire district in which you are located. Call the 911 Coordinator (Assessor’s Office, 860-779-5324) for your fire district name. The US Post Offices will deliver mail to all zip codes using Killingly as their city.

Fire Districts - 911

- Attawaugan
- Dayville
- Dyer Manor
- East Killingly
- Orient Heights
- Williamsville
- South Killingly
- Borough of Danielson

Post Offices in Killingly

- Ballouville 06233
860-774-8451
- Danielson 06239
860-779-5066
- Dayville 06241
860-774-4131
- East Killingly 06243
860-774-8285
- Rogers 06263
860-774-5272

Schools of Killingly. Visit: www.killinglyschools.org

- ◆ Board of Education and Superintendent's Office 860-779-6600
- ◆ Family Resource Center Pre-Kindergarten 860-779-6770
- ◆ Killingly Central School Grades K – 2 860-779-6750
- ◆ Killingly Memorial School Grades 3 – 4 860-779-6680
- ◆ Killingly Intermediate School Grades 5 – 8 860-779-6700
- ◆ Killingly High School Grades 9 – 12 860-779-6620
- ◆ St. James Catholic School Grades K – 8 860-774-3281
- ◆ Harvard H. Ellis Technical School Grades 9 – 12 860-774-8511
- ◆ Quinebaug Valley Community College 860-412-7200

Public Library. The library, located at 25 Westcott Rd., has been a great resource for all types of materials and services since 1903. We offer free public access to the Internet, wireless Internet access and computers for word processing. Some data bases are available online and from home with a KPL library card. The Children's Department has many programs throughout the year to keep and enhance the love of reading. Our schedule and programs can be accessed on our web site, www.killinglypubliclibrary.org.

You can also friend us on Facebook for even more information.

Hours of Operation:

- Tuesday, Wednesday & Thursday 9:30 AM - 7:00 PM
- Friday 9:30 AM - 5:30 PM
- Saturday 9:30 AM - 1:00 PM
- Closed Sunday and Monday

860-779-5383

860-779-1823 (Fax)

www.killinglypubliclibrary.org

[www.killinglyct.gov/Town Departments/Library](http://www.killinglyct.gov/Town%20Departments/Library)

Parks and Recreation. The Killingly Parks & Recreation Department located in the Community Center at 185 Broad St. provides a wide variety of recreational opportunities for the residents of Killingly. Our active and leisure programs include athletics, arts and crafts, fitness and continued learning along with the summer outdoor activities, Camp Wallaby and the summer musical arts programs. We host special events and family activities including The Great Killingly Tomato Festival, the Red, White & Blue BBQ and the newest addition to annual events, Killingly Bike Night. The Little Theatre on Broad Street hosts several productions throughout the year, with a strong concentration on children's community theatre.

Owen Bell Park boasts playing fields for baseball, softball and soccer along with a walking track and trails for people to stay active. Basketball, tennis courts and a skate park are available, as well as a tot and Boundless playground. A splash pad is available seasonally and pavilions provide picnic areas throughout the park. Other parks in Killingly are Davis Park, Danielson Lions Park, Cat Hollow, Chase Reservoir, Mason Hill, Water Street, Phaiah Dog Park and Hygeia Reservoir, which is open seasonally. **All Parks are open from sunrise to sunset.**

For more detailed information, please visit the Town of Killingly website at www.killinglyct.gov or like us on Facebook at Killingly Parks and Recreation.

860-779-5390

860-779-2758 (Fax)

recreation@killinglyct.gov

[www.killinglyct.gov/town_departments/Parks & Recreation](http://www.killinglyct.gov/town_departments/Parks_%20%26%20Recreation)

Housing Authority. The Town of Killingly Housing Authority owns and manages 120 units of low/moderate income elderly housing and 43 units of congregate housing at its three locations: Maple Courts I & II on Maple Street, Danielson and Birchwood Terrace, Danielson. In addition, the Authority administers 85 Federal Section 8 Vouchers. When there are no vacancies, a waiting list is maintained for all programs. The Housing Office is located at 620 Upper Maple St. in Maple Court II.

