



# 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 COUNCIL MEETING REGULAR MEETING AGENDA

DATE: Tuesday, August 9, 2022

TIME: 7:00 PM

PLACE: Town Meeting Room  
172 Main Street, Killingly

RECEIVED  
TOWN CLERK, KILLINGLY, CT  
2022 AUG -5 AM 8:16  
Elizabeth M. Willis

Meeting will be in person. It can also be viewed on Facebook Live or Channel 22. Go to [www.killinglyct.gov](http://www.killinglyct.gov) click on Facebook Live

1. CALL TO ORDER
2. PRAYER
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. ROLL CALL
5. ADOPTION OF MINUTES OF PREVIOUS MEETINGS
  - a) Special Town Council Meeting – July 5, 2022
  - b) Regular Town Council Meeting – July 12, 2022
6. PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS
7. UNFINISHED BUSINESS FOR TOWN MEETING ACTION
8. CITIZEN'S STATEMENT AND PETITION

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 Town Council.

Public comment can be emailed to [publiccomment@killinglyct.gov](mailto:publiccomment@killinglyct.gov) or mailed to Town of Killingly, 172 Main Street, Killingly, CT 06239 on or before the meeting. All written public comment must be received prior to 2pm the day of the meeting. Written public comment will be posted on the Town's website [www.killinglyct.gov](http://www.killinglyct.gov).

Visit us at: [www.Killingly.org](http://www.Killingly.org)

This institution is an equal opportunity provider and employer.

9. COUNCIL/STAFF COMMENTS
10. APPOINTMENTS TO BOARDS AND COMMISSIONS
  - a) Jamie Gervais – Appointment to the Agricultural Commission
  - b) Appoint of Town Council Member to the Board of Education Negotiation Committee
11. REPORTS FROM LIAISONS
  - a) Board of Education Liaison
  - b) Borough Council Liaison
12. DISCUSSION AND ACCEPTANCE OF MONTHLY BUDGET REPORTS
  - a) Summary Report on General Fund appropriations for Town government
  - b) System Object Based on Adjusted Budget for the Board of Education
13. CORRESPONDENCE/COMMUNICATIONS/REPORTS
  - a) Town Managers Report
  - b) Town Manager Evaluation
14. UNFINISHED BUSINESS FOR TOWN COUNCIL ACTION
15. NEW BUSINESS
  - a) Consideration and action on a resolution to introduce and set the date of September 13, 2022 for a public hearing on an Ordinance amending Chapter 13 Article IV – Loitering, Littering and Public Consumption of Alcoholic Beverages to include Public Consumption of Cannabis Prohibited.
  - b) Consideration and action on a resolution to introduce and set the date of September 13, 2022 for a public hearing on an Ordinance amending Chapter 3 Alcoholic Beverages.
  - c) Consideration and action on a resolution to adopt the revised Policy for the Sale of Town-owned Property
  - d) Consideration and action on a resolution opting out of the State of Connecticut Statute Section 8-20 regarding Zoning regulations for accessory apartments.
  - e.) Consideration and action on a resolution authorizing the Town Manager to execute a contract with CT DEEP for the Urban Green & Community Garden Grant Program.
16. COUNCIL MEMBER REPORTS AND COMMENTS
17. EXECUTIVE SESSION
18. ADJOURNMENT

**16. Council Member Reports and Comments:**

Mr. Grandelski reported on the Conservation Commission meeting.

Ms. Murphy reported on the WPCA meeting.

Mr. Wood attended the Personnel Subcommittee meeting, reported on the ZBA meeting and the Historic District meeting.

Mr. Kerttula reported on the Permanent Building Commission meeting and the Open Space Land Acquisition meeting.

Mr. Anderson attended the Personnel Sub-committee meeting.

Ms. George reported on the NECOG meeting

Ms. Wakefield reported on the Borough meeting and Parks & Rec.

Ms. Tiik-Barclay reported on the P&Z meeting and the Housing Authority meeting.

**17. Executive Session: None**

**18. Adjournment:**

Mr. Grandelski made a motion, seconded by Mr. Kerttula, to adjourn the meeting.

Voice Vote: Unanimous. Motion passed.

The meeting ended at 10:19 p.m.

Respectfully submitted,

Elizabeth Buzalski  
Council Secretary

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**KILLINGLY TOWN COUNCIL  
SPECIAL TOWN COUNCIL MEETING**

**DATE:** Tuesday, July 5, 2022

**TIME:** 7:00 P.M.

**PLACE:** Town Meeting Room  
Killingly Town Hall

**AGENDA  
KILLINGLY TOWN COUNCIL**

The Town Council of the Town of Killingly held a Special Meeting on Tuesday, July 5, 2022, at 7:00 p.m. in the Town Meeting Room of the Killingly Town Hall, 172 Main Street, Killingly, Connecticut. The agenda was as follows:

- 1. Call to Order**
- 2. Roll Call**
- 3. Interviews of Board/Commission applicants**
  - a. David Griffiths – Northeast District Department of Health

**4. Citizens' Statements and Petitions**

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 Town Council.

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**5. Old Business - None**

**6. New Business**

a. Presentations of Student Achievements

1. KHS Yearbook Staff
2. Wrestling Team
3. Robotics Team
4. KHS Redline Newspaper
5. Girls Lacrosse Team
6. Golf Team
7. Football Team
8. FFA Star Awards
9. Boys Baseball Team

b. Plan of Conservation and Development Presentation by Ann-Marie Aubrey, Planning Director, and Jonathan Blake, Planner 1/ZEO

**7. Executive Session – None**

**8. Adjournment**

1. Chairman Anderson called the Special Meeting to order at 7:04 p.m.
2. On Roll Call, all counselors were present except Ms. Wakefield, who was absent with notification. Town Manager Calorio, Finance Director Hawkins, and Council Secretary Buzalski were also present.

3. Interviews for Boards/Commissions:

3a. David Griffiths – Northeast District Department of Health  
Councilors interviewed David Griffiths, 70 Griffiths Rd, Killingly. Mr. Griffiths is reapplying as Killingly's representative to the Northeast District Department of Health. His term expires July 18, 2022. The new term would run for 3 years and expire on July 18, 2025.

4. Citizens' Statements and Petitions

A written comment was received from the Boy's baseball coach stating the team was unable to attend the meeting and thanked the Council for the recognition.

5. Old Business - None

6. New Business

6a. a. Presentations of Student Achievements

1. KHS Yearbook Staff
2. Wrestling Team
3. Robotics Team
4. KHS Redline Newspaper
5. Girls Lacrosse Team
6. Golf Team
7. Football Team

8. FFA Star Awards

9. Boys Baseball Team

Council Chair Anderson presented recognition plaques to the teams.

6b. Plan of Conservation and Development Presentation by Ann-Marie Aubrey, Planning Director, and Jonathan Blake, Planner 1/ZEO

Anne-Marie Aubrey and Jonathan Blake presented the Plan of Conservation and Development. This is basically the 10-year plan for the Town. It included input from other Boards and Commissions and the public. This plan also helps the Town qualify for more grants. The POCD is at the library and at the Planning & Zoning office.

7. Executive Session – None

8. Adjournment

Mr. Grandelski made a motion, seconded by Mr. Wood, to adjourn the meeting.

Voice Vote: Unanimous. Motion passed.

The meeting ended at 7:57 p.m.

Respectfully submitted,

Elizabeth Buzalski  
Council Secretary

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1. FFA Star Awards
2. Boys Baseball Team

Council Chair Anderson presented recognition plaques to the teams.

**6b. Plan of Conservation and Development Presentation by Ann-Marie Aubrey, Planning Director, and Jonathan Blake, Planner 1/ZEO**

Anne-Marie Aubrey and Jonathan Blake presented the Plan of Conservation and Development. This is basically the 10-year plan for the Town. It included input from other Boards and Commissions and the public. This plan also helps the Town qualify for more grants. The POCD is at the library and at the Planning & Zoning office.

**7. Executive Session – None**

**8. Adjournment**

Mr. Grandelski made a motion, seconded by Mr. Wood, to adjourn the meeting.

Voice Vote: Unanimous. Motion passed.

The meeting ended at 7:57 p.m.

Respectfully submitted,

Elizabeth Buzalski  
Council Secretary

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**KILLINGLY TOWN COUNCIL  
PUBLIC HEARING  
REGULAR MEETING**

**DATE:** TUESDAY, July 12, 2022

**TIME:** 7:00 P.M.

**PLACE:** TOWN MEETING ROOM  
KILLINGLY TOWN HALL

**AGENDA**

The Town Council of the Town of Killingly held a Regular Meeting on Tuesday, July 12, 2022, at 7:00 p.m. in the Town Meeting Room of the Killingly Town Hall, 172 Main Street, Killingly, Connecticut. The agenda was as follows:

1. **CALL TO ORDER**
2. **PRAYER**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS**
  - a) Special Town Council Meeting – June 7, 2022
  - b) Regular Town Council Meeting – June 14, 2022
6. **PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS**
7. **UNFINISHED BUSINESS FOR TOWN MEETING ACTION**

**8. CITIZEN'S STATEMENTS AND PETITIONS**

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**9. COUNCIL/STAFF COMMENTS****10. APPOINTMENTS TO BOARDS AND COMMISSIONS**

- a) David Griffiths – reappointment to Northeast District Department of Health

**11. REPORTS FROM LIAISONS**

- a) Board of Education Liaison
- b) Borough Council Liaison

**12. DISCUSSION AND ACCEPTANCE OF MONTHLY BUDGET REPORTS**

- a) Summary Report on General Fund Appropriations for Town Government
- b) System Object Based on Adjusted Budget for the Board of Education

**13. CORRESPONDENCE/COMMUNICATIONS/REPORTS**

- a) Town Manager Report
- b) NECCOG FY 2023 Work Plan and Budget Summary
- c) Board of Education memo regarding Non-Lapsing Fund

**14. UNFINISHED BUSINESS FOR TOWN COUNCIL ACTION**

- a) Consideration and action on a resolution to authorize the Town Manager to expend funds under the American Rescue Act Funding

**15. NEW BUSINESS**

- a) Consideration and action on a recommendation authorizing the Town Manager to execute a Tower Cell Site Lease Agreement with DISH Wireless, LLC for use of the 79 Putnam Pike cell tower
- b) Consideration and action on a resolution authorizing the salary adjustments for non-union employees and management staff for fiscal year 2022-2023

**16. COUNCIL MEMBER REPORTS AND COMMENTS****17. EXECUTIVE SESSION****18. ADJOURNMENT****REGULAR MEETING**

1. Chairman Anderson called the meeting to order at 7:00 p.m.
2. Prayer by Mr. Wood.
3. Pledge of Allegiance to the flag.
4. Upon roll call all Councilors were present. Also present were Town Manager Calorio and Council Secretary Buzalski.

**5a. & 5b. Adoption of minutes of previous meetings**

Mr. Wood made a motion, seconded by Ms. George, to adopt the minutes of the Special Town Council Meeting of June 7, 2022, and the Regular Town Council Meeting of June 14, 2022.

Discussion followed.

Voice Vote: Unanimous. Motion passed.

6. Presentations, proclamations, and declarations: None
7. Unfinished Business for Town Meeting Action: None
8. Citizens' Statements and Petitions:

There were three written comments received before the meeting.

Rena Masson, owner of Tunk City Revival, 100 Main St, Danielson, wrote in support of the Dam Project at the Windham-Tolland 4-H Camp.

Jan (Daly) Rider, President, Windham County 4-H Foundation, Inc, wrote in support of the Dam Project.

Jane & Ronald Smith, 91 Reynolds St, Danielson, wrote in support of the Dam Project.

In-person comments were made by:

Theresa LaCasse, 953 N. Main St, had a noise complaint about her neighbors and asked the Council to look into it.

Lynn LaBerge, 28 E. Franklin St, urged the Council to use some of the ERISA funding to go to the fire stations.

Nancy Grandelski, 877 Upper Maple St, feels there is a pattern of slander against Democrats by Council Members.

