



TOWN OF KILLINGLY

OFFICE OF THE TOWN MANAGER

172 Main Street
Killingly, CT 06239
Tel: 860 779-5300, ext. 7 Fax: 860 779-5382

**TOWN OF KILLINGLY
FISCAL SUBCOMMITTEE MEETING
October 3, 2022
6:30 p.m.
Killingly Town Hall
Conference Room 102**

RECEIVED
TOWN CLERK KATHY HARRIS
2022 SEP 29 PM 1:23
Elojyokoski, C. M. O. W. J. S.

Council Members:
Jason Anderson, Chairman
Ulla Tiik-Barclay
Raymond Wood
Kevin Kerttula, Alternate

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

Agenda

1. Call to order

2. Citizens' participation

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. 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 comment must be received prior to 2pm the day of the meeting. Public comment will be posted on the Town's website www.killinglyct.gov.

3. Adoption of minutes:

a. August 16, 2022

4. Unfinished business

5. New business

- a. Consideration and action on the recommendation of a proposed resolution authorizing fiscal year 2021-2022 budgetary year end transfers
- b. Consideration and action on the recommendation of a proposed resolution authorizing the transfer of fiscal year 2021-2022 unexpended funds from Unexpended Departmental Budgets to Special Reserves and Programs
- c. Consideration and action on the recommendation of a proposed a resolution approving the transfer of fiscal year 2021-2022 unexpended funds from the Killingly Conservation Commission, Killingly Inlands Wetlands and Watercourses Commission and Killingly Agriculture Commission appropriations to the Open Space Land Acquisition Fund

6. Executive Session

7. Adjournment

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This institution is an equal opportunity provider and employer.

**TOWN OF KILLINGLY
FISCAL SUBCOMMITTEE MEETING
August 16, 2022 6:30 p.m.
Town Meeting Room, Killingly Town Hall, 172 Main Street
Meeting Minutes**

RECEIVED
TOWN CLERK, KILLINGLY, CT
2022 SEP 20 AM 10:11
Elizabeth M. Quisenberry

1. Call to Order

Chairman, Jason Anderson called the meeting to order at 6:43pm.

Members Present: Jason Anderson, Ulla Tiik-Barclay, Raymond Wood and Kevin Kerttala

Others Present: Mary T. Calorio, Town Manager
Jennifer Hawkins, Finance Director
Randy Burchard, Fire Marshal/EMD

2. Citizens Participation: -

Barry Rider of 303 Snake Meadow Rd – Supports the Windham 4-H application. Explained how the funds would be used.

Sandra Ahola of Woodstock – Windham 4-H Treasurer – Supports the Windham 4-H application.

Mary Seguire of 285 Snake Meadow Rd – Supports the Windham 4-H application

3. Adoption of Minutes: July 6, 2022

Motion by R. Wood to accept minutes. **Second** by U. Tiik-Barclay. **Motion carries** unanimously.

4. Unfinished Business: None

5. New Business

a. Discussion and possible action on the recommendation of proposed allocation of American Rescue Plan Act Funding for the Windham 4-H project.

Manager Calorio reviewed the application presented. Members discussed the program and project. Motion was made to recommend approval to authorize the allocation of American Rescue Plan Act Funds in the amount of \$50,000 to the Windham 4-H Dam project to the Town Council by R. Wood. Seconded by U. Tiik-Barclay. U. Tiik-Barclay made a motion to amend the motion to increase the allocation amount to \$100,000. Seconded by R. Wood. Amendment to the motion passed unanimously. Amended motion passed unanimously.

b. Discussion and possible action on the recommendation of proposed allocation of American Rescue Plan Act Funding for the United Services small business EAP program

Chairman Anderson called for a motion to recommend the proposed allocation of American Rescue Plan Act Funding for the United Service small business EAP program. U. Tiik-Barclay made a motion to recommend the proposed allocation to the Town Council. No second was received. Motion fails.

c. Discussion and possible action on the recommendation of proposed allocation of American Rescue Act Funding for the fire departments equipment projects

Motion was made by R. Wood and seconded by U. Tiik-Barclay to suspend the rules and allow for Randy Burchard Fire Marshal/EMD to participate in the meeting. Motion passed unanimously. Manager Calorio and EMD Burchard reviewed the fire department equipment projects which include communications upgrade and a LUCAS tool. Members discussed the communications system and the need for the LUCAS device. U. Tiik-Barclay made a motion to recommend the proposed allocation of American Rescue Act Funding for the fire departments equipment project to the Town

Council for approval. Seconded by J. Anderson. Motion passed unanimously. R. Wood recused himself for this item.

