



TOWN OF KILLINGLY

OFFICE OF THE TOWN MANAGER

172 Main Street

Killingly, CT 06239

Tel: 860 779-5300 ext. 7 Fax: 860 779-5382

ORDINANCE SUBCOMMITTEE MEETING

Thursday, August 31, 2023

5:30 p.m.

Room 102

Killingly Town Hall

Council Members:

Kevin Kerttula

Patti George

Michelle Murphy

This is an in-person meeting. Public can attend the meeting at the Town Hall. Emailed public comments will still be accepted and presented at the meeting.

1. Call to Order
2. Citizens' participation
Pursuant to the Town Council's Rules of Procedure, Article IV, Section 2, all presentations by citizens shall be limited to an aggregate of forty-five minutes (45) and each citizen's presentation shall not exceed five (5) minutes unless otherwise indicated by a majority vote of the Subcommittee Members. Public comment can be emailed to publiccomment@killinglyct.gov or mailed to Town of Killingly, 172 Main Street, Killingly, CT 06239 on or before the meeting. All public comments must be received prior to 2pm on the day of the meeting. Public comment will be posted on the Town's website www.killinglyct.gov.
3. Adoption of minutes of previous meeting:
 - a. February 21, 2023
 - b. June 27, 2023
4. Old Business – None
5. New Business
 - a. Review and possible action on the recommendations of proposed Ordinance regarding special events.
 - b. Review and possible action on the recommendations of proposed Ordinance amendment for Chapter 11 Section 11-77 alarm notification.
6. Adjournment

RECEIVED
TOWN CLERK'S OFFICE
2023 AUG 28 PM 3:35
Elizabeth M. Quisenberry

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TOWN OF KILLINGLY
ORDINANCE SUBCOMMITTEE MEETING
Tuesday, February 21, 2023, 5:30PM
Conference Room 102, Killingly Town Hall, 172 Main Street, Killingly

Meeting Minutes

1. **Call To Order** – Chairperson P. George called the meeting to order at 5:37pm.

Members Present:

Kevin Kerttula, Patti George,
Michelle Murphy attended via phone

Members Absent with Notification:

Others Present:

Town Manager Mary Calorio

RECEIVED
TOWN CLERK, KILLINGLY, CT
2023 MAR -7 AM 8:34
Elizabeth M. Quisenberry

2. **Citizens Participation:** None.

3. **Adoption of Minutes of Previous Meeting:**

- a. July 21, 2022 – K. Kerttula made a motion to accept the minutes as presented. M. Murphy seconded the motion which passed unanimously 3-0-0.

4. **Old Business** - None

5. **New Business:**

- a. Review and possible action on the recommendation of proposed Ordinance Amendment for Chapter 2 Article VIII Section 2-72 – Membership to change the number of members for the Inland Wetlands and Watercourses Commission.

TM Calorio presented the proposed amendment. Members discussed any potential impacts.

K. Kerttula made a motion to recommend the proposed amendment to the Town Council for approval. P. George seconded the motion which passed unanimously 3-0-0

6. **Adjournment**

Motion to adjourn by K. Kerttula at 5:49 PM. **Second** by M. Murphy. **Motion** carried 3-0-0.

Respectfully submitted,
Mary T. Calorio, Town Manager

TOWN OF KILLINGLY
ORDINANCE SUBCOMMITTEE MEETING
Tuesday, February 21, 2023, 5:30PM
Conference Room 102, Killingly Town Hall, 172 Main Street, Killingly

Meeting Minutes

1. **Call To Order** – Chairperson P. George called the meeting to order at 5:37pm.

Members Present:

Kevin Kerttula, Patti George,
Michelle Murphy attended via phone

Members Absent with Notification:

Others Present:

Town Manager Mary Calorio

2. **Citizens Participation:** None.

3. **Adoption of Minutes of Previous Meeting:**

- a. July 21, 2022 – K. Kerttula made a motion to accept the minutes as presented. M. Murphy seconded the motion which passed unanimously 3-0-0.

4. **Old Business** - None

5. **New Business:**

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TM Calorio presented the proposed amendment. Members discussed any potential impacts.