9. Council/Staff Comments:

Mr. Anderson asked the town Manager about the noise ordinance. Town Manager Calorio responded.

10. Appointments to Boards and Commissions:

- 10a. David Griffiths - Reappointment to Northeast District Department of Health

Mr. Grandelski made a motion, seconded by Ms. George, to reappoint David Griffiths as the representative to the Northeast District Department of Health. The new term would run through Jul 18, 2025.

Discussion followed.

Voice vote: Unanimous. Motion passed.

11. Reports from Liaisons:

- 11a. Report from the Board of Education Liaison:

The Board of Education Liaison was not available.

- 11b. Report from the Borough Liaison:

Borough Liaison LaBerge reported on various activities of the Borough of Danielson.

12. Discussion and Acceptance of Monthly Budget Reports:

- 12a. Summary Report on General Fund Appropriations for Town Government:

Mr. Wood made a motion, seconded by, Mr. Kerttula, to accept the summary report on general fund appropriations for Town Government.

Discussion followed.

Voice Vote: Unanimous. Motion passed.

- 12b. System Object Based on Adjusted Budget for the Board of Education:

Mr. Wood made a motion, seconded by Mr. Kerttula, to accept the system object based on adjusted budget for the Board of Education.

Discussion followed.

Voice Vote: Unanimous. Motion passed.

13. Correspondence/Communications/Reports:

- 13a. Town Manager Report

Town Manager Calorio discussed her report and responded to comments and questions from Council Members.

13b. NECCOG FY 2023 Work Plan and Budget Summary

Town Manager Calorio summarized the FY 2023 NECCOG Work Plan and Budget Summary

13c. Board of Education Memo regarding Non-Lapsing Fund

Town Manager Calorio reviewed the memo from the Board of Education regarding the Non-Lapsing Fund.

14. Unfinished Business for Town Council Action: None

15. New Business:

15a. Consideration and action on a recommendation authorizing the Town Manager to execute a Tower Cell Site Lease Agreement with DISH Wireless, LLC for use of the 79 Putnam Pike cell tower

Mr. Kerttula made a motion, seconded by Ms. Tiik-Barclay, to adopt the following:

**RESOLUTION TO AUTHORIZE THE TOWN MANAGER TO EXECUTE  
THE TOWER CELL SITE LEASE AGREEMENT WITH DISH  
WIRELESS, LLC FOR USE OF THE TOWN'S COMMUNICATIONS  
FACILITY AT 79 PUTNAM PIKE**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is herein authorized to execute the proposed Tower Cell Site Lease Agreement in substantially the same form as the attached document from DISH Wireless, LLC regarding a lease agreement for use of the Town's communication facility at 79 Putnam Pike.

KILLINGLY TOWN COUNCIL  
Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 12<sup>th</sup> day of July 2022

Discussion followed.

Voice vote: Unanimous. Motion passed.

15b. Consideration and action on a resolution authorizing the Salary adjustments for non-union employees and management staff for fiscal year 2022-2023

Mr. Wood made a motion, seconded by Ms. Wakefield, to adopt the following:

**RESOLUTION AUTHORIZING SALARY ADJUSTMENTS FOR NON-UNION  
EMPLOYEES AND MANAGEMENT STAFF FOR FISCAL YEAR 2022-2023**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is hereby authorized to implement a compensation increase of 2.50% for part-time and full-time employees Town employees who are not represented by a collective bargaining unit (not including the Town Manager), and for department heads, effective July 1, 2022.

BE IT FURTHER RESOLVED that the Town Manager is herein authorized to transfer a total amount not to exceed \$51,000 from the contingent account (63-50241) to the Personnel Services

and related employee benefits accounts impacted by the herein proposed increases in compensation.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
This 12<sup>th</sup> day of July 2022

Discussion followed.

Voice vote: Unanimous. Motion passed.

16. Council Member Reports and Comments:

Mr. Grandelski reported on the Conservation Commission meeting.

Ms. Murphy reported on the WPCA meeting.

Mr. Kerttula attended the Fiscal Subcommittee meeting and the Red, White, and Blue celebration. He also reported on the PBC meeting.

Mr. Anderson attended the Personnel Subcommittee meeting.

Ms. George reported on the Conservation Commission meeting.

Ms. Wakefield reported on the Borough Council meeting and the EDC meeting.

Ms. Tiik-Barclay attended the Fiscal Subcommittee meeting and reported on the P&Z meeting.

17. Executive Session: None

18. Adjournment:

Mr. Wood made a motion, seconded by Mr. Grandelski, to adjourn the meeting.

Voice Vote: Unanimous. Motion passed.

The meeting ended at 8:42 p.m.

Respectfully submitted,

Elizabeth Buzalski  
Council Secretary

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## Interview Candidates for Boards and Commissions

### **New Applicants to Boards and Commissions:**

#### **Agricultural Commission**

There are currently 3 Regular Member and 2 Alternate vacancies available.

The Regular Term runs for 3 years. The available terms would run as follows:

1. from 11/1/2021 through 10/31/2024
2. from 11/1/2020 through 10/31/2023
3. from 11/1/2019 through 10/31/2022

The Alternate Term runs for 3 years. The available terms would run as follows:

1. from 11/1/2020 through 10/31/2023
2. from 11/1/2021 through 10/31/2024.

#### **Jamie Gervais, 40 Green Hollow Road, Danielson**

Ms. Gervais is interested in being appointed to be a Regular Member of the Agricultural Commission.



# TOWN OF KILLINGLY

## TOWN MANAGER'S OFFICE

172 Main Street, Killingly, CT 06239  
Tel: 860-779-5335 Fax: 860-779-5382

### FOR OFFICE USE ONLY

Interview Date:

Interview Time:

Action Taken:

All Actions Completed: ☐ Yes ☐ No

## Boards & Commissions Questionnaire

Date: 4-14-22

Name: Jamie Gervais

Residence Address: 40 Green Hollow Rd, Danielson CT

Mailing Address:

Occupation: N/A

Phone Number: Home:  Business:  Cell: 860-457-8813

E-Mail Address: Jamie.Gowers@live.com

1. How long have you lived in Killingly? 9 years as of May - 10<sup>th</sup>

2. Are you a registered voter of the Town of Killingly? ☐ Yes ☒ No:

3. What is your party affiliation? ☐ Republican ☐ Democrat ☒ Unaffiliated ☐ Other

4. Which Board or Commission appointment are you seeking? Agriculture

5. Would you prefer a regular position, alternate position, or it doesn't matter. (Please circle one)

6. Why are you seeking appointment to this Board or Commission? It sounds like an exciting adventure.

7. What is your experience or knowledge regarding this Board or Commission? NONE

8. State your philosophy in regard to this Board or Commission: Agriculture is important, as is supporting local businesses and farming. I also feel very strongly about Invasive Plant control and promoting native gardening.

9. Boards and Commissions meet a minimum of 15 times per year; more if there are special meetings or projects. Therefore, it is required for all members to be in attendance to insure a quorum. Are you able to devote this amount of time? ☒ Yes ☐ No

10. Have you attended any meetings of the Board or Commission for which you are seeking an appointment? ☒ Yes ☐ No  
If yes, how many times in the past twelve months? Just once, April-13-22

11. Would there be a possible conflict of interest if you were appointed to this Board or Commission? ☐ Yes ☒ No  
If yes, please explain: \_\_\_\_\_

12. Have you ever come before or dealt with the Board or Commission to which you are seeking appointment? ☐ Yes ☒ No  
If yes, please explain: \_\_\_\_\_

13. Have you ever served on a local government Board or Commission in this or any other town? ☐ Yes ☒ No  
If yes, please explain: \_\_\_\_\_

14. If no openings exist on the Board or Commission to which you are seeking appointment, would you accept an alternate Board or Commission? ☒ Yes ☐ No  
If yes, please list the Board(s) or Commission(s) in priority order:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

IF ADDITIONAL SPACE IS NEEDED, PLEASE CONTINUE ON REVERSE SIDE. RETURN TO: KILLINGLY TOWN MANAGER, 172 MAIN STREET, KILLINGLY, CT 06239. PLEASE CALL IF YOU HAVE ANY QUESTIONS: 860-779-5334.



# TOWN OF KILLINGLY

## FINANCE DEPARTMENT

172 Main Street, Killingly, CT 06239

Tel: 860-779-5339 Fax: 860-779-5363

## Finance Department Budget Review

July 31, 2022

To: Mary Calorio, Town Manager

### July 2022 Revenues

For the first month of the Town's fiscal year 2022-2023 collections appear to be within expectations at 9.69% of the overall budget for general town revenue. In the prior year, July 2021 revenue collections represented 9.56%. Significant receipts including revenues for property taxes as anticipated for the July collection month, have not completed the posting process.

### July 2022 Expenditures

Budget to actual results for total Town operations and debt service expenditures are currently at 6.40% for the month of July 2022 and compared to 6.48% in the prior year (July 2021). As we enter the new fiscal year, many subscriptions and services with annual renewal become due and payable and several other services are subject to a payment schedule which results in the payment of the first of four quarterly installments. Those expenditure line items with significant month to date utilization, but remain within budgeted expectations, are as follows:

1. Town Council - Contractual Services

Year to date costs represent annual dues for the Town's memberships and affiliations which become due and payable in July for the entire fiscal year. The year to date budget to actual is consistent with expectations and the prior year.

2. Town Commissions and Service Agencies

Current expenditures are paid quarterly, semi-annually or as requested for the Town's Commissions and Service Agencies.

3. Information Technology – Contractual Services

Current expenditures for information technology included certain annual and quarterly installments for many of the Town's IT software products. Current costs to date remain with budgeted expectations.

4. Recreation Admin and Program - Personnel Services

Consistent with budget expectations, year to date budget to actual includes the seasonal staff for summer programs and these costs are also consistent with the prior year.

### **July 2022 Expenditures (Continued)**

5. Recreation Admin and Program - Contractual

Consistent with budget expectations, year to date budget to actual includes costs related to summer programs and are consistent with the prior year.

6. Public Library - Contractual Services

Costs related to data processing are renewed annually and are within budget expectations.

7. Animal Control – Contractual Services

Animal control services are paid in quarterly installments. Costs are consistent with the prior year and are within current budget expectations.

8. Human Service Subsidies

A majority of the Town's human service subsidy contracts are paid in quarterly installments. Costs are consistent with the prior year and are within current budget expectations.

9. Employee Benefits

The Town's portion of the contributions made to certain employee's health savings accounts as required by contract are made in July and January each year. Current costs do date remain consistent within budgeted expectations.

10. Insurance

Insurance contracts are paid in quarterly installments. Costs are consistent with the prior year and are within current budget expectations.

