Municipal Information Guide



172 Main Street Killingly, CT 06239 Phone: 860-779-5300 Fax: 860-779-5394

Email: townmanager@killinglyct.gov Website: www.killinglyct.gov Hours: M-W-Th: 8:00 AM-4:30 PM;

Tu: 8:00 AM-5:30 PM; Fri: 8:00 AM-11:30 AM

WELCOME TO KILLINGLY!

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Provided the Education of the Education of the Education States and the Education States 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, and the Town Facebook page both carry 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.

860-779-5335 860-779-5382 (Fax) townmanager@killinglyct.gov www.killinglyct.gov/Town Departments/Town Manager

Illingly 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
- Davville
- Dyer Manor
- East Killingly
- Orient Heights
- Williamsville
- South Killingly
- Borough of Danielson

Fire District Information is available on our website under Local Services

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

Animal Control (Regional). 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 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@neccog.org Facebook: Neccog Animal Services www.neccog.org

ssessor'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 maps and property info, go to https://www.axisgis.com/killinglyct/ Duilding 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

Community Development. The Community Development Office is responsible for the development and implementation of grantfunded 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

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, CT Main Street Center, 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
- Industrial development information
- Industrial Park information
- Local and State business resources

860-779-5350 860-779-5394 (Fax) ecdev@killinglyct.gov www.killinglyct.gov/Economic Development **Pagineering.** The Engineering Department provides technical support and advice to Town Departments & various commissions including Planning & Zoning, Inlands Wetlands & Watercourses, Water Pollution Control Authority and Solid Waste. The Department is also responsible for issuing driveway permits, maintenance and inspection of road opening permits and other excavations in Town roads; oversight of major capital projects such as building 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

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

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 Jours 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

Law Enforcement. 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 Parks and Recreation. The Killingly Parks & Recreation Department is located in the Community Center at 185 Broad St. and provides a wide variety of recreational opportunities for the residents of Killingly and the surrounding area. Programs include athletics, arts and crafts, fitness and continued learning along with summer outdoor activities, Camp Wallaby and the summer concert series. Special events and family activities include The Great Killingly Tomato Festival, the Red, White & Blue BBQ and the annual Killingly Bike Night along with other smaller seasonal events of Frosty's Big Night Out, Breakfast with Santa and Breakfast with the Bunny. The Little Theatre on Broad Street hosts several productions throughout the year, with a strong concentration on involvement in community theatre for both adults and children.

The flagship park, Owen Bell, boasts multiple sport playing fields along with a walking track and trails. 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, Phaiah Dog Park, located along the River Trail, a walking, jogging, biking trail 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

Planning and Development. Start with this office to apply for both zoning and building permits for <u>new construction</u> (houses, additions, sheds, garages, decks, swimming pools, etc.) or for <u>changing the use</u> 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
www.killinglyct.gov/Boards and Commissions/Inland Wetlands &
Water Commission

Parcel maps with links to property cards:

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

Probate Court (Regional). (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.

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. Reference, genealogy, Mango languages, and more educational databases are available online and from home with a KPL library card. Digital resources including audio and eBooks are also available. Programs are offered to all ages of our community that enhance both educational and recreational needs. Programs include arts and crafts, story times, family events, and wellness workshops. The Children's Department is committed to introducing early literacy skills to young learners and fostering the love of reading. Friend us on Facebook for even more information.

Public Library.

Hours of Operation:

Monday
 Tuesday, Wednesday & Thursday
 Friday
 Saturday
 Saturday July & August
 9:30 AM - 5:00 PM
 9:30 AM - 6:30 PM
 9:30 AM - 2:00 PM
 9:30 AM - 1:00 PM

Closed Sunday

860-779-5383 www.killinglypl.org www.killinglyct.gov/Town Departments/Library

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) mdube@killinglyct.gov www.killinglyct.gov/Town Departments/Highway Division

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 (\$80.00 per year, \$40.00 for Seniors or \$20.00 for a 3-Visit Pass) in the Revenue Collector's Office and utilize Town stickers for the waste at a cost of \$5.00 each. Stickers are available at Stop & Shop, Big Y 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 \$0.10 per pound. There is no fee for recyclables or disposal of electronics. Cash is not accepted at the Transfer Center & Recycling Center.