860-774-6067

860-774-6808 (Fax)

killingly.housing@atlanticbbn.net

Planning and Development. Start with this office to apply for both zoning and building permits for new construction (houses, additions, sheds, garages, decks, swimming pools, etc.) or for changing the use of a property or building. To avoid delays, contact this department early in your planning as some projects may require several land use or commission (i.e. wetlands) approvals. We can help guide you through the permitting process.

Zoning. For a zoning permit, bring a plot or site plan, know the structure's size, proposed use, location, and its "setbacks" (the closest distances from all property lines to the outermost edges of the structure). Is there excavation or filling involved? If so, know the volume (cubic yards) and area of the work to be done. If you are not the property owner, you will need the owner's written authorization. Houses built on vacant lots that are not part of an approved subdivision also require a chain of title letter from an attorney verifying the lot's legal creation.

Two weeks notice is needed for zoning Certificate of Compliance inspections before you can get your Certificate of Occupancy from the Building Official. Call us for the permit fees or with any questions you may have regarding land use in Killingly. **For regulations concerning Town Zoning, Borough Zoning, Subdivisions and Wetlands , please go to the Town website.**

860-779-5311

860-779-5381 (Fax)

planning@killinglyct.gov

[www.killinglyct.gov/Town Departments/Planning & Zoning](http://www.killinglyct.gov/Town%20Departments/Planning%20&%20Zoning)

[www.killinglyct.gov/Boards and Commissions/Inland Wetlands & Water Commission](http://www.killinglyct.gov/Boards%20and%20Commissions/Inland%20Wetlands%20&%20Water%20Commission)

Parcel maps with links to property cards:

<http://www.caigisonline.net/killinglyct/>

Building Safety/Inspections. The Building Office administers all provisions of the Connecticut Basic Building Code and Connecticut Fire Safety Code for new construction, additions and repairs. The Office is also responsible for the issuance of burning permits, monitoring solid waste container violations, inspecting places of assembly, fire investigations and inspections of rental units under the Town's Housing Code.

860-779-5315

860-779-5381 (Fax)

building@killinglyct.gov

[www.killinglyct.gov/Town Departments/Building & Safety Inspection](http://www.killinglyct.gov/Town%20Departments/Building%20&%20Safety%20Inspection)

Fire Marshal. The Fire Marshal investigates the cause, origin and circumstance of all fires within his or her jurisdiction.

Other duties include:

- Serves as principle inspector of buildings and facilities in the Town
- Plan Reviews: Fire alarms, sprinklers
- Assists in planning and management to emergency response to hazardous materials in the Town
- Open Burning Official/Illegal burning complaints
- Portable tents/fireworks inspections
- Blasting permit applications
- Propane & oil trucks; Haz-mat annual certificates
- Assists as Deputy Emergency Management Director in preparing emergency plans for natural disasters

860-779-5315

860-779-5381 (Fax)

rburchard@killinglyct.gov

[www.killinglyct.gov/Town Departments/Building & Safety Inspection](http://www.killinglyct.gov/Town%20Departments/Building%20&%20Safety%20Inspection)

Engineering. The Engineering Department provides technical support and advice to various commissions and departments of the Town which include: Highway Division/Public Works, Planning and Zoning, Inland Wetlands and Watercourses, Water Pollution Control Authority, Library and all offices in the Town Hall. The Department is also responsible for maintenance and inspection of road opening permits and other excavations in Town roads; oversight of major capital projects such as roads, sewers and drainage projects and business directional signage.