- d. Discussion and possible action on the recommendation of proposed authorization to replace a mower using the Capital Non-Recurring account funds dedicated to this vehicle.
Manager Calorio and Finance Director Hawkins reviewed the condition of the current roadside mower, the financial impact of repairs and available funding for replacement. R. Wood made a motion to recommend the proposed authorization to replace the mower using the Capital Non-Recurring account funds dedicated to this vehicle to the Town Council for approval. Seconded by U. Tiik-Barclay. Motion passed unanimously.

6. Executive Session

a. Potential Purchase of Property

Motion to enter Executive Session inviting Town Manager Calorio, Finance Director Hawkins and Officer Heath Ericson was made by R. Wood at 7:25pm. Motion seconded by U. Tiik-Barclay. Motion passed unanimously.

Members exited Executive Session at 8:02 pm.

7. Adjournment

Motion to adjourn by R. Wood at 8:03PM. **Second** by U. Tiik-Barclay. **Motion carries** unanimously.

Respectfully submitted,
Mary T. Calorio

FINANCIAL SUMMARY The total amount of all transfers \$27,197 with a total for contingency fund transfers of \$18,229. Contingency has an available balance of \$110,274.

STAFF RECOMMENDATION: Approval of Resolution

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Action on the Resolution

SUPPORTING MATERIALS:

- Resolution

DRAFT

Resolution #20-54

RESOLUTION AUTHORIZING FISCAL YEAR 2021-2022 BUDGETARY YEAR END TRANSFERS

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager has requested the sum of Twenty Seven Thousand One Hundred Ninety-Seven dollars (\$27,197) be transferred within the fiscal year 2021-2022 Town Operating Budget as follows:

From:

Assessor	Materials & Supplies	\$	230
Revenue Collector	Contractual Services	\$	57
Town Hall Building	Materials & Supplies	\$	999
Highway Supervision	Contractual Services	\$	44
Central Garage	Materials & Supplies	\$	187
Parks and Grounds	Contractual Services	\$	6,862
Parks and Grounds	Materials & Supplies	\$	77
Community Center	Materials & Supplies	\$	67
Other Town Buildings	Materials & Supplies	\$	445
Special Reserve & Programs	Contractual Services	\$	18,229
			<u>\$ 27,197</u>

To:

Assessor	Contractual Services	\$	230
Revenue Collector	Personnel	\$	57
Town Hall Building	Personnel	\$	88
Town Hall Building	Contractual Services	\$	4,514
Highway Supervision	Materials & Supplies	\$	44
Central Garage	Contractual Services	\$	187
Parks and Grounds	Personnel	\$	13,154
Community Center	Personnel	\$	67
Other Town Buildings	Contractual Services	\$	1,545
Human Services Subsidies	Contractual Services	\$	2,039
Employee Benefits	Contractual Services	\$	5,272
			<u>\$ 27,197</u>

WHEREAS, the Town Manager has further certified the total sum of \$27,197 is unencumbered within the accounts specified; and

WHEREAS, such transfers are for necessary expenditures in the accounts specified,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY
that the sum of \$27,197 is hereby transferred as described above.

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut,
this 11th day of October 2022

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on October 11, 2022, 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. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 14, 2019.