Hours: 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

Revenue 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, by using the drop box located in the rear parking lot near the handicap ramp 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-4:30 PM; Tu: 8:00 AM-5:30 PM; Fri: 8:00 AM-11:30 AM, 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

Chools 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

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

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)

Tater 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 Town Hall Meeting Room. 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) Robin.Hart@suez-na.com www.killinglyct.gov/engineering department & facilities management



WHO DO I CALL?

AREA OF INTEREST

Absentee Ballot Requests

Adoption of Pets

Agriculture

Alarm Registrations

Animal Control

Apartment Inspections

Birth/Death/Marriage Records Board of Assessment Appeals

Boards & Commissions Applications

Budgeting/Finance

Building Permits Burning Permits

Business Development

Census Data

Comments & Complaints

Community Garden
Council Meetings

Dog Licenses

Downtown Information

Driveway Permits

Dump Permits

Election & Primary Results

Excavation Permits

Fair Housing Complaints

Fishing/Hunting/Trapping licenses & permits

Flood Map Information

Food Establishments

Genealogy

Hawker/Peddler Permits

Home Birth Packets

Housing Rehabilitation Applications

Land Records Information

Land Use Permits

Landfill Permits

Liquor Permit Registrations

Maps - subdivision, boundary, easements

Marriage Licenses

Meeting notices, agendas & minutes

Military Discharge Records

Motor Vehicle Assessments

DEPARTMENT

Town Clerk

NECCOG (860-774-1253)

Planning & Development

Town Manager

NECCOG (860-774-1253)

Building Department (P&D)

Town Clerk

Assessor

Town Manager

Finance

Building Department (P&D)

Fire Marshal (P&D)

Economic Development

Planning & Development

Town Manager

Planning & Development

Town Manager

Town Clerk

Economic Development

Engineering

Revenue Collector

Town Clerk

Engineering

Town Manager

Town Clerk

Planning & Development

Health Dept. (860-774-7350)

Town Clerk

Town Manager

Town Clerk

Community Development

Town Clerk

Planning & Development

Revenue Collector

Town Clerk

Town Clerk

Town Clerk

TOWN OIGH

Town Clerk

Town Clerk

Assessor

WHO DO I CALL?

AREA OF INTEREST

Notary Services Outdoor Burning

Park Information

Personal Property Assessments

Pistol Permits

Poll Worker Training

Potholes

Property Ownership

Property Uses

Raffle & Special Event Permits

Recycling Center

Rental Housing Code Inspections

Road Projects/Signage Road Repairs/Maintenance

School Registration Seasonal Programs Septic System Location

Sewer

Sewer Assessments/Use Bills

Sewer Projects

Sexton Records (2010-Present)

Sidewalk Ordinance Billing

Snow Removal

Street Opening Permits

Street Sweeping
Summer Day Camp
Tax Abatements
Tax Exemptions

Property Assessments

Taxes

Town & School Budgets & Vote Results

Trade Names
Transfer Station

Voter Registration Applications

Voter Registration, Classification & Status

Water Wells

Wetlands

Zoning Regulations & Permits Vacation/Security Requests

DEPARTMENT

Town Clerk

Fire Marshal (P&D)
Parks & Recreation

Assessor

Town Manager Registrar of Voters

Highway/Public Works

Assessor

Planning & Development

Town Manager Revenue Collector

Building Department (P&D)

Engineering

Highway/Public Works
Superintendent's Office
Parks & Recreation

Health Dept. (860-774-7350)

Suez (860-779-5392) Revenue Collector

Engineering
Town Clerk

Revenue Collector Highway/Public Works

Engineering

Highway/Public Works Parks & Recreation

Assessor Assessor

Revenue Collector

Town Clerk
Town Clerk

Revenue Collector

Town Clerk

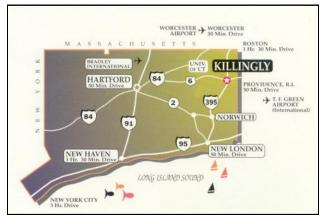
Registrars of Voters

CT Water (800-286-5700) Health Dept. (860-774-7350) Planning & Development Planning & Development

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.



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