860-779-5360

860-779-5326 (Fax)

engineering@killinglyct.gov

[www.killinglyct.gov/Town Departments/Engineering](http://www.killinglyct.gov/Town%20Departments/Engineering)

Public Works. The Public Works/Highway Division, located at 79 Putnam Pike, is responsible for maintaining approximately 130 miles of roads both improved and unimproved. This includes snow removal, road surface repair, drainage improvements and repairs, street sweeping, drain cleaning, roadside mowing and litter removal, street sign replacement, other signs on the roadways, pavement markings and other daily activities needed to keep Killingly clean and safe for our citizens.

860-779-5385

860-774-7566 (Fax)

tsirrinc@killinglyct.gov

[www.killinglyct.gov/Town Departments/Public Works](http://www.killinglyct.gov/Town%20Departments/Public%20Works)

Revue Collector. The Revenue Office collects Real Estate, Motor Vehicle and Personal Property taxes as well as sewer use and assessment charges. Need a Recycling Center and Transfer Station permit? Stop in with your vehicle registration (see Recycling Center page 9 for additional details). In July of 2013, the Borough of Danielson contracted with the Town to collect Borough taxes along with the Town tax.

Important Dates to remember: All Motor Vehicle, Real and Personal Property less than \$100 are due in full in July. Real and Personal Property over \$100 may be paid in quarterly installments due July 1st, October 1st, January 1st and April 1st of each year. An additional Motor Vehicle billing, the supplemental motor vehicle, is due in January. Residential Sewer Use may be paid in two installments due July 1st and January 1st. Metered Sewer Use may be paid in two installments due September 1st and March 1st. Sewer Assessments are due in full in June.

No separate mailing will be sent for installments. Bills are mailed once a year. Interest on late payments is 18% annually, calculated from the due date.

How Do I Pay My Bill? You may pay your bill in our office, online through our website, through your bank's online banking system or by mail. Our mailing address is 172 Main St., Killingly, CT 06239. When paying by mail, write your list number(s) on your check or money order, and make payable to the "Town of Killingly" along with one copy of your bill. If a receipt is desired, send a stamped, self-addressed envelope. Staff is available at the Town Hall, 172 Main Street, M-W-Th: 8:00 AM-5:00 PM; Tu: 8:00 AM-6:00 PM; Fri: 8:00 AM-Noon, to accept your payment in person.

If you own a property on the tax due date, you have assumed the tax responsibility for that property. To avoid interest charges check with the collector or on our website to see if you have a balance due and to make sure that we have your most current address.

- Taxes
- Payment plans
- Sewer assessment & user fees
- Landfill permits

860-779-5331

860-779-5370 (Fax)

pmonahan@killinglyct.gov

www.killinglyct.gov/Town Departments/Revenue Collector

Recycling Center. This Department includes the Transfer Station and Recycling Center located at 246 Brickhouse Rd. Residents who wish to dispose of mixed household waste and recyclables must purchase a permit (\$70.00 per year, \$40.00 for Seniors or \$10.00 for a 3-Visit Pass) in the Revenue Collector's Office and utilize Town stickers for the waste at a cost of \$3.00 each. Stickers are available at Stop & Shop, Big Y, Benny's and Sunnyside Farms. No bag larger than 35 gallons may be used to dispose of household trash. Items such as newspaper, bottles, cans, cardboard, metal, electronics and other items that can be recycled may be brought to the Center. Construction debris and furniture known as Bulky Waste may be disposed of at a cost of \$0.08 per pound. There is no fee for recyclables.

Hours: Tuesday, Thursday and Saturday	8:00 AM - 3:15 PM
Recycling Center - Rules & Regulations	860-779-5387
Revenue Collector's Office - Permits & Billing	860-779-5330

Water Pollution Control Authority (WPCA) The WPCA is responsible for the operation of the wastewater treatment plant located at 31 Wauregan Rd. The plant is operated by Suez, under contract to the Town of Killingly and the Killingly Water Pollution Control Authority. The Treatment Plant handles approximately 3,000,000 gallons of wastewater and 10,000 gallons of septic per day. The WPCA is responsible for maintaining 45 miles of sewers, 1,300 manholes and 12 pump stations. The WPCA meets on the third Wednesday of the month at the Treatment Plant. The Killingly Engineering Department is responsible for the day to day operations of the system. Sewer connection permits can be obtained at the Treatment Plant.