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6. **Adjournment**

Motion to adjourn by K. Kerttula at 5:49 PM. **Second** by M. Murphy. **Motion** carried 3-0-0.

Respectfully submitted,
Mary T. Calorio, Town Manager

RECEIVED
TOWN CLERK, KILLINGLY, CT
2023 MAR -7 AM 8:34
Elyse A. M. N. Wilson

TOWN OF KILLINGLY
ORDINANCE SUBCOMMITTEE MEETING
Tuesday, June 27, 2023, 5:30PM
Town Meeting Room, Killingly Town Hall, 172 Main Street, Killingly

Meeting Minutes

1. **Call To Order** – Chairperson P. George called the meeting to order at 5:30pm.

Members Present:

Kevin Kerttula, Patti George, Michelle Murphy

Members Absent with Notification:

Others Present:

Town Manager, Mary Calorio

Planning & Development Director, Anne Marie Aubrey

2. **Citizens Participation:** None.

3. **Adoption of Minutes of Previous Meeting:**

4. **Old Business** - None

5. **New Business:**

- a. Review and possible action on the recommendation of proposed Ordinance Amendment for Chapter 7 Flood Damage Prevention and Control as required by FEMA.

TM Calorio presented the proposed amendment. Members discussed any potential impacts.

K. Kerttula made a motion to recommend the proposed amendment to the Town Council for approval. M. Murphy seconded the motion which passed 2-0-1. M. Murphy abstained.

6. **Adjournment**

Motion to adjourn by K. Kerttula at 6:00 PM. **Second** by M. Murphy. **Motion** carried 3-0-0.

Respectfully submitted,
Mary T. Calorio, Town Manager

RECEIVED
TOWN CLERK
2023 JUL -7 AM 8:40
Eugene A. George, Jr., Clerk



TOWN OF KILLINGLY

Office of the Town Manager
172 Main Street, Killingly, CT 06239
Tel: 860 779-5300 ext. 7 Fax: 860 779-5394

To: Ordinance Subcommittee

From: Mary T. Calorio, Town Manager

Date: August 31, 2023

Re: Special Event Ordinance

The enclosed Special Event Ordinance was submitted by Kathy Fedor for consideration. She has voiced safety concerns regarding the Winter Wonderland event that takes place on Pratt Road.

I have included the Town Attorney's review comments of the proposed ordinance.

Mary Calorio

From: Richard P. Roberts <ROBERTS@halloransage.com>
Sent: Monday, August 28, 2023 10:01 AM
To: Mary Calorio
Subject: RE: Proposed Special Event Ordinance

Good morning –

My principal concern with this ordinance is that there really is no definition of “special event” that would allow someone to know whether or not they would be required to get a permit and the violation is if one “knowingly” conducts a special event. It is very vague and subjective and gives examples but they are generally undefined.

It also seems to define “special events” as activities which may be contrary to the ordinary uses allowed in the zoning district. It strikes me that this would then be a zoning enforcement matter rather than something that could be allowed by town permit even if it violates zoning. There may also be activities that would fall within the scope of the ordinance that are allowed by zoning, but they would be excluded by the wording of the ordinance. The other violations enumerated seem like they would also be covered by state law, zoning or other ordinances.

I’m also wary of any ordinance that purports to prohibit “obscene” behavior or displays without some more tangible definition. This ordinance would potentially apply to a lot of events in Town that are currently unregulated.

The waiver provision is very broad. The timing of the application for a permit (15 days in advance) would probably not be enough time to allow for comprehensive evaluation of the application, nor would it allow sufficient time for a waiver by the Town Council if it is sought. The 15 days advance filing also conflicts with the special events coordinator timeline of having 30 days to review it with the applicable town departments.

In general, I would suggest that the issue that they are seeking to address be evaluated and, if possible, a narrowly tailored policy or procedure may be adopted, rather than a generic and overbroad ordinance. Please let me know if you have any questions. Thanks very much.