**TOWN OF KILLINGLY**  
**Estimated Revenue Detail**  
**Monthly Report Through July 31, 2022**

REVENUE ITEM	Fiscal Year 2022-2023		
	Budget	July	Percent
<b>TAXES</b>			
Current Property Taxes	37,509,792	5,999,273	15.99%
Back Taxes	520,000	-	0.00%
Penalty Fees	6,500	-	0.00%
Tax Interest	275,000	-	0.00%
Supplemental Motor Vehicle	375,000	-	0.00%
Remediation Financing	(150,595)	-	0.00%
<b>TOTAL</b>	<b>\$38,535,697</b>	<b>5,999,273</b>	<b>15.57%</b>
<b>LICENSES &amp; PERMITS</b>			
Building Permits	235,000	35,861	15.26%
P&Z Permits	17,000	715	4.21%
Other Permits	12,000	630	5.25%
Airplane Tax	1,500	-	0.00%
<b>TOTAL</b>	<b>\$265,500</b>	<b>\$37,206</b>	<b>14.01%</b>
<b>FINES &amp; FEES</b>			
Library Fines & Fees	10,000	142	1.42%
Alarm Reg Fees and Fines	6,000	25	0.42%
Dog Licenses	500	-	0.00%
<b>TOTAL</b>	<b>\$16,500</b>	<b>\$167</b>	<b>1.01%</b>
<b>USE OF MONEY &amp; PROPERTY</b>			
Interest Income	85,000	-	0.00%
Louisa E. Day Trust	60	-	0.00%
Thomas J. Evans Trust	30	-	0.00%
Sewer Plant Lease	-	4,000	100.00%
Communication Tower Lease	116,000	2,553	2.20%
<b>TOTAL</b>	<b>\$201,090</b>	<b>\$6,553</b>	<b>3.26%</b>
<b>STATE GRANTS IN LIEU OF TAXES</b>			
State-Owned Property	237,555	-	0.00%
Disability Exemption	5,096	-	0.00%
Veteran's Exemption	9,916	-	0.00%
Municipal Stabilization Grant	268,063	-	0.00%
	<b>\$520,630</b>	<b>\$0</b>	<b>0.00%</b>
<b>OTHER STATE GRANTS</b>			
Pequot/Mohegan Fund Grant	-	-	0.00%
Municipal Grants - In - Aid	1,228,578	-	0.00%
Connecticard	-	-	0.00%
Adult Education	109,923	-	0.00%
<b>TOTAL</b>	<b>\$1,338,501</b>	<b>\$0</b>	<b>0.00%</b>

**TOWN OF KILLINGLY**  
**Estimated Revenue Detail**  
**Monthly Report Through July 31, 2022**

	Fiscal Year 2022-2023		
REVENUE ITEM	Budget	July	Percent
CHARGES OF SERVICE			
Community Development	65,000	-	0.00%
Town Clerk	200,000	23,598	11.80%
Conveyance Tax	260,000	29,715	11.43%
Elderly Housing - Sewer PILOT	29,498	-	0.00%
Recreation	136,000	400	0.29%
District Collections	15,286	-	0.00%
TOTAL	705,784	53,713	7.61%
OTHER REVENUES			
Miscellaneous	85,000	194	0.23%
Sewer Assessment Fund	15,000	-	0.00%
Sewer Operating Fund	2,280,023	-	0.00%
PILOT - Telecommunications	43,000	-	0.00%
Law Enforcement - SRO Reimbursement	84,000	-	0.00%
School Capital Contribution	213,750	-	0.00%
TOTAL	2,720,773	194	0.01%
GENERAL TOWN REVENUE	\$44,304,475	\$6,097,106	13.76%
SCHOOL			
Educational Cost Sharing	15,245,633	-	0.00%
Vocational Agriculture	645,860	183,446	28.40%
Non-Public School - Health	24,357	-	0.00%
Tuition:			
Regular	1,381,965	-	0.00%
Special Ed-Voluntary	250,000	-	0.00%
Vocational-Agriculture	941,574	-	0.00%
TOTAL	\$18,489,389	183,446	0.99%
Fund Balance	2,045,000	-	0.00%
TOTAL REVENUES	64,838,864	6,280,552	9.69%

**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through July 31, 2022**

Expenditure	Fiscal Year 2022-2023			
	Budget	Transfers	July	Percent
<b>GENERAL GOVERNMENT</b>				
Town Council				
Personnel Services	13,500	-	0	0.00%
Contractual Services	30,500	-	10,930	35.84%
Materials and Supplies	800	-	0	0.00%
Total	<u>\$44,800</u>	<u>\$0</u>	<u>\$10,930</u>	<u>24.40%</u>
Town Manager				
Personnel Services	268,305	-	24,123	8.99%
Contractual Services	23,850	-	1,895	7.95%
Materials and Supplies	2,500	-	0	0.00%
Total	<u>\$294,655</u>	<u>\$0</u>	<u>\$26,018</u>	<u>8.83%</u>
Legal Services				
Contractual Services	99,200	-	8,762	8.83%
Total	<u>\$99,200</u>	<u>\$0</u>	<u>\$8,762</u>	<u>8.83%</u>
Town Clerk				
Personnel Services	168,010	-	19,257	11.46%
Contractual Services	32,250	-	175	0.54%
Materials and Supplies	1,800	-	-	0.00%
Total	<u>\$202,060</u>	<u>\$0</u>	<u>\$19,432</u>	<u>9.62%</u>
Finance				
Personnel Services	250,070	-	32,642	13.05%
Contractual Services	55,710	-	329	0.59%
Materials and Supplies	1,600	-	-	0.00%
Total	<u>\$307,380</u>	<u>\$0</u>	<u>\$32,971</u>	<u>10.73%</u>
Assessor				
Personnel Services	184,105	-	26,106	14.18%
Contractual Services	7,620	-	1,225	16.08%
Materials and Supplies	1,300	-	0	0.00%
Total	<u>\$193,025</u>	<u>\$0</u>	<u>\$27,331</u>	<u>14.16%</u>
Revenue Collection				
Personnel Services	200,925	-	23,337	11.61%
Contractual Services	33,660	-	690	2.05%
Materials and Supplies	2,000	-	81	4.04%
Total	<u>\$236,585</u>	<u>\$0</u>	<u>\$24,108</u>	<u>10.19%</u>
Registration/Elections				
Personnel Services	57,000	-	-	0.00%
Contractual Services	15,750	-	-	0.00%
Materials and Supplies	500	-	-	0.00%
Total	<u>\$73,250</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
Town Comm. & Service Agencies				
Contractual Services	82,282	-	8,320	10.11%
Total	<u>\$82,282</u>	<u>\$0</u>	<u>\$8,320</u>	<u>10.11%</u>

**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through July 31, 2022**

Expenditure	Fiscal Year 2022-2023			
	Budget	Transfers	July	Percent
Planning and Development				
Personnel Services	257,090	-	28,943	11.26%
Contractual Services	6,800	-	-	0.00%
Materials and Supplies	1,000	-	-	0.00%
Total	\$264,890	\$0	\$28,943	10.93%
Information Technology				
Contractual Services	227,340	-	38,968	17.14%
Total	\$227,340	\$0	\$38,968	17.14%
Town Hall Building				
Personnel Services	18,500	-	2,006	10.84%
Contractual Services	67,180	-	7,438	11.07%
Materials and Supplies	3,700	-	82	2.21%
Capital Outlay	20,569	-	-	0.00%
Total	\$109,949	\$0	\$9,526	8.66%
Economic Development				
Personnel Services	90,000	-	10,563	11.74%
Contractual Services	9,100	-	180	1.98%
Materials and Supplies	500	-	-	0.00%
Total	\$99,600	\$0	\$10,743	10.79%
Highway Division Supervision				
Personnel Services	205,145	-	21,349	10.41%
Contractual Services	6,070	-	145	2.39%
Materials and Supplies	600	-	-	0.00%
Capital Outlay	11,714	-	-	0.00%
Total	\$223,529	\$0	\$21,494	9.62%
Engineering				
Personnel Services	416,153	-	40,141	9.65%
Contractual Services	14,550	-	-	0.00%
Materials and Supplies	10,000	-	-	0.00%
Capital Outlay	11,274	-	-	0.00%
Total	\$451,977	\$0	\$40,141	8.88%
Central Garage				
Personnel Services	245,975	-	27,854	11.32%
Contractual Services	123,800	-	2,720	2.20%
Materials and Supplies	310,200	-	10,078	3.25%
Capital Outlay	6,067	-	-	0.00%
Total	\$686,042	\$0	\$40,652	5.93%
Highway Maintenance				
Personnel Services	892,850	-	82,148	9.20%
Contractual Services	55,250	-	472	0.85%
Materials and Supplies	74,750	-	1,106	1.48%
Capital Outlay	1,659,145	-	949	0.06%
Total	\$2,681,995	\$0	\$84,674	3.16%

**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through July 31, 2022**

Expenditure	Fiscal Year 2022-2023			
	Budget	Transfers	July	Percent
Highway Winter Maintenance				
Personnel Services	115,000	-	-	0.00%
Contractual Services	9,000	-	-	0.00%
Materials and Supplies	260,000	-	-	0.00%
Total	\$384,000	\$0	\$0	0.00%
Recreation Admin. & Program				
Personnel Services	392,940	-	98,760	25.13%
Contractual Services	54,250	-	6,884	12.69%
Materials and Supplies	15,400	-	154	1.00%
Capital Outlay	3,053	-	-	0.00%
Total	\$465,643	\$0	\$105,798	22.72%
Parks and Grounds				
Personnel Services	180,520	-	29,796	16.51%
Contractual Services	46,275	-	3,215	6.95%
Materials and Supplies	39,200	-	-	0.00%
Capital Outlay	34,313	-	-	0.00%
Total	\$300,308	\$0	\$33,011	10.99%
Public Library				
Personnel Services	454,616	-	47,475	10.44%
Contractual Services	127,450	-	43,047	33.78%
Materials and Supplies	12,400	-	522	4.21%
Capital Outlay	3,901	-	-	0.00%
Total	\$598,367	\$0	\$91,044	15.22%
Civic & Cultural Activities				
Contractual Services	3,500	-	-	0.00%
Total	\$3,500	\$0	\$0	0.00%
Community Center				
Personnel Services	18,000	-	2,093	11.63%
Contractual Services	78,350	-	695	0.89%
Materials and Supplies	7,050	-	650	9.22%
Total	\$103,400	\$0	\$3,437	3.32%
Other Town Buildings				
Contractual Services	14,635	-	696	4.76%
Materials and Supplies	700	-	-	0.00%
Total	\$15,335	\$0	\$696	4.54%
Building Safety & Inspections				
Personnel Services	326,540	-	37,206	11.39%
Contractual Services	8,175	-	245	3.00%
Materials and Supplies	1,450	-	-	0.00%
Capital Outlay	22,871	-	-	0.00%
Total	\$359,036	\$0	37,451	10.43%
Animal Control				
Contractual Services	58,535	-	14,634	25.00%
Materials and Supplies	60	-	-	0.00%
Total	\$58,595	\$0	14,634	24.97%

**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through July 31, 2022**

Expenditure	Fiscal Year 2022-2023			
	Budget	Transfers	July	Percent
Law Enforcement				
Personnel Services	670,500	-	54,741	8.16%
Contractual Services	465,600	-	4,145	0.89%
Materials and Supplies	41,400	-	254	0.61%
Capital Outlay	72,144	-	-	0.00%
Total	\$1,249,644	\$0	\$59,140	4.73%
Community Development				
Personnel Services	122,855	-	8,917	7.26%
Contractual Services	6,300	-	375	5.95%
Materials and Supplies	500	-	-	0.00%
Total	\$129,655	\$0	\$9,292	7.17%
Human Service Subsidies				
Contractual Services	640,650	-	101,521	15.85%
Total	\$640,650	\$0	\$101,521	15.85%
Employee Benefits				
Contractual Services	1,691,130	-	219,696	12.99%
Total	\$1,691,130	\$0	\$219,696	12.99%
Insurance				
Contractual Services	712,000	-	157,859	22.17%
Total	\$712,000	\$0	\$157,859	22.17%
Special Reserves & Programs				
Contractual Services	387,000	-	545	0.14%
Total	\$387,000	\$0	\$545	0.14%
<b>General Town Operating Expenditures</b>	<b>\$13,376,822</b>	<b>\$0</b>	<b>\$1,267,136</b>	<b>9.47%</b>
Debt Service	4,552,762	-	-	0.00%
Total	\$4,552,762	\$0	\$0	0.00%
Solid Waste Disposal Fund Subsidy	234,801	-	-	0.00%
	234,801	\$0	\$0	0.00%
Capital Projects Fund	1,300,000	-	-	0.00%
	1,300,000	\$0	\$0	0.00%
Due To CNR Education	344,680	-	-	0.00%
	344,680	\$0	\$0	0.00%
<b>TOTAL OPERATIONS &amp; DEBT SERVICE</b>	<b>\$19,809,065</b>	<b>\$0</b>	<b>\$1,267,136</b>	<b>6.40%</b>
General Fund - Education	45,029,799	-	-	0.00%
	45,029,799	\$0	\$0	0.00%
<b>Total Expenditures</b>	<b>\$64,838,864</b>	<b>\$0</b>	<b>\$1,267,136</b>	<b>1.95%</b>

Town of Killingly  
Town Manager's Report  
August 9, 2022

1. State of CT Declaration of Stage 2 Drought Conditions

On June 2, 2022 New London and Windham counties were recognized as being in Stage 1 Drought. This means there was a recognized drying condition of the area. The State issued a declaration on July 14, 2022 declaring all eight counties of CT in **Stage 2** Drought (letter attached). The State recommends the following actions:

- Reduce automatic outdoor irrigation
- Postpone the planting of any new lawns or vegetation
- Minimize overall water use by fixing leaky plumbing and fixtures

Updates on drought conditions can be viewed at <https://portal.ct.gov/Water/Drought/Drought-Home>.