860-779-5392 Suez
860-779-3018 (Fax)
Joseph.Couture@suez-na.com
[www.killinglyct.gov/Other Town Resources/Agencies/Water Pollution Control Authority](http://www.killinglyct.gov/Other_Town_Resources/Agencies/Water_Pollution_Control_Authority)



Assessor's Office. The Assessor's Office is responsible for preparing the Town's annual Grand List of taxable properties which accounts for approximately 50% of the Town's operating revenues. Both Real Estate and Personal Property (including Motor Vehicles) are taxable in Connecticut. Some key information to know is:

- Real Estate is inspected by assessment staff after the recording of sale transfers; as needed based on building permits; and as required by law for revaluation.
- The only Personal Property that does not need to be claimed annually to the local Assessor on October 1st is Connecticut registered motor vehicles.
- Exemptions that reduce assessments are available for veterans, disabled, blind, farmers, public safety volunteers & businesses.
- Tax abatements are available for elderly and disabled homeowners.

860-779-5324

860-779-5338 (Fax)

assessor@killinglyct.gov

www.killinglyct.gov/Town Departments/Assessor

For property information and maps go to:

www.killinglyct.gov/Town Departments/Assessor/Additional Links & Resources

Killingly maps: <http://www.caigisonline.net/killinglyct/>

Finance. The Finance Department is responsible for the financial and accounting operations of all Town funds. The Department handles accounts payable, accounts receivable, purchasing, payroll and employee benefits administration, fixed asset management and internal and external auditing. The Department also oversees the annual audit process and prepares Town financial statements and statistical reports.

The Town Treasurer is responsible for all deposited funds of the Town and for maintaining the integrity of cash and other assets as well as debt management.

860-779-5339

860-779-5363 (Fax)

finance@killinglyct.gov

www.killinglyct.gov/Town Departments/Finance

Regional Animal Control. The Regional Animal Control Department (aka Dog Pound) is operated by the Northeastern Connecticut Council of Governments, located at 125 Putnam Pike in Killingly.

Hours: Monday - Friday 8:30 AM - 4:30 PM & appointment only by calling 860-774-1253. Ask to speak to Animal Control.

PLEASE NOTE: Appointments for viewing animals are **only** from 11 AM -12 PM and 1-3 PM

Please remember that the Town Clerk's Office, located in the Town Hall, 172 Main Street, Killingly, still handles the issuance of the dog licenses. Any questions on licensing, please call the Town Clerk at 860-779-5307.

animalcontrol@necog.org
Facebook: Necog Animal Services
www.necog.org

Resident Troopers. The Killingly Resident State Troopers provide law enforcement services in the Town. There are currently four Resident Troopers, typically with two on the day shift and two on the evening shift. The Town's Resident Troopers are supported by the State Troopers of Troop D. The Resident Troopers' Office is located at 172 Main Street, on the second floor, in the Town Hall.

Activities and events that the Troopers are involved include:

- DUI/seat belt patrols and spot checks
- Foot and mountain bike patrols
- Motor vehicle enforcement
- Holiday robbery/shoplifting patrols
- Snow ban enforcement
- Coverage at special events such as; Halloween activities, parades, food drives, road races, high school and athletic functions, neighborhood watch and public safety meetings

860-779-3900
860-779-5394 (Fax)
publicsafety@killingly.gov

Troop D Barracks 860-779-4900
Emergency 911

Town Clerk. The Town Clerk's Office is responsible to record, index and preserve Killingly's valuable permanent records. It is also responsible for all elections and referendums governed by the Secretary of State.