Rich

Mary Calorio


From: Kathy Fedor <khfedor@hotmail.com>
Sent: Tuesday, July 11, 2023 10:36 AM
To: Mary Calorio
Cc: Jason Anderson; Patti Larrow George; Ed Grandelski; Kevin Kerttula; Michelle Murphy; richard.fedor1947
Subject: Proposed Special Event Ordinance
Attachments: TOK special event ordinance.docx

Follow Up Flag: Follow up
Flag Status: Completed

Dear Town Manager Calorio:

As you requested at our December 7, 2022 meeting regarding the 8 Pratt Road Winter Wonderland Make a Wish fund raising event, I am submitting a proposed special event ordinance to address the issues discussed during our meetings. This proposed ordinance is a beginning point to manage special events in a manner that considers, protects the welfare of all participants and the quiet use and enjoyment of resident property owners.

Kathy H. Fedor - 107 Primrose Crossing
Richard W. Fedor - 139 Pratt Road

"No one can do everything... 
but every one can do something.

Proposed Town of Killingly Special Event Ordinance

Purpose: It is the general purpose and intent of this ordinance to require a permit for special events or activities. A special event is an event such as includes entertainment, theatrical exhibition, public show, display, fundraising or other assemblages, including, but not limited to block parties, parades, musical festivals, cultural festivals, fitness events or similar gatherings. Special events may include events whose events conducted over a period of greater than (5) days or is deemed to have significant impact on the municipality or neighborhood. Special event means any activity contrary to the normal use of a zoning district such as off premise temporary food vendors and/or miscellaneous retail sale of non-customary store products. Special event may also include any event that is deem to have a significant potential impact to the city, including but not limited to, lack of available park, impact to businesses/residents or event duration.

Special event does not mean:

- (1) An event which is conducted or sponsored by a governmental unity or agency on public owned land.
- (2) An event held entirely within the confines of a privately owned, permanently enclosed and covered structure (pursuant to compliance with existing codes and ordinances addressing the use of said structure).

Special Event Coordinator – means that individual designated by the municipality as a liaison between the applicant and town departments.

Participant means any person who obtains admission to a special event.

Permit means any required approval form related to the request for and/or organization, promotion and conduct of a special event.

Sponsor means any person who assists with the organization, financing, promotion and conduct of special event.

Proposed Town of Killingly Special Event Ordinance

Violations:

It shall be unlawful for an applicant, his/her employee or agent, to knowingly:

- (1) Conduct a special event without first making application and obtaining permit as defined in this ordinance.
- (2) Conduct a special event in such a manner to create a public or private nuisance.
- (3) Conduct, or allow within the special event, any obscene display, exhibition, show, play, entertainment or amusement.
- (4) Allow any person on the premises to cause or create a disturbance in, around or near the special event by obscene or disorderly conduct.

Waiver of provisions by town manager or town council:

The town manager or designee, in writing, may alter, amend or waive the provisions of this ordinance with respect to any applicant if deemed to be in the best interest of the town and the amount of waived fees would be less than \$100.00. Requests to alter amend or waive any provision must be in writing and provide the rationale for the waiver. All such requests shall be submitted to the town clerk in advance of the proposed special event to allow reasonable and customary consideration. The special event coordinator will evaluate the proposed waiver, including potential consultation with town departments, to provide a recommendation to the town manager or town council.

Application contents and fee:

An application for permit to conduct a special event must be made in writing to the town clerk at least fifteen (15) days in advance.

Proposed Town of Killingly Special Event Ordinance

Prior to an event: The application shall be accompanied by a non-refundable fee in an amount established by the town council. Application without the required information will not be accepted and will result in review deals. The application shall include the following information:

- (1) Names, mailing addresses, contact numbers and any other pertinent contact information for the applicant.
- (2) A description of the proposed special event including purposes, dates, times of operation, expected daily attendance, and method of participant admittance. Events not to exceed 5 weeks, 15 hours per week, 3 days per week. No holidays. Events ending by 10 p.m.
- (3) The address of the proposed location for the special event with ownership contact information. Where ownership is not vested with the applicant, and affidavit from the owner consenting to thee special event shall be provided at the time of application.
- (4) Sketch plan identifying event boundaries or course, activity areas and parking.
- (5) Insurance. Applicant shall provide the town with a certificate of insurance in an amount reasonable, customary and acceptable to the town for the special event. If the special event is to be held on private property, the certificate of insurance provided to the town shall name the Town of Killingly n as a certificate holder. If the special event is to be held on town property, applicant shall provide the town with a certificate of insurance naming the town as an additional insured and shall execute the standard indemnification agreement as required by the town.
- (6) If the applicant is proposing to sell alcoholic veverages during the event, applicant shall provide proof that applicant has ovtained all required licenses or permits required by state of Connecticut. Additional information may be required at some time during the application process or before a permit is issued. Special events require considerable preparation for their proper operation and to protect the public health, safety and welfare. The following provides potential areas of concern that may have to be addressed in the review and approval of the special event.

Proposed Town of Killingly Special Event Ordinance

- a. Police and fire protection
- b. Facility clean-up including trash and waste disposal
- c. Electrical and water service
- d. Security Plan
- e. Access and parking control plan
- f. Noise control and abatement
- g. Lighting and illumination plan
- h. Signage and advertising – meeting all local building codes
- i. Concessions and/or food and beverage items
- j. Vendors
- k. Traffic management and parking plan, including the proposed use of town streets if desired.

If off-premise parking is proposed, affidavits shall be provided from the respective property owners consenting to the use of their properties.
- l. First aid plan (including medical facilities, staffing and emergency vehicles).
- m. Emergency plan (including event cancellation procedures).
- n. Sanitation plan (including daily removal of litter from town, neighboring properties and roadways.) as recommended by health department ie sharps boxes, sanitary product receptacles.
- o. Communications plan (including notification of affected neighbors and property owners of special event.) Coordinate meeting with one (1) neighborhood representative, Town Manager or designee, Event promoter, and recipient of fund-raising monies; prior to special event, and at conclusion of special event for review of compliance, goals, and outcomes.
- p. Inclement weather procedures.
- q. Staffing and volunteer plan.

Proposed Town of Killingly Special Event Ordinance

- r. Merchandising
- s. Equipment to be used (including tents, inflatable activities, tables, booths, promotional vehicles) reasonable and customary insurance certificate.

Review procedures

Upon acceptance of the application by the town clerk, the submittal package shall be forwarded to the special event coordinator. The coordinator shall distribute pertinent information to the appropriate city departments for evaluation. The coordination shall be a liaison between the applicant and respective town department to align town services and required permits to best implement the proposed special event. Within 30 days of filing the application, the coordinator shall conclude the review and investigation and report the findings with a recommendation for approval including any conditions of operation, or denial, to the town manager or designee. If the permit is recommend for approval, applicant will be provided with an agreement by the special event coordinator addressing all requirements, fees, additional permits and expectations related to the special event. The permit may be denied if:

- (1) The applicant fails to comply with any or all requirements of this ordinance, or with any or all conditions imposed, or with any other applicable provision of state or local law.
- (2) The applicant has knowingly made a false, misleading or fraudulent statement in the application or in any supporting documents.
- (3) For any other reason in the reasonable exercise of the town's discretion. Such reasons can include, but are not limited to; prior commitments of town services, schedule conflicts, facility capacities, prior performance of the applicant or his/her employees or agents, failure to follow town rules and regulations, lack of town staff to provided support of the proposed

Proposed Town of Killingly Special Event Ordinance

special event, and for the protection of the town, town residents and event participants.

Appeals for reconsideration of denials may be made to the town manager or designee. Any

appeal must be filed within 10 days after denial.

Revocation

The special event coordinator may revoke a permit whenever the applicant, an employee or agent fails, neglects or refuse to fully comply with all provisions and requirements set forth in this ordinance, any agreement entered into as part of the application process or with any other applicable provisions, regulations, ordinances, statutes or law. In the event the actions of the applicant result in a danger to the health, safety and welfare of town residents or the patrons or participants of the special events, the special events coordinator may order a an immediate revocation of the permit and require immediate cessation of all activities. Appeals of the revocation may be made to the city manager or designee. Any appeal must be filed within 24 hours after notice of revocation.