We continue to monitor weather conditions for improvements. Precipitation levels continue to remain below normal. At this point, the drought status has remained stable at Stage 2.

2. Household Hazardous Waste Day

A Household Hazardous Waste Collection Day was held on July 30<sup>th</sup>. The was well attended with 268 vehicles. Most disposed of paint and petroleum products. Several people disposed of mercury. We are awaiting final tally of all the different items disposed. Overall, a very successful event.

3. Celebrate Killingly

Our fall festival – Tomato Fest – is getting a new name. In evaluating the progression of the event, we recognize that the festival has moved away from celebrating tomatoes and is more focused on celebrating Killingly at a whole. So, we are changing the name to “Celebrate Killingly”. I’ve attached a copy of the event website page. You can find more at [www.celebratekillingly.org](http://www.celebratekillingly.org) or on the Celebrate Killingly Facebook page. They are looking for craft vendors, food trucks, non-profits and KBA members participate with booths. Anyone interested in volunteering can sign up on the website.

4. KMS Project Update

The selective demolition and abatement are almost complete in the main building. They are working on final punch list for this phase of the project. Demolition of the 2003 portable classroom structure started on August 3<sup>rd</sup>. The move of the 4<sup>th</sup> grade classrooms to the Westfield facility and internal moves within KMS has been completed. I’ve attached some pictures of the abatement/demolition of the main building and portable classroom. We are moving into final design phase and anticipate going out to bid for construction in approximately two months.

5. Police Officer Standards and Training Council Accreditation Tier 1

The Town has been notified by Police Officer Standards and Training Council (POSTC) that towns with Resident State Trooper and Constables are required to be independently accredited by POSTC with a minimum of a State Accreditation Tier 1 Standards prior to their scheduled assessment dates. Killingly’s scheduled assessment date is in July 2023. In the Police Accountability Bill, it outlined that all “law enforcement units” are required to be accredited. However, the bill did not recognize a structure such as Killingly’s law enforcement department. When the bill initially passed, we inquired if the Town’s department would be required to be independently accredited and we were instructed that the Town did

not have to seek independent accreditation as the department follows the policies and procedures of the State Police and is overseen by the State Police. POSTC has since taken a different position on this and are now requiring the Resident State Trooper town's to be independently accredited. We are attending training sessions to learn all the requirements to achieve accreditation. I expect we will be fully compliant well before our assessment date.

6. Eversource – Notice of Substation Sub-Petition Filing

I received notice from Eversource that they will be filing a petition to replace two wood structures near the substation located at 216-196 Park Rd, Putnam due to their condition. This is right on the Killingly/Putnam line. The wood structures will be replaced with two new light duty weathering steel structures that will have an increase in height to meet current clearance standards. One structure would increase in height from 90 feet above ground level (AGL) to 120 feet AGL and the other would increase in height from 85 feet AGL to 100 feet AGL. Access to both pole locations will require us to cross the Providence and Worcester Railroad property which also traverses Eversource Property. Eversource has been coordinating with the railroad. Temporary construction fencing will be installed on the south side of the access road. Pending the receipt of all necessary approvals, construction will begin late-summer/early-fall and expected to be completed by late December. Hours of construction will be from 7 a.m. to 7 p.m.

7. State of CT – Tree Trimming Notification

We received the attached notification from the State of CT Department of Transportation regarding tree trimming and removal work that will be conducted on Route 12. The work is expected to begin in the coming weeks. They did not specify which area of Route 12 they will begin working on. We will share more information as we receive it.

8. Meetings Attended

Bi-weekly KMS Project planning meeting  
CTCMA Board Meeting  
Law Enforcement Council Meeting

Board of Recreation Regular Meeting  
Sustainable CT Finance Committee meeting

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH

Manisha Juthani, MD  
Commissioner



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

### ENVIRONMENTAL HEALTH AND DRINKING WATER BRANCH

Circular Letter #2022-37

**TO:** All Public Water Systems, Certified Water Operators, Local Health Directors

**FROM:** Lori J. Mathieu, Branch Chief *Lori J. Mathieu '22*

**DATE:** July 14, 2022

**SUBJECT:** Stage 2 Drought Declared in All Eight Counties of CT

Today in a press release, Governor Lamont approved a recommendation by the Interagency Drought Workgroup to declare that all eight counties in CT are experiencing Stage 2 drought conditions due to below normal precipitation across the state. Under the CT Drought Response and Preparedness Plan, Stage 2 identifies an emerging drought event that has the potential to impact water supplies, agriculture, and natural ecosystems. Residents and businesses are being encouraged to voluntarily undertake water conservation to aid in minimizing future drought impacts. The press release is attached for your review. On June 2, 2022, the Environmental Health and Drinking Water Branch released [Circular Letter #2022-28](#) to inform community water systems and certified operators of drying conditions and that the IDW designated Windham and New London Counties as being in Stage 1 drought.

Stage 2 is the second of five stages of drought defined in the CT Drought Response and Preparedness Plan. Under the Stage 2 actions of the plan, among other actions, increased communication between the Municipal Drought Liaison, water suppliers, and local municipal officials is determined to be needed to ensure that each are alerted of an emerging drought event to begin reviewing drought plans, assess preparedness, and increase messaging on conservation to the public and water suppliers' customers.

The Municipal Drought Liaison (MDL) is a new concept under the state drought plan. Each municipality has identified an MDL and relayed their contact information to the Department of Emergency Services and Public Protection. The liaison will be a primary point of contact for the municipality in communications between the municipality, public water systems, and state entities. The Department of Public Health (DPH) encourages public water systems to identify contacts and begin communications with the MDL to help prepare for the relaying of information on any changes in the status of their water supplies, water use restrictions, or conservation requests. Public water systems can contact the DPH to obtain their MDL contact information by emailing [DPHWaterSupplyCapacity@ct.gov](mailto:DPHWaterSupplyCapacity@ct.gov).



Phone: (860) 509-7333 • Fax: (860) 509-7359  
Telecommunications Relay Service 7-1-1  
410 Capitol Avenue, P.O. Box 340308  
Hartford, Connecticut 06134-0308  
[www.ct.gov/dph](http://www.ct.gov/dph)

*Affirmative Action/Equal Opportunity Employer*



In response to the Stage 2 declaration, the Department of Public Health – Drinking Water Section requests all water systems to review their emergency plans and assess their preparedness in preparation for potentially worsening conditions.

#### **Community Water Systems**

The Department of Public Health Drinking Water Section (DWS) requests that all community water systems:

- Report any water quality issues immediately to the DWS
- Report any outages of water service and any related rehabilitation to services and source that may happen as a result of the current drought to the DWS and relevant local officials through the MDL.
- Review all back up and emergency sources and/or interconnections.
- Notify the DWS of the activation of any emergency sources and/or interconnections.
- Record all consumer complaints regarding quality and quantity of water per § 19-13-B102(l)(l)(F) of the Regulations of Connecticut State regulations (RCSA).
- Notify the DWS of any water hauling per RCSA § 19-13-B46.
- Use licensed haulers per Connecticut General Statutes Section 20-278h.
- Review your current emergency contingency plan to assess its adequacy and timeliness in response to developing drought conditions. Assess your current drought triggers to determine if they remain appropriate in having a timely and effective response to developing drought conditions.
- Notify the DWS of any drought stage changes and any voluntary or mandatory consumption restrictions.
- Report weekly their weekly groundwater and surface water readings by submitting their groundwater and surface water reporting forms to the DPH by email to [DPHWaterSupplyCapacity@ct.gov](mailto:DPHWaterSupplyCapacity@ct.gov).
- Work as feasible with the municipalities you serve on drafting and enacting local water use restriction ordinances.

#### **Local Directors of Health and Chief Sanitarians**

Local Health Departments are encouraged to remind private well owners to follow water conservation measures, especially during this period of dry conditions. The DPH requests that local health departments/districts who have private wells in their jurisdiction to provide information on well permits that may be indicators of private wells impacted by drought conditions. Local Health Departments/Districts are requested to report the following information to [DPH.PrivateWellProgram@ct.gov](mailto:DPH.PrivateWellProgram@ct.gov) on a weekly basis:

- Name of Health Department
- Number of new well permits issued for either deepening or hydro-fracking a private well for each Town in your local health department/district jurisdiction.

Please do not hesitate to reach out to the DPH Drinking Water Section by electronic mail at [DWDcompliance@ct.gov](mailto:DWDcompliance@ct.gov), if you have any questions or run into any issues with respect to your public water system.

c: Heather Aaron, MPH, LNHA, Deputy Commissioner, DPH  
Local Health Directors  
Municipal CEOs  
CT Council of Governments



## **STATE OF CONNECTICUT DROUGHT WORKING GROUP DECLARES STAGE 2 DROUGHT CONDITIONS EXIST IN ALL EIGHT COUNTIES**

(HARTFORD, CT) – Today, Governor Ned Lamont approved a recommendation by the State of Connecticut’s Interagency Drought Working Group to declare that all eight Connecticut counties are experiencing Stage 2 Drought conditions due to precipitation across the state being below normal. Under the state’s drought plan adopted in 2018, Stage 2 identifies an emerging drought event, potentially impacting water supplies, agriculture, or natural ecosystems.

“Residents should be mindful of their water consumption and take sensible steps to reduce impacts on other water uses and on the environment,” said Governor Lamont. “We must begin early steps now to mitigate the potential for harm should the drought become prolonged.”

“We have experienced drier than normal conditions in the spring and early summer,” said Office of Policy & Management Undersecretary Martin Heft, who chairs the Interagency Drought Workgroup. “The combination of precipitation shortfalls and an extended period above normal temperatures have impacted the state’s water resources and increased demands upon them. Residents should not be alarmed, but begin taking steps now to reduce their water usage.”

Residents and businesses across the state are being asked to voluntarily take the following measures to aid in minimizing future drought impact:

- Reduce automatic outdoor irrigation
- Postpone the planting of any new lawns or vegetation
- Minimize overall water use by fixing leaky plumbing and fixtures
- Follow any additional conservation requests issued by water suppliers or municipalities

Tips on water saving measures can be found on the Department of Public Health’s website [here](#).

Stage 2 is the second of five stages of drought defined in the Connecticut Drought Response and Preparedness Plan. The Interagency Drought Workgroup classified New London and Windham counties as being at Stage 1 on June 2, when there were early signals of abnormally dry conditions. That stage is intended as a “heads up” regarding the possibility of a developing drought.

The decision to move to Stage 2 is based on an assessment of indicator data monitored by state and federal agencies, including precipitation, surface waters, groundwater, reservoirs, soil

moisture, vegetation, and fire danger conditions. The state has experienced this level of drought five times in the past two decades, in 2002, 2007, 2010, 2016 and 2020. If conditions deteriorate further, the state could reach Stage 3, having reached that threshold in four counties in 2020.

The Interagency Drought Workgroup has moved the entire state to Stage 2 because precipitation shortfalls, reduced ground water levels, stream flows, and soil moisture impacts are especially pronounced there. Rainfall and droughts do not follow political boundaries, and impacts can be more severe at certain locations. Those who depend on private wells, fire or irrigation ponds, and other highly localized water resources should be especially mindful of local conditions, especially in places where previous droughts have affected supplies.