- Absentee ballot requests
- Birth, marriage & death certificates
- Dog licenses (renewable in June)
- Fishing, hunting, trapping licenses & permits
- Genealogy information
- Land record information
- Maps-subdivision, boundary & easements
- Marriage Licenses
- Meeting notices, agendas & minutes
- Military Discharges
- Notary services
- Trade Names
- Voter registration

860-779-5307

860-779-5316 (Fax)

clerk@killinglyct.gov

[www.killinglyct.gov/Town Departments/Town Clerk](http://www.killinglyct.gov/Town%20Departments/Town%20Clerk)

Voting. If you have recently moved to Killingly, you must fill out a new voter registration card. You may register to vote by mail or in person at the Town Clerk's Office, the Registrars of Voters' Office or online @<https://voterregistration.ct.gov>.

To register to vote in Killingly, you must be:

- A citizen of the United States of America
- A Killingly resident
- 17 years of age – but 18 on election day

860-779-5302 (Democrat)

860-779-5301 (Republican)

Regional Probate Court (Canterbury, Killingly, Plainfield & Sterling) services include: Decedent's Estates, Guardianships for Estate of Minors or Intellectually Disabled, Conservatorships, Trusts, Adoptions, Termination and/or removal of Parental Rights, Emancipation of Minors and Name Changes. The office is located in the Plainfield Town Hall at 8 Community Avenue in Plainfield. Contact them at 860-230-3031 Monday through Friday from 8:30 AM to 4:30 PM.

Economic Development. The Economic Development Office promotes the preservation and development of the Town's industrial and commercial economic base by assisting in the retention and expansion of existing businesses, encouraging new businesses to locate in Killingly and coordinating resources to expand the tax base. The Office is also the liaison with the Killingly Business Association, Eastern Regional Tourism District, Northeastern CT Chamber of Commerce, The Last Green Valley National Heritage Corridor, High School Career Center and Eastern Advanced Manufacturing Alliance.

- Brownfield redevelopment
- Business Directory
- Business Guide
- Commercial development information
- Downtown business development
- Eastern CT Enterprise Corridor Incentives
- Industrial development information
- Industrial Park information
- Local and State business resources

860-779-5350

860-779-5367 (Fax)

ecdev@killinglyct.gov

[www.killinglyct.gov/Economic Development](http://www.killinglyct.gov/Economic%20Development)

Community Development. The Community Development Office is responsible for the development and implementation of grant-funded projects. The Office coordinates its activities with other Town Departments and the residents of Killingly.

- Housing Rehabilitation Program
- Limited Emergency services

860-779-5355

860-779-5394 (Fax)

commdev@killinglyct.gov

[www.killinglyct.gov/Town Departments/Community Development](http://www.killinglyct.gov/Town%20Departments/Community%20Development)



WHO DO I CALL?

AREA OF INTEREST

DEPARTMENT

Absentee Ballot Requests	Town Clerk
Adoption of Pets	NECCOG (860-774-1253)
Agriculture	Planning & Development
Animal Control	NECCOG (860-774-1253)
Apartment Inspections	Building Department (P&D)
Birth/Death/Marriage Records	Town Clerk
Board of Assessment Appeals	Assessor
Boards & Commissions Applications	Town Manager
Budgeting/Finance	Finance
Building Permits	Building Department (P&D)
Burning Permits	Fire Marshal (P&D)
Business Development	Economic Development
Census Data	Planning & Development
Comments & Complaints	Town Manager
Community Garden	Planning & Development
Council Meetings	Town Manager
Dog Licenses	Town Clerk
Downtown Information	Economic Development
Driveway Permits	Engineering
Dump Permits	Revenue Collector
Election & Primary Results	Town Clerk
Excavation Permits	Engineering
Fair Housing Complaints	Town Manager
Fishing/Hunting/Trapping licenses & permits	Town Clerk
Flood Map Information	Town Clerk
Food Establishments	Health Dept. (860-774-7350)
Genealogy	Town Clerk
Hawker/Peddler Permits	Town Clerk
Home Birth Packets	Town Clerk
Housing Rehabilitation Applications	Community Development
Land Records Information	Town Clerk
Land Use Permits	Planning & Development
Landfill Permits	Revenue Collector
Liquor Permit Registrations	Town Clerk
Maps - subdivision, boundary, easements	Town Clerk
Marriage Licenses	Town Clerk
Meeting notices, agendas & minutes	Town Clerk
Military Discharge Records	Town Clerk
Motor Vehicle Assessments	Assessor
Alarm Registrations	Resident Trooper

WHO DO I CALL?