Penalty

Violation of any provision of the ordinance shall be _____ punishable as provided by town code.



TOWN OF KILLINGLY

Office of the Town Manager
172 Main Street, Killingly, CT 06239
Tel: 860 779-5300 ext. 7 Fax: 860 779-5394

To: Ordinance Subcommittee

From: Mary T. Calorio, Town Manager

Date: August 31, 2023

Re: Chapter 11 - Alarms Ordinance

I have proposed a revision to the notification section of this ordinance. The current language requires the Town to notify the property owner in writing after each false alarm. This is not practical. The Town receives a report from the State Police after the end of the month reflecting all the false alarms from the previous month. The Town does not have access to this information throughout the month. Therefore, it is impractical to require a written notification after each false alarm.

There have been instances in which a property has multiple false alarms in the same month. Resources are dispatched for each false alarm. However, the alarm administrator is not aware of the multiple dispatches until receiving the report the following month.

When property owners register their alarm system, they are provided with a copy of this ordinance which outlines the fines for false alarms. The proposed revision recognizes the monthly reporting received by the Town and acknowledges the property owner's responsibility to maintain a functioning alarm system or appropriate contacts with their alarm monitoring company.

Killingly Code of Ordinances

Article IV REGISTRATION OF BURGLAR ALARMS

Section 11-70 Purpose

- a) The purpose of this ordinance is to reduce or eliminate false alarms and improve the reliability of alarm systems by encouraging alarm users and alarm companies to properly use and maintain the operational effectiveness of alarm systems.
- b) A reduction in false alarms will reallocate resources for an increased police presence in the community, thus permitting proactive law enforcement.
- c) This ordinance governs alarm systems intended to summon police response, and requires registration, establishes fees, provides for fines for violations, and establishes a system of administration.

Section 11-71 Definitions

In this ordinance the following terms and phrases shall have the following meanings:

- d) **Alarm** means a signal warning of danger, intrusion or a potentially harmful event.
- e) **Alarm Administrator** means a person or persons designated by the Town Manager to administer, control and enforce the provisions of this ordinance.
- f) **Alarm Installation Company** means a person in the business of selling, providing, maintaining, servicing, repairing, altering, replacing, moving or installing an alarm system in an alarm site.
- g) **Alarm Dispatch Request** means a notification to the police department that an alarm, either manual or automatic, has been activated at a particular alarm site.
- h) **Alarm Registration** means authorization granted by the Alarm Administrator to an alarm user to operate an alarm system.
- i) **Alarm Site** means a single fixed premise or location served by an alarm system or systems. Each unit, if served by a separate alarm system in a multi-unit building or complex, shall be considered a separate alarm site.
- j) **Alarm System** means a device or series of devices, including, but not limited to, hardwired systems and systems interconnected with a radio frequency method such as cellular or private radio signals, which emit or transmit a remote or local audible, visual or electronic signal indicating an alarm condition and intended to summon the police department, and including local alarm systems. Alarm system does not include an alarm installed in a vehicle or on someone's person unless the vehicle or the personal alarm is permanently located at a site.
- k) **Alarm User** means any person occupying or having control over an alarm site who (which) has contracted for monitoring, repair, installation or maintenance service from an alarm installation company or monitoring company for an alarm system, or who (which) owns or operates an alarm system which is not monitored, maintained or repaired under contract.
- l) **Cancellation** means the process where response is terminated when a monitoring company (designated by the alarm user) for the alarm site notifies the police department that there is not an existing situation at the alarm site requiring police response after an alarm dispatch request.
- m) **Conversion** means the transaction or process by which one alarm installation company or monitoring company begins the servicing and/or monitoring of a previously unmonitored alarm system or an alarm system previously serviced and/or monitored by another alarm company.
- n) **Duress Alarm** means a silent alarm system signal generated by the entry of a designated code into an arming station in order to signal that the alarm user is being forced to turn off the system and requires police response.
- o) **False Alarm** means an alarm dispatch request to the police department, when the responding police officer(s) find no evidence of a criminal offense or attempted criminal offense after having completed a timely investigation of the alarm site.
- p) **Hearing Officer** means the Hearing Officer shall be appointed by the Town Manager, pursuant to the provisions of Section 1-10 of the Killingly Town Code, Citation for Violations of Ordinances, subsection a.
- q) **Holdup Alarm** means a silent alarm signal generated by the manual activation of a device intended to signal a robbery in progress.
- r) **Local Alarm System** means any alarm system, which is not monitored, that annunciates an alarm only at the alarm site.
- s) **Monitoring** means the process by which a monitoring company receives signals from an alarm system and relays an alarm dispatch request to the police department for the purpose of summoning police to the alarm site.
- t) **Monitoring Company** means a person(s) in the business of providing monitoring services.