The State Interagency Drought Workgroup consists of representatives from the Department of Agriculture, Department of Emergency Services and Public Protection, Department of Energy and Environmental Protection, Department of Public Health, Office of Policy and Management, and Public Utilities Regulatory Authority, with assistance from the National Weather Service and United States Geological Survey. More information on the Interagency Drought Workgroup and the State Drought Plan are available [here](#).

For Immediate Release: July 14, 2022

Contact: Chris Collibee

Communications Director

Office of Policy and Management

[Chris.Collibee@ct.gov](mailto:Chris.Collibee@ct.gov)

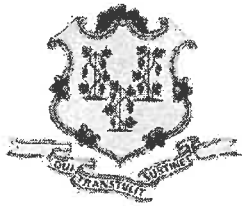
(860) 418-6296 (Office)

(860) 597-5120 (Mobile)









**STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION  
DISTRICT II  
171 SALEM TURNPIKE  
NORWICH, CONNECTICUT 06360  
PHONE:**



Date 6-25-22

Dear Sir or Madam:

This letter serves as advance notification to the Town/City of **Killingly** that the Connecticut Department of Transportation will be performing various tree trimming and removal work within the State's right of way in accordance with Connecticut General Statute. Specifically, section 13b-24 subsections (a) and (b) which provides that the Transportation Commissioner shall have jurisdiction over, and general responsibility of the state highway system with all the powers and duties established under Title 13a, 13b and as otherwise provided by law.

The tree trimming and/or removal of trees will be conducted on Route(s) **12** beginning shortly as time permits.

Please contact me should you have any questions/concerns about this work.

Sincerely,

Gregory Gallup  
Landscape Designer  
State of Connecticut Dept of Transportation  
171 Salem Turnpike  
Norwich CT. 06360  
860-823-3241 ( Office)  
860-213-1039 ( Cell)

# Town of Killingly

## EVALUATION OF THE TOWN MANAGER

### Purpose:

The purpose of this evaluation form is to provide the Town Council members an opportunity to:

1. Review the Town Manager's performance;
2. Clarify and set performance standards;
3. Afford all parties the opportunity to discuss areas of mutual concern and interest; and
4. Set goals and objectives for the future.

### Instructions:

1. Read the rating descriptions carefully.
2. Place a check in the numbered box below which most closely approximates the Manager's performance, in your estimation.
3. Add any comments you may wish to make in the space provided.
4. Complete the General Comment Sheet.

### Rating Descriptions:

- |                       |                        |                          |              |                    |
|-----------------------|------------------------|--------------------------|--------------|--------------------|
| (1) Needs Improvement | (2) Meets Expectations | (3) Exceeds Expectations | (4) Superior | (U) Unable to Rate |
|-----------------------|------------------------|--------------------------|--------------|--------------------|

<b>A. RELATIONSHIP WITH THE COUNCIL</b>							<b>COMMENTS</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>U</b>		
1. Keeps the Council informed of issues, needs and operations of the Town.							
2. Offers professional advice to the Council on items requiring action, with appropriate recommendations.							
3. Interprets and executes the intent of Council policy.							
4. Supports Town Council policy to the public and staff.							
5. Seeks and accepts input relative to her work.							
6. Provides data and materials requested by the Council in a timely and efficient manner.							
7. Understands the Manager's role in the administration of Council policy.							
8. Accepts responsibility for maintaining liaison between the Council and Town staff, working toward a high degree of mutual respect and understanding between the Council and staff.							

<b>B. COMMUNITY RELATIONS</b>							
1. Is available at the office and home to Council members, staff, the news media and community leaders to interpret Town programs and needs.							
2. Attempts to gain support from the community for Town needs.							
3. Is effective in dealings with the news media.							
4. Shows a genuine interest in the community and participates in community life and activities outside of Town Government.							
5. Works effectively with public and private agencies.							
6. Promotes public participation in Town activities.							
7. Effectively handles complaints from citizens.							
8. Answers correspondence and telephone calls promptly.							
9. Is viewed by the public as a person of integrity, ability and devotion to the Town.							

<b>C. LEADERSHIP</b>						
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>U</b>	<b>COMMENTS</b>
1. Develops and executes sound administrative procedures and practices.						
2. Implements Council adopted goals and objectives.						
3. Inspires others to perform at their highest professional standards.						
4. Recognizes opportunities for improvements and initiates action.						
5. Prepares, maintains and updates Council policies.						
6. Sets and maintains priorities.						
7. Demonstrates ability to make sound decisions.						
8. Demonstrates ability to work well with individuals and groups.						
9. Able to think and respond clearly when faced with an unexpected or disturbing situation.						
10. Exhibits good judgment, common sense and perception.						

<b>D. BUDGET AND FINANCE</b>						
1. Prepares a realistic budget for submission to the Council.						
2. Supervises operations to keep the Town operating within the confines established by the Council.						
3. Involves staff in budget preparations.						
4. Understands and keeps informed about the financial status of the Town in the region and state.						

E. PERSONAL CHARACTERISTICS							COMMENTS
1	2	3	4	U			
1. <b>Imagination:</b> Shows vision and originality in approaching problems and effectively creates solutions; able to visualize the implications of various alternatives.							
2. <b>Objectivity:</b> Is unemotional, unbiased and takes a rational and impersonal viewpoint based on facts and qualified opinions; able to divide personal feelings from those which would most effectively convey the Town's interest.							
3. <b>Drive:</b> Is energetic and willing to spend the time necessary to do a good job; has good initiative and is a self-starter.							
4. <b>Judgment/Decisiveness:</b> Reaches quality decisions in a timely fashion; exercises good judgment in making decisions and in her overall general conduct.							
5. <b>Attitude:</b> Is enthusiastic, cooperative and adaptable; has an enthusiastic professional and personal attitude toward the Town.							
6. <b>Integrity:</b> Fulfills responsibilities and duties ethically; is honest and forthright in professional and personal capacities and has a reputation in the community for honesty and integrity.							
7. <b>Self-Assurance:</b> Is self-assured of her abilities and able to be honest with herself and take constructive criticism; takes responsibility for her mistakes and is sufficiently confident to make decisions and take actions without undue supervision.							
8. <b>Productivity:</b> Can be depended upon for sustained and productive work; readily assumes responsibility; meets time constraints within her control.							
9. <b>Stress Management:</b> Responds well to stressful situations and able to resolve problems under strain and unpleasant conditions; tolerates conditions of uncertainty and adequately deals with the stress inherent in this position.							
10. <b>Initiative/Risk Taking:</b> Demonstrates initiative and is willing to take risks in the development of recommendations, ideas, plans and policies for the betterment of the community.							

## **General Comments**

What goals and objectives would you like to set for the Town Manager for this coming year? Any specific projects you would like to see considered? Any major changes in policy, budgets or organization you would like to discuss?

What accomplishments of the Town Manager have given you the greatest pride? What do you feel are her greatest strengths? What advice would you offer her for personal growth, improvement or development? Please be specific, particularly about any items you rated as "Needs Improvement".

July, 2022

## AGENDA ITEM COVER SHEET

**ITEM:** Consideration and action on a resolution to introduce and set the date of September 13, 2022 for a public hearing on an Ordinance amending Chapter 13 Article IV – Loitering, Littering and Public Consumption of Alcoholic Beverages to include Public Consumption of Cannabis Prohibited.

**ITEM SUBMITTED BY:** Mary T. Calorio, Town Manager

**FOR COUNCIL MEETING OF:** August 9, 2022

**TOWN MANAGER APPROVAL:**



**ITEM SUMMARY:** Chapter 13 Article IV outlines the prohibition on loitering, littering and public consumption of alcoholic beverages. The proposed amendment adds the prohibition on the public consumption of cannabis. This amendment prohibits the consumption, in any form, of cannabis on public property. The same prohibition the Town currently has regarding public consumption of alcoholic beverages. As both substances are intoxicating, prohibiting the consumption of them on public property allows for management of public safety.

The Ordinance subcommittee reviewed the proposed amendment at its July 28, 2022 meeting and voted unanimously to recommend this to the Council for adoption.

**FINANCIAL SUMMARY:** N/A

**STAFF RECOMMENDATION:** Approval of the Ordinance

**TOWN ATTORNEY REVIEW:** Reviewed

**COUNCIL ACTION DESIRED:** Action on the Ordinance

**SUPPORTING MATERIALS:**

- Ordinance

**A RESOLUTION TO INTRODUCE AND SET THE DATE OF SEPTEMBER 13, 2022 FOR A PUBLIC HEARING ON AN ORDINANCE AMENDING CHAPTER 13 ARTICLE IV – LOITERING, LITTERING AND PUBLIC CONSUMPTION OF ALCOHOLIC BEVERAGES TO INCLUDE PUBLIC CONSUMPTION OF CANNABIS PROHIBITED**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the following Ordinance be introduced and set down for Public Hearing on Tuesday, September 13, 2022 at 7:00 P.M. in the Town Meeting Room of the Killingly Town Hall, 172 Main Street, Killingly, Connecticut:

**ORDINANCE #22**

**AN ORDINANCE AMENDING CHAPTER 13 ARTICLE IV OF THE CODE OF ORDINANCES TO INCLUDE PUBLIC CONSUMPTION OF CANNABIS PROHIBITED**

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that, the following amendment as shown in underline or strike through to Chapter 3 Section 3-1 of the Town of Killingly Code of Ordinances be adopted:

**ARTICLE IV. LOITERING, LITTERING, AND PUBLIC CONSUMPTION OF ALCOHOLIC BEVERAGES and CANNABIS<sup>1 2</sup>**

**Section 13-81 Purpose**

The purpose of this article is to ensure the safety, good order, peace and health and to protect the property rights of the owners and residents of the town; to ensure the free access and movement of the public at Town owned facilities, on sidewalks and streets; ~~and to save the public from inconvenience, annoyance or alarm.~~ (Ord. of 8-9-88, § 1)

**Section 13-82 Definition**

For the purpose of this article, "street" shall mean any state highway, town highway or any other highway or road open to the general public even though said highway may not be formally accepted by the town as a town road. (Ord. of 8-9-88, § 2)

**Section 13-83 Consumption of alcoholic beverages prohibited**

No person shall, at any time, consume alcoholic beverages upon any street located within the confines of the town nor upon any premises over which the general public has a right-of-way, including sidewalks, parking lots, Town owned facilities or any open areas where the general public may have reason to pass, or in any area where any property owner has posted his property with a clearly visible sign stating, "No trespassing or loitering." (Ord. of 8-9-88, § 3)

**Section 13-84 Consumption of cannabis prohibited**

No person shall, at any time, consume cannabis, in any form, upon any street located within the confines of the town nor upon any premises over which the general public has a right-of-way, including sidewalks, parking lots, Town owned facilities or any open areas where the general public may have reason to pass, or in any area where any property owner has posted his property with a clearly visible sign stating, "No trespassing or loitering."

**Section 13-8584 Loitering**

No person shall, at any time, congregate with other persons on or about the streets, sidewalks, parking lots or where the general public has access, or in any area where any property owner has posted his property with a clearly visible sign stating "No trespassing or loitering"; and cause inconvenience, annoyance or alarm to any person, obstruct pedestrian or vehicular traffic. (Ord. of 8-9-88, § 4)

<sup>1</sup> Editor's note – An ordinance adopted Aug. 9, 1988, did not specifically amend this code; hence codification of §§ 1–7 of said ordinance as §§ 13-81 – 13-87 was at the editor's discretion.

<sup>2</sup> Cross reference—Alcoholic beverages, Ch. 3.