Elizabeth Wilson, Town Clerk
(Seal)

Date

DRAFT

AGENDA ITEM COVER SHEET

ITEM: Consideration and action on a resolution authorizing the transfer of fiscal year 2021-2022 unexpended funds from Unexpended Departmental Budgets to Special Reserves and Programs

ITEM SUBMITTED BY: Mary T. Calorio, Town Manager
Jennifer Hawkins, Finance Director

FOR COUNCIL MEETING OF: October 11, 2022

TOWN MANAGER APPROVAL: _____

ITEM SUMMARY: This item proposes to transfer unexpended funds from several unexpended departmental budgets to Special Reserves and Programs to address any unanticipated shortfalls in future years. The unexpended funds and corresponding transfer to reserve for fiscal year 2022-2021, in an amount not to exceed, are summarized as follows:

From:		
Highway Supervision	Personnel Services	\$ 15,854
Highway Supervision	Contractual Services	\$ 3,241
Central Garage	Personnel Services	\$ 12,010
Highway	Personnel Services	\$ 28,938
Highway	Contractual Services	\$ 8,720
Highway	Materials & Supplies	\$ 7,835
Winter Maintenance	Personnel Services	\$ 6,015
Winter Maintenance	Contractual Services	\$ 1,042
Winter Maintenance	Materials & Supplies	\$ 7,539
Recreation	Personnel Services	\$ 42,250
Recreation	Contractual Services	\$ 9,745
Recreation	Materials & Supplies	\$ 105
Law Enforcement	Personnel Services	\$ 38,505
Law Enforcement	Contractual Services	\$ 88,883
Law Enforcement	Materials & Supplies	\$ 15,100
		<u>\$ 285,782</u>
To:		
Capital and Non-Recurring	Capital Outlay - Highway	\$ 91,194
Reserve for Constabulary	Contractual Services	\$ 142,488
Capital Projects	Owen Bell Projects/Irrigation	\$ 52,100
		<u>\$ 285,782</u>

The Town maintains a Capital and Non-Recurring Fund (CNR) which is funded each year through the budget process. The purpose of this reserve is to fund the replacement of the Town's vehicles and heavy machinery and equipment during the aging process. During the past couple of years, the Town has experienced a dramatic rise in costs at the time of replacing equipment that in many instances has significantly outpaced the Town's

anticipated funding schedules. This has resulted in additional contributions to CNR being made by the department in the year of purchase in order to fund this gap. The Highway and Parks and Recreation Departments have seen the most impacts of these funding gaps in the recent years. These contributions will assist in closing this gap and smooth out future budget contributions. The CNR has a balance of \$2,533,955. The Highway departments, including the Highway Winter Maintenance Department have an estimated \$91,194 of unexpended funds for FY 2021-22.

The Town Council established a Constabulary Reserve in FY 2016-17 budget process. The purpose of the reserve is to provide funding for additional start-up costs associated with establishing the Constabulary. In prior fiscal years, the Town transferred the unexpended funds from the Law Enforcement Department to the Reserve for this purpose. The Constabulary Reserve has a balance of \$162,933. The Law Enforcement Department is estimated to have \$142,488 of unexpended funds for FY 2021-2022. The department's constabulary staff level was not fully achieved during the fiscal year and therefore provided unexpended funds. In addition, the amounts charged to the Town for Resident State Troopers by the State of CT included a fringe rate benefit allocation significantly lower than budgeted and the amount charged as overtime to the Town by Resident State Troopers was less than budgeted as our Constables filled this need. Overall overtime costs provided by the Resident State Troopers was significantly less due to COVID-19 in the past year. These additional funds will assist the Town with the upcoming implementation of the required programs necessary in connection with the Police Accountability Bill.

The Town has various projects planned for Owen Bell Park in the Parks and Recreation Five-year capital plan. One significant project is related to the dredging of Owen Bell Pond. This project would provide irrigation to Owen Bell Park through the use of the existing pond which would include the dredging and a minor expansion of the pond. The project is estimated to cost \$125,000 - \$180,000. Current year LOCIP grant funds and reallocated capital fund projects in the 2023 budget amount to \$75,000. The Recreation budget has an estimated unexpended funds of \$52,100 for FY 2021-2022 which would increase the funding to \$127,100. This will allow for the completion of the project in 2024 to be funded, if needed, with remaining LOCIP grant funds.

If these funds are not transferred to the respective Reserve and Capital Project Funds, they will automatically drop to the Town's Unassigned General Fund Balance. In addition, these requests are on a not to exceed basis, should there be a need for a final operational close out adjustment occur.

FINANCIAL SUMMARY: The item would authorize the transfer of up to \$91,194 from the Highway and Winter Maintenance Departments to Capital and Non-recurring Fund, \$142,488 from Law Enforcement to the Reserve for Constabulary, and \$52,100 from Recreation to Capital Projects for Owen Bell Projects for fiscal year 2021-2022.