Killingly Code of Ordinances

- u) **One Plus Duress Alarm** means the manual activation of a silent alarm signal by entering at an arming station a code that adds one to the last digit of the normal arm/disarm code (e.g., normal code = 1234, One Plus Duress Code = 1235)
- v) **Panic Alarm** means an audible alarm system signal generated by the manual activation of a device intended to signal a life threatening or emergency situation requiring police response. Person means an individual, corporation, partnership, association, organization or similar entity.
- w) **Responder** means an individual capable of reaching the alarm site within [20] minutes and having access to the alarm site, the code to the alarm system and the authority to approve repairs to the alarm system.
- x) **SIA Control Panel Standard CP-01** means the ANSI – American National Standard Institute approved Security Industry Association – SIA CP-01 Control Panel Standard, as may be updated from time to time, that details recommended design features for security system control panels and their associated arming and disarming devices to reduce the incidence of false alarms.
- y) **Takeover** means the transaction or process by which an alarm user takes over control of an existing alarm system, which was previously controlled by another alarm user.
- z) **Verify** means an attempt by the monitoring company, or its representative, to contact the alarm site and/or alarm user by telephone and/or other electronic means, whether or not actual contact with a person is made, to determine whether an alarm signal is valid before requesting police dispatch, in an attempt to avoid an unnecessary alarm dispatch request.
- aa) **Zones** means division of devices into which an alarm system is divided to indicate the general location from which an alarm system signal is transmitted.

Section 11-72 Registration required; application; fee; transferability; false statements

- aa) No alarm user shall operate, or cause to be operated, an alarm system at any alarm site without a valid alarm registration. A separate alarm registration is required for each alarm site.
- bb) The \$25 fee for an alarm registration shall be paid by the alarm user. No refund of a registration fee will be made. The registration fee must be submitted to the alarm administrator within five (5) business days after the alarm system installation or alarm system takeover. The registration fee will be waived within sixty (60) days of the enactment of this ordinance for current alarm users. Alarm companies will be encouraged to distribute and collect the alarm registration form.
- cc) Each alarm registration application must include all information requested by the alarm administrator, including, but not limited to:
 - 1. the name, complete address (including apt/suite number), email address, if any, and telephone numbers of the person who shall be the registration holder and responsible for the proper maintenance and operation of the alarm system and payment of fees assessed under this section;
 - 2. the classification of the alarm site as either residential (includes apartment, condo, mobile home, etc.) or commercial;
 - 3. for each alarm system located at the alarm site, the classification of the alarm system (i.e. burglary, holdup, duress, panic alarms or other) whether such alarm is audible or silent;
 - 4. mailing address, if different from the address of the alarm site;
 - 5. any dangerous or special conditions present at the alarm site;
 - 6. names and telephone numbers of at least two individuals who are able and have agreed to:
 - (a) receive notification of an alarm system activation at any time;
 - (b) respond to the alarm site within twenty (20) minutes at any time; and
 - (c) upon request can grant access to the alarm site and deactivate the alarm system if necessary;
 - 7. type of business conducted at a commercial alarm site;
 - 8. an acknowledgement that police response may be influenced by factors including, but not limited to the availability of police units, priority of calls, weather conditions, traffic conditions, emergency conditions, staffing levels, etc.
- dd) An alarm registration cannot be transferred to another person or alarm site. An alarm user shall inform the alarm administrator of any change that alters any of the information listed on the alarm registration application within five (5) business days of such change.
- ee) All fees and fines owed by an applicant must be paid before an alarm registration may be issued or renewed.