**Section 13-~~8685~~ Littering**

No person shall throw, scatter, spill or place or cause to be blown, scattered, spilled or placed within the streets or sidewalks or upon areas within the town, any trash, papers or offensive materials, glass, crockery, scrap metal, wire or substance of like nature. (Ord. of 8-9-88, § 5)

**Section 13-~~8786~~ Penalty for article violation**

A violation of this article shall be punishable by a fine of not more than fifty dollars (\$50.00). (Ord. of 8-9-88, § 7)

**Section 13-~~8887~~ Exception**

This article shall not affect the consumption of alcoholic beverages within or upon any premises licensed by the State of Connecticut by authority of the state liquor control commission. (Ord. of 8-9-88, § 6)

**BE IT FURTHER ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that the amendment shall be published in summary with full copies available at the Town Clerk, Town Manager and Public Library for public inspection.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 13<sup>th</sup> day of September 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 September 13, 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  
(Seal)

\_\_\_\_\_  
Date

## AGENDA ITEM COVER SHEET

**ITEM:** Consideration and action on a resolution to introduce and set the date of September 13, 2022 for a public hearing on an Ordinance amending Chapter 3 Alcoholic Beverages.

**ITEM SUBMITTED BY:**

Mary T. Calorio, Town Manager

**FOR COUNCIL MEETING OF:**

August 9, 2022

**TOWN MANAGER APPROVAL:**



**ITEM SUMMARY:**

Chapter 3 regards hours of sale for alcoholic beverages. This ordinance restricted the hours of sale for liquor store. The proposed change is to remove the language completely. The State Statutes changed several years ago allowing for the sale of alcoholic beverages on Sunday. The existing businesses in town follow the State Statutes. My recommendation is to remove the Ordinance language as it conflicts with State Statute.

The Ordinance subcommittee reviewed the proposed amendment at its July 28, 2022 meeting and voted unanimously to recommend this to the Council for adoption.

**FINANCIAL SUMMARY:**

N/A

**STAFF RECOMMENDATION:**

Approval of the Ordinance

**TOWN ATTORNEY REVIEW:**

Reviewed

**COUNCIL ACTION DESIRED:**

Action on the Ordinance

**SUPPORTING MATERIALS:**

- Ordinance

**A RESOLUTION TO INTRODUCE AND SET THE DATE OF SEPTEMBER 13, 2022 FOR A  
PUBLIC HEARING ON AN ORDINANCE AMENDING CHAPTER 3 ALCOHOLIC BEVERAGES**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the following Ordinance be introduced and set down for Public Hearing on Tuesday, September 13, 2022 at 7:00 P.M. in the Town Meeting Room of the Killingly Town Hall, 172 Main Street, Killingly, Connecticut:

**ORDINANCE #22**

**AN ORDINANCE AMENDING CHAPTER 3 OF THE CODE OF ORDINANCES TO REMOVE THE  
HOUR OF SALE RESTRICTION**

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that, the following amendment as shown in underline or strike through to Chapter 3 Section 3-1 of the Town of Killingly Code of Ordinances be adopted:

**~~ALCOHOLIC BEVERAGES<sup>i, ii</sup>~~**

**~~Section 3-1—Hours of sale restricted~~**

~~The town hereby permits the sale of alcoholic liquor on Sundays between the hours of 12:00 noon and 1:00 a.m. on Monday in hotels, restaurants, cafes, bowling establishments, clubs, golf country clubs and places operating under charitable organization permits, a university permit, a coliseum permit, a coliseum concession permit, a special sporting facility restaurant permit, a special sporting facility employee recreational permit, a special sporting facility guest permit, a special sporting facility concession permit or a special sporting facility bar permit. (Ord. of 7-22-35; Ord. of 10-14-80)~~

**BE IT FURTHER ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that the amendment shall be published in summary with full copies available at the Town Clerk, Town Manager and Public Library for public inspection.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 13<sup>th</sup> day of September 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 September 13, 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  
(Seal)

\_\_\_\_\_  
Date

<sup>i</sup> State law reference -- Authority, G.S. § 30-91(a) [(a)] (1).

<sup>ii</sup> Cross reference -- Possession, consumption or influence of intoxicating liquor prohibited in public places, § 13-62(x).

## AGENDA ITEM COVER SHEET

**SUPPORTING MATERIALS:** Resolution

**RESOLUTION TO ADOPT THE REVISED POLICY FOR  
THE SALE OF TOWN-OWNED PROPERTY**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Policy for the Sale of Town-owned property shall be revised as follows:

- A. The sale of Town-owned property shall be finalized in accordance with Section 1008 of the Killingly Town Charter.
- B. The general procedures to publicly offer a Town-owned property for sale should be initiated with a Town Council resolution, either **upon** a written request or on its own, that specifies the Town-owned property to be sold.
- C. ~~Prior to conducting a Town Council approved sale, the Planning and Zoning Commission shall be notified of and approve the proposed sale in accordance with Connecticut General Statutes, Section 8-24. Town Department Heads and appropriate boards and commissions shall also be notified of the proposed sale to determine if there are any internal concerns or constraints to the sale. (This wording is now found under current letter E below)~~
- C. Real Estate Acquired and Maintained by the Town for the Purposes of, and/or Designated as Open Space, Conservation or Recreation. Whether such real estate was acquired by the Town through purchase, gift, subdivision approval process, or any other means said real estate should not be sold by the Town in part or entirely. Properties meeting these designations may be considered for sale after the following reviews: In addition to Planning & Zoning Commission 8-24 review, if the Land was reserved for Open Space or Conservation, the Conservation Commission and Open Land Space Acquisition Commission need to agree with the sale. If the land was reserved for Recreational Use, the Board of Recreation need to agree with the sale. Any sold properties shall maintain the restrictions of Open Space and Conservation, held by the Town of Killingly.
- D. Real Estate Acquired by the Town from Tax Sale or through other means and said Real Estate was NOT Acquired for Open Space, Conservation or Recreation. Provided said real estate was NOT acquired for Open Space, Conservation or Recreation purposes, the Town may offer for sale said real estate upon a positive finding of the Planning Zoning Commission (PZC) as outlined in Connecticut General Statutes Section 8-24. The PZC may request the input of the Conservation Commission and the Board of Recreation, through the Directors of each Department that staffs said Commissions, prior to submitting their findings to the Town Council. When the Town Council notifies the PZC, it shall also notify all Town Department Heads of the proposed sale, to determine if there are any internal concerns or constraints with the proposed sale.

**E.** One of the following methods shall be used to conduct the sale:

1. By soliciting public bids for the sale of the property. Public notice of the bid procedure shall be provided by posting a notice in Town Hall a minimum of 14 days prior to the date for opening of bids and by publishing of a notice in a newspaper of local circulation for a minimum of 14 days prior to the date for opening of bids. The notice shall describe the time, date and place for publically opening the bids and all bid terms.
2. By conducting a limited public sale among parties who directly abut the property. This limited method of sale should be primarily used to address public concerns which may be harmed if the property were made available for sale to all members of the public. By way of example only, harm to public concerns could include where a lot does not conform to present minimum lot size standards and where this situation could be addressed by requiring merger with the abutting property(ies); where a Town-owned lot has no road frontage or other means of access; or, where soils on an abutting lot are too poor for on-site septage disposal. All abutters to any Town-owned lot to be offered for sale shall be invited to bid and shall be provided notice of the bid invitation at least 14 days prior to the date for opening of bids. The notice to abutters shall describe the time, date, and place of the opening of bids and the bid terms. Bids may be accepted from more than one abutter and each abutter submitting a bid may be permitted to purchase only a portion of the property, provided this property is merged with the bidders' property.

**F.** The Town Manager shall open all bids received and shall ensure the bidder submitting the highest bid has the ability to satisfy all bid conditions within 60 calendar days. When the ability to satisfy all bid conditions has been confirmed, the Town Manager shall submit to the Town Council an ordinance to authorize the sale of the property in accordance with Section 1008 of the Town Charter.

**G.** The Town Council shall reserve the right to accept or reject any and all bids submitted and to act in the best interests of the Town.

**H.** These general procedures shall not be applied to the sale of Town-owned property for economic development purposes where such a sale may be by negotiated settlement.

**I.** A quit claim deed shall be issued to convey title to any property which is disposed of by public sealed bid auction.

BE IT FURTHER RESOLVED that this revision shall be effective immediately and the Town Manager is authorized to update said policy to reflect these revisions.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 9th day of August 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 August 9, 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 opting out of the State of Connecticut Statute Section 8-2o regarding Zoning for Accessory Apartments.

**ITEM SUBMITTED BY:** Mary T. Calorio, Town Manager

**FOR COUNCIL MEETING OF:** August 9, 2022

**TOWN MANAGER APPROVAL:**



**ITEM SUMMARY:** The State of CT passed legislation regarding zoning for “accessory apartments” which includes requirements for municipalities to adopt zoning regulations permitting “accessory apartments”. However, the Statute provides the option for Municipalities to opt-out of this statute requirements. Killingly enacted zoning regulations regarding Accessory Dwelling Units in 2015 and have amended them several times since. Our zoning regulations meet or exceed the requirements in Section 8-2o of CT General Statutes. As per the opt-out provisions, the Planning & Zoning Commission held a public hearing on July 18, 2022 and thereafter unanimously approved the recommendation to the Town Council to formally opt-out of this regulation. The statute provides for the municipality to opt out provided the Planning & Zoning Commission holds a public hearing, affirmatively decides to opt out and the Town Council approves the decision by a two-thirds vote. The municipality has until January 1, 2023 to complete the opt-out process. Thereafter, no municipality may opt out of these provisions.

**FINANCIAL SUMMARY:** N/A

**STAFF RECOMMENDATION:** Approval of the Resolution

**TOWN ATTORNEY REVIEW:** Reviewed

**COUNCIL ACTION DESIRED:** Action on the Resolution

**SUPPORTING MATERIALS:** Resolution  
Letter from Planning & Zoning  
Killingly Zoning Regulations –  
Secondary Dwelling Units

**RESOLUTION OPTING OUT OF THE STATE OF  
CONNECTICUT STATUTE SECTION 8-20 REGARDING  
ZONING FOR ACCESSORY APARTMENTS.**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town of Killingly hereby opts out of the State of Connecticut's Statute Section 8-20 (entitled Zoning Regulations re Accessory Apartments – Municipal Opt-Out; exception) as outlined in Section 8-20(f).

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 9<sup>th</sup> day of August 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 August 9, 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)



# TOWN OF KILLINGLY

## PLANNING & DEVELOPMENT OFFICE

172 Main Street, Killingly, CT 06239  
Tel: 860-779-5311 Fax: 860-779-5381

July 26, 2022

Mary Calorio  
Town Manager  
Killingly Town Hall  
172 Main Street  
Killingly, CT 06239

RE: PZC Voted to opt-out of CT General Statute §8-2o (a/k/a Public Act 21-29 Section 6)  
Entitled – "Zoning regulations re accessory apartments. Municipal opt-out, exception"

Dear Ms. Calorio,

At its last regularly scheduled meeting of Monday, July 18, 2022, the Town of Killingly Planning Zoning Commission voted to opt-out of CT General Statute §8-2o "Zoning regulations re accessory apartments. Municipal opt-out; exception." I have attached a copy of the motion page from that meeting for your review and convenience.

According to CT General Statute §8-2o(f) the Town Council must now, by a two-thirds (2/3) vote, vote to complete the (opt-out) process by which such municipality opts out of the provisions of subsections (a) to (d), inclusive, of this section. This vote must be taken before January 1, 2023, or the Town of Killingly will be governed by the CT General Statute. A copy of the statute outlining this procedure is attached for your review and convenience.

The PZC requests that the Town Council complete the opt-out process before the January 1, 2023, deadline.

If you have any questions regarding any of the above, please feel free to contact me.

Sincerely,

Ann-Marie L. Aubrey  
Director of Planning & Development

cc: Jonathan Blake, Planner I (email)  
Allison Brady, Asst. Planner (email)  
File

**KILLINGLY PLANNING & ZONING COMMISSION**  
**REGULAR MEETING (HYBRID) OF MONDAY, JULY 18, 2022**

**ROLL CALL VOTES:**

Board Members:	Attendance	1	2	3
Brian Card	Absent with Notice			
Virge Lorents	✓	+	+	+
John Sarantopoulos	✓	+	+	+
Matthew Wendorf	✓	+	+	+
Keith Thurlow	Arrived at 8:18 p.m.			Abs
Michael Hewko - Alternate	✓	+	+	+
Vacant – Alternate				
Vacant - Alternate				

Michael Hewko was seated as a Voting Member for this meeting.