STAFF RECOMMENDATION:
TOWN ATTORNEY REVIEW:
COUNCIL ACTION DESIRED:
SUPPORTING MATERIALS:

Approval of Resolution
N/A
Action on the Resolution
Resolution

Resolution #

RESOLUTION AUTHORIZING THE TRANSFER OF FISCAL YEAR 2021-2022 UNEXPENDED FUNDS FROM UNEXPENDED DEPARTMENT BUDGETS TO SPECIAL RESERVES AND PROGRAMS

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the transfer of up to \$91,194 from the Highway Departments to Capital and Non-recurring Fund, \$142,488 from Law Enforcement to the Reserve for Constabulary, and \$52,100 from Recreation to the Capital Projects Fund for Owen Bell Projects for fiscal year 2021-2022.

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut,
this 11th day of October 2022

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on October 11, 2022, 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. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

Elizabeth Wilson, Town Clerk

Date

(Seal)

AGENDA ITEM COVER SHEET

ITEM: Consideration and action on a resolution approving the transfer of fiscal year 2021-2022 unexpended funds from the Killingly Conservation Commission, Killingly Inlands Wetlands and Watercourses Commission and Killingly Agriculture Commission appropriations to the Open Space Land Acquisition Fund

ITEM SUBMITTED BY Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF: October 11, 2022

TOWN MANAGER APPROVAL: _____

ITEM SUMMARY: In the recent past, certain unexpended funds, in accordance with Article XI, Section 2-171 of the Killingly Code of Ordinances, which stipulates the Town Council “may transfer unexpended funds from any Conservation and Inland Wetlands and Watercourses Commissions and Agriculture Commissions budgeted funds remaining at the end of the fiscal year” to the Open Space Land Acquisition (OSLA) Fund, have been transferred to that Fund. The sole purpose of the OSLA Fund is the preservation or the acquisition of land (or interest in land, etc.) for open space, natural resource protection, recreational or agricultural purposes. The OSLA Fund currently contains a healthy balance of \$229,982. The Killingly Conservation Commission did not expend \$385 of its 2021-22 appropriation of \$2,500; the Killingly Inlands Wetlands and Watercourses Commission did not expend \$830 of its 2021-22 appropriation of \$4,500; the Killingly Agriculture Commission did not expend \$465 of its 2021-22 appropriation of \$2,500. The amount unexpended by the three commissions equals \$1,680. If these funds are not transferred to the OSLA fund, they will roll to the Town’s Unassigned General Fund Balance.

The Fiscal Subcommittee reviewed this item at their October 3, 2022, meeting and

FINANCIAL SUMMARY: The item would authorize the transfer of \$385 from the Killingly Conservation Commission (09-50264), \$860 from the Killingly Inlands Wetlands and Watercourses Commission (09-50258) and \$465 from the Killingly Agriculture Commission (09-50298) to the Open Space Land Acquisition Fund. This transfer will increase the Open Space Land Acquisition Fund by \$1,680 to a balance of \$231,662.

STAFF RECOMMENDATION: Approval of Resolution

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Action on the Resolution

SUPPORTING MATERIALS:

- Resolution

Resolution #21-39

**RESOLUTION APPROVING THE TRANSFER OF FISCAL YEAR 2021-2022
UNEXPENDED FUNDS FROM THE KILLINGLY CONSERVATION
COMMISSION, KILLINGLY INLANDS WETLANDS AND
WATERCOURSES COMMISSION AND KILLINGLY AGRICULTURE
COMMISSION APPROPRIATIONS TO THE OPEN SPACE LAND
ACQUISITION FUND**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the unexpended funds for fiscal year 2021-22 from the Killingly Conservation Commission (account #09-50264) in the amount of \$385, the Killingly Inlands Wetlands and Watercourses Commission (account #09-50258) in the amount of \$830 and the Killingly Agriculture Commission (account #09-50298) in the amount of \$465 be transferred to the Open Space Land Acquisition Fund (account #23310).

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut
This 11th day of October 2022

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on October 11, 2022, 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. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

Elizabeth Wilson, Town Clerk

Date

(Seal)