Section 11-73 Duties of the alarm user

- ff) An alarm user shall:
 - 1. maintain the alarm site and the alarm system in a manner that will minimize or eliminate false alarms;

Killingly Code of Ordinances

2. make every reasonable effort to have a responder to the alarm system's location within twenty (20) minutes when requested by the police department in order to:
 - (a) deactivate an alarm system;
 - (b) provide access to the alarm site; and/or
 - (c) provide alternative security for the alarm site.
 3. not activate an alarm system for any reason other than an occurrence of an event that the alarm system was intended to report.
- gg) An alarm user shall adjust the mechanism or cause the mechanism to be adjusted so that an alarm signal audible on the exterior of an alarm site will sound for no longer than ten (10) minutes after being activated.
- hh) An alarm user shall have an alarm installation company inspect the alarm system after two (2) false alarms in a one (1) year period. The alarm administrator may waive a required inspection if it determines that a false alarm(s) could not have been related to a defect or malfunction in the alarm system. After four (4) false alarms within a one (1) year period, the alarm user must have an alarm installation company modify the alarm system to be more false alarm resistant or provide additional user training as appropriate.
- ii) An alarm user shall maintain at each alarm site, a set of written operating instructions for each alarm system.

Section 11-74 Duties of alarm installation company and monitoring company

- jj) The alarm installation company shall provide written and oral instructions to each of its alarm users in the proper use and operation of their alarm systems. Such instructions will specifically include all instructions necessary to turn the alarm system on and off and to avoid false alarms.
- kk) Upon the effective date of this ordinance, alarm installation companies shall not program alarm systems so that they are capable of sending One Plus duress alarms. Monitoring companies may continue to report One Plus duress alarms received from alarm systems programmed with One Plus duress alarms prior to enactment of this ordinance. However, upon the effective date of this ordinance, when a takeover or conversion occurs or if an alarm user requests an alarm system inspection or modification pursuant to Section 4 of this ordinance, an alarm installation company must remove the One Plus duress alarm capability from such alarm systems.
- ll) Upon the effective date of this ordinance, alarm installation companies shall not install a device to activate a holdup alarm, which is a single action, non-recessed button.
- mm) Ninety (90) days after enactment of this ordinance, the alarm installation companies shall, on new installations, use only alarm control panel(s) which meet SIA Control Panel Standard CP-01.
- nn) After completion of the installation of an alarm system, an alarm installation company employee or representative shall review with the alarm user a Customer False Alarm Prevention Checklist approved by the alarm administrator.
- oo) A monitoring company shall:
1. report alarm signals by using telephone numbers designated by the alarm administrator;
 2. communicate alarm dispatch requests to the police department in a manner and form determined by the alarm administrator;
 3. communicate cancellations to the police department in a manner and form determined by the alarm administrator;
 4. ensure that all alarm users of alarm systems equipped with a duress, holdup or panic alarm are given adequate training as to the proper use of the duress, holdup or panic alarm;
 5. communicate any available information (north, south, front, back, floor, etc.) about the location on all alarm signals related to the alarm dispatch request;
 6. communicate type of alarm activation (silent or audible, interior or perimeter);
 7. after an alarm dispatch request, promptly advise the police department if the monitoring company knows that the alarm user or the responder is on the way to the alarm site;
 8. attempt to contact the alarm user or responder within 24 hours via mail, fax, telephone or other electronic means when an alarm dispatch request is made; and
- pp) An alarm installation company and/or monitoring company that purchases alarm system accounts from another person shall notify the alarm administrator of such purchase and provide details as may be reasonably requested by the alarm administrator.

Section 11-75 Duties and authority of the alarm administrator

- qq) The alarm administrator shall:
1. designate a manner, form and telephone numbers for the communication of alarm dispatch requests; and
 2. establish a procedure to accept cancellation of alarm dispatch requests.