RECEIVED  
 TOWN CLERK, KILLINGLY, CT  
 2022 JUL 20 AM 8:32  
 Elizabeth M. Wilson

**Motion 1** Motion was made by John Sarantopoulos to continue **Special Permit Ap # 22-1289** – Dayville Four Corners, LLC (Applicant/Owner); 730 (736) Hartford Turnpike, GIS MAP 115, LOT 6, General Commercial Zone, ~7.07 acres, request use of existing space in building for liquor, beer & wine sales, under TOK Zoning Regs under 420.2.1(a) with reference to 420.1.2(i). (**CONT FROM 5/16/2022 & 6/20/2022**), to the next regularly scheduled meeting of the Planning and Zoning Commission to be held on Monday, August 15, 2022, Town Meeting Room, 2<sup>nd</sup> Floor, 172 Main Street, at 7:00 p.m.  
 Second by Matthew Wendorf. No discussion.  
 Motion carried unanimously by voice vote (4-0-0).

**Motion 2** Motion was made by John Sarantopoulos to continue **Zone TEXT Change Ap# 22-1294** – Rosemary & Thomas C. Clarie et als; proposed text amendment to Sections 436.1; 436.2; 436.3; 436.4.2; 436.4.3; 436.6.1.b; 436.2.2; and 450 of the TOK Zoning Regulations regarding permitted uses and requirements of the Business Park District – making changes to the Intent, General Requirements, Special Permitted Uses; Interior Circulation; Landscaping and Screening; replace Exemptions with Concept Plan Optional; Concept Plan; and Dimensional Requirements, to the next regularly scheduled meeting of the Planning and Zoning Commission to be held on Monday, August 15, 2022, Town Meeting Room, 2<sup>nd</sup> Floor, 172 Main Street, at 7:00 p.m.  
 Second by Michael Hewko. No discussion.  
 Motion carried unanimously by voice vote (4-0-0).

**Motion 3** Motion was made by John Sarantopoulos to close the public hearing for **Ap# 22-1295 Public Hearing – Accessory Dwelling Units State Statute** – Per the State Statute, the PZC must conduct a public hearing to review, discuss, and act upon opting-out of the State’s Accessory Dwelling Unit Statute.  
 Second by Michael Hewko. No discussion.  
 Motion carried by voice vote (4-0-1). Keith Thurlow abstained because he was not present for the entire discussion.

**KILLINGLY PLANNING & ZONING COMMISSION**  
**REGULAR MEETING (HYBRID) OF MONDAY, JULY 18, 2022**

**ROLL CALL VOTES:**

Board Members:	Attendance	4	5	6	7
Brian Card	Absent with Notice				
Virge Lorents	✓	+	+	+	+
John Sarantopoulos	✓	+	+	+	+
Matthew Wendorf	✓	+	Abs	+	+
Keith Thurlow	Arrived at 8:18 p.m.	+	+	+	+
Michael Hewko - Alternate	✓	+	+	+	+
Vacant – Alternate					
Vacant - Alternate					

Michael Hewko was seated as a Voting Member for this meeting.

**Motion 4** Motion was made by John Sarantopoulos:

**WHEREAS**, on Monday, July 18, 2022, the Town of Killingly Planning and Zoning Commission held a public hearing to review, discuss, and act upon opting-out of the State of Connecticut's Statute regarding Accessory Dwelling Units (CT General Statute Section 8-2o {f/k/a Public Act 21-29 Section 6} said state statute (public law) became effective January 1, 2022;

**WHEREAS**, the Planning and Zoning Commission made the following findings;

- 1) That the Town of Killingly enacted their own Zoning Regulations regarding Accessory Dwelling Units in 2015, amended 2017 and 2018 prior to the State enacting the above public law / state statute, and
- 2) That the Planning and Zoning Commission most recently approved amendments to said Town of Killingly Zoning Regulations on July 16, 2018, which became effective on August 13, 2018;
- 3) That the Town of Killingly's current regulations (08/13/2018) meet, and/or exceed the State Statute regarding said Accessory Dwelling Units (TOK refers to them as Secondary Dwelling Units);
- 4) That the Town of Killingly's current regulations appear to be working well for our community; and
- 5) That opting-out of the above referenced Statute will allow the municipality to maintain control over the requirements of accessory/secondary dwelling units in a manner that best suits the municipality.

**THEREFORE**, I, John Sarantopoulos, a member of the Planning and Zoning Commission of the Town of Killingly make the motion that the Town of Killingly hereby opt-out of the State of Connecticut's Statute Section 8-2o (entitled Zoning regulations re accessory apartments. Municipal opt-out; exception) as outlined in in Section 8-2o(f); and that a copy of this motion be forwarded to the Town Council for them to complete the opt-out process as outlined in the section mentioned above, prior to January 1, 2023.

Second by Matthew Wendorf. No discussion.

Motion carried unanimously by voice vote (5-0-0).

**Motion 5** Motion was made by Keith Thurlow to adopt the Minutes of the Regular Meeting of June 20, 2022, as presented.

Second by Michael Hewko. No discussion.

Motion carried unanimously by voice vote (4-0-1). Matthew Wendorf abstained.

**Motion 6** Motion was made by Keith Thurlow to schedule a public hearing to eliminate the Five Mile River Overlay Zone for the regularly scheduled meeting of the Planning and Zoning Commission to be held on Monday, October 17, 2022, Town Meeting Room, 2<sup>nd</sup> Floor, 172 Main Street, at 7:00 p.m.

Second by John Sarantopoulos. There was discussion.

Motion carried unanimously by voice vote (5-0-0).

**Motion 7** Motion was made by Matthew Wendorf to adjourn at 9:06 p.m.

Second by Keith Thurlow. No discussion.

Motion carried unanimously by voice vote (5-0-0).

provide for conditions on operation to collect spring or well water, effective July 8, 1997; P.A. 98-105 amended Subsec. (c) to provide for protection of amphibolite ridgelines; P.A. 10-87 amended Subsec. (a) by making technical changes and adding provision prohibiting regulations from prohibiting use of receptacles for storage of items designated for recycling or requiring such receptacles to comply with provisions for bulk or lot area and prohibiting regulations from unreasonably restricting access to or size of such receptacles for businesses; P.A. 11-124 amended Subsec. (a) by replacing "housing plan" with "state's consolidated plan for housing and community development"; P.A. 11-188 amended Subsec. (a) by adding reference to Sec. 1-1(q) re definition of "agriculture"; pursuant to P.A. 15-227, "group day care home" and "family day care home" were changed editorially by the Revisors to "group child care home" and "family child care home", respectively, in Subsec. (a), effective July 1, 2015; P.A. 17-39 amended Subsec. (a) to add provision re regulations not terminating or deeming abandoned nonconforming use, building or structure, effective July 1, 2017; P.A. 17-155 amended Subsec. (a) to add provision re town opt out and installation of temporary health care structures; P.A. 18-28 amended Subsec. (a) by adding provision re zoning commission may regulate brightness and illumination of advertising signs and billboards, and added Subsec. (d) exempting certain advertising signs or billboards from municipal ordinance or regulation re brightness or illumination when installed prior to adoption of ordinance or regulation, effective July 1, 2018; P.A. 18-132 amended Subsec. (a) by adding provision re regulations that require special permit or special exception for continuance, effective July 1, 2018; P.A. 21-29 substantially revised section, including by restructuring existing Subsec. (a) into new Subsecs. (a) to (e), moving provision re Long Island Sound from former Subsec. (b) to Subsec. (b)(10), moving provision re traprock ridge from former Subsec. (d) to Subsec. (c)(10), redesignating existing Subsec. (d) as Subsec. (f), in Subsec. (b)(2) adding Subpara. (E) re state's resources, Subpara. (G) re contiguous municipalities, Subpara. (H) re significant disparities, Subpara. (I) re efficient proposal and application review and Subpara. (J) re federal Fair Housing Act, deleting provisions re land overcrowding and undue population concentration, in Subsec. (b)(3) changing "character" to "physical site characteristics" and deleting reference to conserving building value, in Subsec. (b)(6) changing "encourage" to "expressly allow", in Subsec. (c)(3)(B) adding "distributed generation or freestanding" and "wind", in Subsec. (c)(4) deleting "passive solar energy techniques", adding Subpara. (B) re combined heat and power, Subpara. (C) re water conservation and Subpara. (D) re energy conservation techniques, in Subsec. (c) adding Subdiv. (8) re floating and overlay zones and Subdiv. (9) re traffic impacts and mitigation strategies, in Subsec. (d)(3) adding "mobile manufactured homes" and "mobile manufactured home parks" and deleting provision re manufactured homes, in Subsec. (d) by adding Subdiv. (6) re cottage food operations, Subdiv. (7) re minimum floor area, Subdiv. (8) re cap on dwelling units, Subdiv. (9) re parking spaces and Subdiv. (10) re land use application denials and making technical changes.

(Return to Chapter (Return to (Return to  
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(SECONDARY DWELLING UNITS)

**Sec. 8-2o. Zoning regulations re accessory apartments. Municipal opt-out; exception.** (a) Any zoning regulations adopted pursuant to section 8-2 shall:

- (1) Designate locations or zoning districts within the municipality in which accessory apartments are allowed, provided at least one accessory apartment shall be allowed as of right on each lot that contains a single-family dwelling and no such accessory apartment shall be required to be an affordable accessory apartment;
- (2) Allow accessory apartments to be attached to or located within the proposed or existing principal dwelling, or detached from the proposed or existing principal dwelling and located on the same lot as such dwelling;
- (3) Set a maximum net floor area for an accessory apartment of not less than thirty per cent of the net floor area of the principal dwelling, or one thousand square feet, whichever is less, except that such regulations may allow a larger net floor area for such apartments;
- (4) Require setbacks, lot size and building frontage less than or equal to that which is required for the principal dwelling, and require lot coverage greater than or equal to that which is required for the principal dwelling;

21-29 section 6.

(5) Provide for height, landscaping and architectural design standards that do not exceed any such standards as they are applied to single-family dwellings in the municipality;

(6) Be prohibited from requiring (A) a passageway between any such accessory apartment and any such principal dwelling, (B) an exterior door for any such accessory apartment, except as required by the applicable building or fire code, (C) any more than one parking space for any such accessory apartment, or fees in lieu of parking otherwise allowed by section 8-2c, (D) a familial, marital or employment relationship between occupants of the principal dwelling and accessory apartment, (E) a minimum age for occupants of the accessory apartment, (F) separate billing of utilities otherwise connected to, or used by, the principal dwelling unit, or (G) periodic renewals for permits for such accessory apartments; and

(7) Be interpreted and enforced such that nothing in this section shall be in derogation of (A) applicable building code requirements, (B) the ability of a municipality to prohibit or limit the use of accessory apartments for short-term rentals or vacation stays, or (C) other requirements where a well or private sewerage system is being used, provided approval for any such accessory apartment shall not be unreasonably withheld.

(b) The as of right permit application and review process for approval of accessory apartments shall require that a decision on any such application be rendered not later than sixty-five days after receipt of such application by the applicable zoning commission, except that an applicant may consent to one or more extensions of not more than an additional sixty-five days or may withdraw such application.

(c) A municipality shall not (1) condition the approval of an accessory apartment on the correction of a nonconforming use, structure or lot, or (2) require the installation of fire sprinklers in an accessory apartment if such sprinklers are not required for the principal dwelling located on the same lot or otherwise required by the fire code.

(d) A municipality, special district, sewer or water authority shall not (1) consider an accessory apartment to be a new residential use for the purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless such accessory apartment was constructed with a new single-family dwelling on the same lot, or (2) require the installation of a new or separate utility connection directly to an accessory apartment or impose a related connection fee or capacity charge.