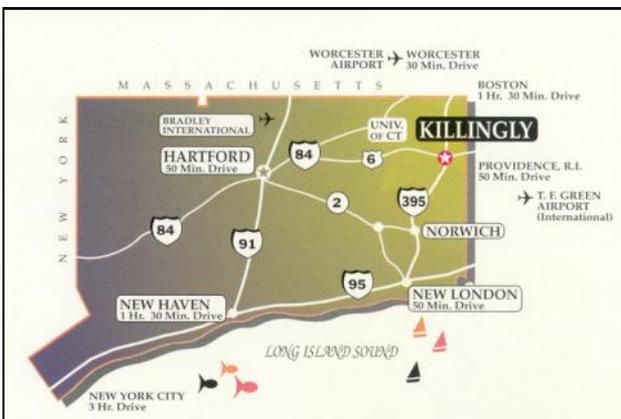
AREA OF INTEREST

DEPARTMENT

Notary Services	Town Clerk
Outdoor Burning	Fire Marshal (P&D)
Park Information	Parks & Recreation
Personal Property Assessments	Assessor
Pistol Permits	Town Manager
Poll Worker Training	Registrar of Voters
Potholes	Highway/Public Works
Property Ownership	Assessor
Property Uses	Planning & Development
Raffle & Special Event Permits	Town Manager
Recycling Center	Revenue Collector
Rental Housing Code Inspections	Building Department (P&D)
Road Projects/Signage	Engineering
Road Repairs/Maintenance	Highway/Public Works
School Registration	Superintendent's Office
Seasonal Programs	Parks & Recreation
Septic System Location	Health Dept. (860-774-7350)
Sewer	Suez (860-779-5392)
Sewer Assessments/Use Bills	Revenue Collector
Sewer Projects	Engineering
Sexton Records (2010-Present)	Town Clerk
Sidewalk Ordinance Billing	Revenue Collector
Snow Removal	Highway/Public Works
Street Opening Permits	Engineering
Street Sweeping	Highway/Public Works
Summer Day Camp	Parks & Recreation
Tax Abatements	Assessor
Tax Exemptions	Assessor
Property Assessments	Assessor
Taxes	Revenue Collector
Town & School Budgets & Vote Results	Town Clerk
Trade Names	Town Clerk
Transfer Station	Revenue Collector
Voter Registration Applications	Town Clerk
Voter Registration, Classification & Status	Registrars of Voters
Water	CT Water (800-286-5700)
Wells	Health Dept. (860-774-7350)
Wetlands	Planning & Development
Zoning Regulations & Permits	Planning & Development
Vacation/Security Requests	Resident Troopers

New Connecticut Residents

- Register to vote at the Registrars of Voters, the Town Clerk's Office or online @<http://voterregistration.ct.gov>.
- Motor vehicle registration is required within 60 days of residency. Contact CT Department of Motor Vehicles offices. Call 800-842-8222 or go online to www.ct.gov/dmv.
- Driver's License is required within 30 days of residency. Call 800-842-8222 or go online to www.ct.gov/dmv.
- Recycling center permits may be obtained at the Revenue Office. (Stickers are available at local stores and transfer station.)
- Dog licenses may be obtained from the Town Clerk's Office.
- Repairs, replacements or additions to your home or business may require a permit. Contact the Planning & Development Office.
- Pistol Permit applications may be obtained in the Town Clerk or Town Manager's Offices.
- Registering your child for school. Call the Superintendent's Office.



J. LaRoche 2016