Killingly Code of Ordinances

- rr) The alarm administrator shall establish a procedure to record such information on alarm dispatch requests necessary to permit the alarm administrator to maintain records, including, but not limited to, the information listed below.
1. identification of the alarm site;
 2. date and time alarm dispatch request was received, including the name of the monitoring company and the monitoring operator name or number;
 3. date and time of police department officer arrival at the alarm site;
 4. zone and zone description, if available;
 5. weather conditions;
 6. name of alarm user's representative at alarm site, if any;
 7. identification of the responsible alarm installation company or monitoring company;
 8. whether a police officer was unable to locate the address of the alarm site; and
 9. cause of alarm signal, if known.
- ss) The alarm administrator shall establish a procedure for the notification to the alarm user of a false alarm. The notice shall include the following information:
1. the date and time of law enforcement response to the false alarm;
 2. the identification number of the responding police officer; and
 3. a statement urging the alarm user to ensure that the alarm system is properly operated, inspected, and serviced in order to avoid false alarms and resulting fines.
- tt) The alarm administrator may require a conference with an alarm user and the alarm installation company and/or monitoring company responsible for the repair or monitoring of the alarm system to review the circumstances of each false alarm.
- uu) At the alarm administrator's discretion, an alarm user may be required to remove a holdup alarm that is a single action, non-recessed button, if a false holdup alarm has occurred.
- vv) The alarm administrator will make a copy of this ordinance and/or an ordinance summary sheet available to the alarm user.

Section 11- 76 Fines

ww)An alarm user shall be subject to surcharges, depending on the number of false alarms within any calendar year based upon the following schedule:

1. False Alarm Fines per Incident

No. of False Alarms	Fines
1	\$0
2	\$0
3	\$0
4	\$50
5	\$75
6	\$100
7 or more	\$200

- xx) In addition, any person operating a non-registered alarm system will be subject to a fine of \$100.00 for each false alarm in addition to any other fines. The alarm administrator will waive this additional fine for a non-registered system if the alarm user submits an application for alarm registration within ten (10) days after of notification of such violation.
- yy) If cancellation occurs prior to law enforcement arriving at the scene, this is not considered a false alarm, and no fines will be assessed.
- zz) Notice of the right of appeal under this ordinance will be included with any fines to be assessed.

Section 11-77 Notification

- a) The alarm administrator ~~or responding police officer shall~~ **will** notify the alarm user in writing **after each false alarm monthly of false alarms**. The notification shall include the fine schedule for false alarms and a description of the appeals procedure available to the alarm user. **The notification will include notice of any fines imposed in accordance with the fine schedule.**

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~~b) The alarm administrator shall provide specific notice to the alarm user when a fine is imposed.~~

Section 11-78 Appeals

Any appeal of a fine assessed by the alarm administration shall be pursuant to the provisions of Section 1-10 of the Killingly Town Code regarding citations for violations of town ordinances.

Section 11-79 Enforcement and penalties

This ordinance shall also be enforced pursuant to the provisions of Section 1-9 and 1-10 of the Killingly Code of Ordinances relative to general penalties and citations for violations of ordinances, and all violations of this ordinance shall, in addition to any penalties set forth herein, be subject to the provisions of Section 1-9 and 1-10 for violations of citations.

Section 11-80 Confidentiality

In the interest of public safety, all information contained in and gathered through the alarm registration applications shall be for law enforcement use only and applications for appeals shall be held in confidence by all employees, representatives and agents of the Town of Killingly to the extent allowable by applicable state and federal laws.

Section 11-81 Government immunity

Alarm registration is not intended to, nor will it, create a contract, duty or obligation, either expressed or implied, of police response. Any and all liability and consequential damage resulting from the failure to respond to a notification is hereby disclaimed and governmental immunity as provided by law is retained. By applying for an alarm registration, the alarm user acknowledges that law enforcement response may be influenced by factors such as: the availability of police units, priority of calls, weather conditions, traffic conditions, emergency conditions, staffing levels and prior response history.

Section 11-82 Severability

The provisions of this ordinance are severable. If a court determines that a word, phrase, clause, sentence, paragraph, subsection, section, or other provision is invalid or that the application of any part of the provision to any person or circumstance is invalid, the remaining provisions and the application of those provisions to other persons or circumstances are not affected by that decision. (Ord. of 3-15-05)