(e) If a municipality fails to adopt new regulations or amend existing regulations by January 1, 2023, for the purpose of complying with the provisions of subsections (a) to (d), inclusive, of this section, and unless such municipality opts out of the provisions of said subsections in accordance with the provisions of subsection (f) of this section, any noncompliant existing regulation shall become null and void and such municipality shall approve or deny applications for accessory apartments in accordance with the requirements for regulations set forth in the provisions of subsections (a) to (d), inclusive, of this section until such municipality adopts or amends a regulation in compliance with said subsections. A municipality may not use or impose additional standards beyond those set forth in subsections (a) to (d), inclusive, of this section.

(f) Notwithstanding the provisions of subsections (a) to (d), inclusive, of this section, the zoning commission or combined planning and zoning commission, as applicable, of a municipality, by a two-thirds vote, may initiate the process by which such municipality opts out of the provisions of said subsections regarding allowance of accessory apartments, provided such commission: (1) First holds a public hearing in accordance with the provisions of section 8-7d on such proposed opt-out, (2) affirmatively decides to opt out of the provisions of said subsections within the period of time permitted under section 8-7d, (3) states upon its records the reasons for such decision, and (4) publishes notice of such decision in a newspaper having a substantial circulation in the municipality not later than fifteen days after such decision has been rendered. Thereafter, the municipality's legislative body or, in a municipality where the legislative body is a town meeting, its board of selectmen, by a two-thirds vote, may complete the process by which such municipality opts out of the provisions of subsections (a) to (d), inclusive, of this section, except that, on and after January 1, 2023, no municipality may opt out of the provisions of said subsections.

## SECTION 566. SECONDARY DWELLING UNIT

### Section 566.1 – Intent

It is the intent of this Secondary Dwelling Unit (SDU) section to:

- a. Provide flexibility in housing options in response to the changing needs of families;
- b. Create new housing units while respecting and maintaining the appearance and scale of single-family development;
- c. Provide housing that responds to smaller household size and increasing housing costs;
- d. Provide opportunities for a younger generation to live independently; and
- e. Provide an older generation with a means of obtaining rental income, security, companionship, and/or services, thereby enabling them to stay more comfortably in homes and neighborhoods they might otherwise need to leave.

### Section 566.2 Definitions

**Secondary Dwelling Unit** – an additional dwelling unit established in conjunction with a primary residence (single family dwelling) on the same lot. A secondary dwelling unit shall include a kitchen, sleeping quarters, and full bathroom facilities with a permanent foundation. There are three types of secondary dwelling units: Interior (often referred to as an in-law apartment), Attached and Detached.

**Primary Residence** – is the principle residential structure.

**Gross Floor Area** – For the purpose of the secondary dwelling unit, the gross floor area shall be the total floor area (in square feet) of all floors in the secondary dwelling unit. If the secondary dwelling unit is part of a larger structure (garage, barn, or primary structure) then the gross floor area is calculated by the outside area of walls of the secondary dwelling unit only.

This would include stairwells and elevator shafts, but would not include areas such as unfinished basements, garages, or mezzanines.

Example 1: a one story building with exterior wall dimensions of 20' x 25' would have a gross floor area of 500 square feet. If that same building was two-stories, the gross floor area would be 1000 square feet.

Example 2: a one story building with exterior wall dimensions of 20' x 50' (1000 square feet) contained a secondary dwelling unit that was 20' x 25' then the gross floor area of the secondary dwelling unit would be 500 square feet.

**Section 566.3** An Secondary Dwelling Unit may be permitted in the following zones:

- Rural Development
- Low Density
- Medium Density
- Residential Medium Density (Borough)

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Effective: August 13, 2018  
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**Section 566.4 Secondary Dwelling Unit Types**

- Interior – Located within the existing primary residence and is typically a conversion of existing space. For example: an attic or basement.
- Attached – Living space that are added to the primary residence. The additional unit can be converted out of an existing attached garage or constructed on the side and/or rear of the primary residence.
- Detached – A freestanding unit separate from the primary residence. A detached garage conversion or new construction, within the same lot boundaries of the existing primary residence.

**Section 566.5 Interior & Attached Secondary Dwelling Unit Requirements (Zoning Permit Only)**

Interior and Attached Secondary Dwelling Units shall meet the following standards and requirements:

- a. No secondary dwelling unit shall be approved if accessory to a two-family dwelling or any multi-family use; (SDU are only allowed with a single family dwelling)
- b. Only one secondary dwelling unit shall be permitted for each lot;
- c. All setback requirements for the zone in which the accessory dwelling unit is located shall apply;
- d. The secondary dwelling unit is subject to all the applicable health, fire and building codes as the primary residence;
- e. The owner of the property must reside in either the primary residence or the secondary dwelling unit;

The secondary dwelling unit shall:

- not exceed 1,000 square feet in maximum gross floor area;
  - contain no more than one (1) bedroom;
  - be designed to preserve and maintain the single-family residential appearance of the subject lot and be consistent with the single-family character of the neighborhood;
- f. The lot on which the accessory structure is to be located shall conform to the minimum lot area requirement for the zone in which the property is located;
  - g. Access from the public right-of-way shall serve both the primary and secondary dwelling units; no additional curb cuts shall be created to serve a secondary dwelling unit.
  - h. Parking will be in compliance with Section 530 Off Street Parking and Loading standards.

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**Section 566.6 Detached Secondary Dwelling Unit Requirements (Site Plan Review)**

Detached Secondary Dwelling Units shall meet the following standards and requirements:

- a. No secondary dwelling unit shall be approved if accessory to a two-family dwelling or any multi-family use; (SDU are only allowed with a single family dwelling)
- b. Only one secondary dwelling unit shall be permitted for each lot;
- c. All setback requirements for the zone in which the accessory dwelling unit is located shall apply;
- d. The secondary dwelling unit is subject to all the applicable health, fire and building codes as the primary structure;
- e. The owner of the property must reside in either the primary residence or the secondary dwelling unit;

The secondary dwelling unit shall:

- not exceed 1,000 square feet in maximum gross floor area;
  - contain no more than two (2) bedrooms;
  - be designed to preserve and maintain the single-family residential appearance of the subject lot and be consistent with the single-family character of the neighborhood;
- f. The lot on which the accessory structure is to be located shall conform to the minimum lot area requirement for the zone in which the property is located;
  - g. Access from the public right-of-way shall serve both the primary and secondary dwelling units; no additional curb cuts shall be created to serve a secondary dwelling unit.
  - h. Parking will be in compliance with Section 530 Off Street Parking and Loading standards.
  - i. The secondary dwelling unit must be located within 150 feet of the primary residence or be the conversion of an existing detached structure (e.g. garage) which is not currently a dwelling unit.
  - j. Mobile homes or recreational vehicles shall not be used as an secondary dwelling unit.

Approved: July 16, 2018  
Effective: August 13, 2018  
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## AGENDA ITEM COVER SHEET

**ITEM:** Consideration and action on a resolution authorizing the Town Manager to execute a contract with CT DEEP for the Urban Green & Community Garden Grant Program

**ITEM SUBMITTED BY:** Mary T. Calorio, Town Manager

**FOR COUNCIL MEETING OF:** August 9, 2022

**TOWN MANAGER APPROVAL:**



**ITEM SUMMARY:** The Community Gardens submitted a grant application for upgrades to the community garden located at 79 Westfield Ave. The grant funds will be used to 1) upgrade tools and infrastructure to increase production of produce for local food pantries, 2) improving accessibility to the garden by extending the paver pathways and 3) improving the pollinator garden that currently serves as a focal point for the garden entrance.

**FINANCIAL SUMMARY:** The matching funds will be achieved through in-kind services of volunteer hours and donations of plants from Logee's Greenhouse, Native Wildlife Garden at Goodwin Forest, and members of the Agricultural Commission. The grant funds will be used for purchasing the materials needed for the improvements.

**STAFF RECOMMENDATION:** Approval of the Resolution

**TOWN ATTORNEY REVIEW:** Reviewed

**COUNCIL ACTION DESIRED:** Action on the Resolution

**SUPPORTING MATERIALS:** Resolution  
Award letter

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO  
EXECUTE A CONTRACT WITH CT DEEP FOR THE URBAN  
GREEN & COMMUNITY GARDEN GRANT PROGRAM**

WHEREAS, the Town of Killingly has applied for and received a grant award for financial assistance from the State Urban Green and Community Garden Grant Program, administered under the State Open Space and Watershed Land Acquisition Grant Program by the State of Connecticut Department of Energy and Environmental Protection (DEEP), pursuant to Section 7-131d of the Connecticut General Statutes.

RESOLVED, that Mary T. Calorio as Town Manager of the Town of Killingly be and hereby is authorized to execute and enter into on behalf of the Town of Killingly a grant funding contract and agreement with DEEP for a project to enhance public open green space pursuant to Section 7-131d of the Connecticut General Statutes.

BE IT FURTHER RESOLVED, that Mary T. Calorio was appointed Town Manager. Her term of office began on March 11, 2019. As the Town Manager, Mary T. Calorio serves as the Chief Executive Officer for the Town of Killingly and is duly authorized to enter into agreements and contracts on behalf of the Town of Killingly.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 9<sup>th</sup> day of August 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 August 9, 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

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Date

(Seal)

**SENT VIA EMAIL**

**Date:** July 22, 2022

**To:** Mary Calorio, Town Manager  
Town of Killingly  
172 Main Street  
Danielson, CT 06239  
[mcalorio@killinglyct.gov](mailto:mcalorio@killinglyct.gov)

**Subject:** CT DEEP Urban Green & Community Garden Grant Program  
Grant Award #41

**Municipality:** Killingly

**Project:** Killingly Community Gardens

Dear Town Manager Calorio,

Congratulations on your recent approval for an Urban Green and Community Garden (UGCG) Grant award, which is administered by DEEP under the State's Open Space & Watershed Land Acquisition Grant Program (CGS Section 7-131(d)(b)). The UGCG grants provide funding to distressed municipalities or targeted investment communities, as defined in CGS Section 32-9(p), for the restoration and protection of urban green spaces for public enjoyment and benefit.

Based upon a review of your submitted materials, your application has been approved at a project cost of \$4,452.00 and State's 50% match not to exceed \$2,382.00. The final grant amount will be based on verification of all material facts contained in your grant application, and execution of a DEEP grant funding Contract Agreement.

As next steps, referencing the submitted application materials, a grant Contract Agreement will now be prepared by DEEP in accordance with CGS Section 7-131(d) and contain terms as acceptable to, and at the sole discretion of, the Commissioner. Over the next few weeks, a copy of the draft Contract Agreement will be shared with you for review of the project scope of work.

**For inclusion into the Contract Agreement, please furnish me with an original, certified Municipal Resolution and Certificate of Incumbency which authorizes the Town Manager to enter into the contract with DEEP. The Town Clerk must certify the Municipal Resolution and the Incumbency Certificate of Incumbency with the Clerk's signature, current date, and municipal seal.**

As a reminder, please be aware that no cost reimbursement requests will be considered for processing and payment by DEEP until the grant Contract Agreement is fully executed upon final signature by the Office of the Attorney General. The official date for the project to start is the date on which the approval Contract or Agreement has been signed off by the Office of the Attorney General. It is at this time grant funding may be released to the municipality/contractor. Costs incurred before official approval of a project do not qualify for grant money. Costs continue until the work is finished or until the project period stipulated in the original grant funding agreement expires, whether the project is completed or not.

Additional information on reimbursement procedures and associated billing materials are forthcoming.

I look forward to working with you on your project and grant funding contract agreement. Should you have any questions, please contact me directly at [Jamie.Sydoriak@ct.gov](mailto:Jamie.Sydoriak@ct.gov) or (860) 424-3143.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jamie Sydoriak', with a stylized, cursive script.

Jamie Sydoriak, Environmental Analyst  
Land Management Unit  
Office of Planning/Regulatory Affairs

**CC (by email):** Heather Goodier, [heather.goodier@yahoo.com](mailto:heather.goodier@yahoo.com)