

PKT



# TOWN OF KILLINGLY

OFFICE OF THE TOWN MANAGER  
172 Main Street  
Killingly, CT 06239  
Tel: 860 779-5334 Fax: 860 779-5394

## \*\*NOTICE\*\* TOWN COUNCIL REGULAR MEETING

DATE: TUESDAY, January 14, 2020  
TIME: 7:00 PM  
PLACE: TOWN MEETING ROOM  
KILLINGLY TOWN HALL

### AGENDA

1. CALL TO ORDER
2. PRAYER
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. ROLL CALL
5. ADOPTION OF MINUTES OF PREVIOUS MEETINGS
  - a) Regular Town Council Meeting: 11/12/2019
  - b) Orientation Regular Town Council Meeting: 12/2/2019
  - c) Regular Town Council Meeting: 12/10/2019
6. PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS
  - a) KRPD, Volunteer of the Year
  - b) Westfield Avenue/Community Center Project
  - c) KMS Classroom Replacement Project
  - d) Revaluation Review
7. UNFINISHED BUSINESS FOR TOWN MEETING ACTION
8. CITIZEN STATEMENTS AND PETITIONS  
(individual presentations not to exceed 5minutes)
9. COUNCIL/STAFF COMMENTS
10. APPOINTMENTS TO BOARDS AND COMMISSIONS

RECEIVED  
TOWN CLERK/ KILLINGLY, CT  
2020 JAN 10 AM 10:52  
Elizabeth M. Sullivan

- i) Consideration and action on a resolution to introduce and set a date for a public hearing and special Town Meeting, to be adjourned to machine vote, on an ordinance to appropriate \$16,100,000 for improvements to Westfield Avenue School, including renovations needed to serve as the Community Center, and authorize the issuance of bonds and notes in the same amount.
- j) Consideration and action on a resolution to authorize the Town Attorney to resolve the Big Y Foods tax appeal by entry into a stipulate judgement
- k) Consideration and action on a resolution to authorize the Town Attorney to resolve the Dayville Properties tax appeal by entry into a stipulated judgement.
- l) Consideration and action on a resolution to authorize the Town Attorney to resolve the Rogers Corporation tax appeal by entry into a stipulated judgement.
- m) Consideration and action on a resolution to authorize the Town Attorney to resolve the Target tax appeal by entry into a stipulated judgement.

16. COUNCIL MEMBER REPORTS AND COMMENTS

17. EXECUTIVE SESSION

- a) Pending Litigation with Tax Appeals

18. ADJOURNMENT

Note: Town Council meeting will be televised

**TOWN COUNCIL  
REGULAR MEETING**

**DATE:** TUESDAY, November 12, 2019

**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, November 12, 2019 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: 10/01/19
  - b) Special Town Council Meeting: 10/08/19
6. **PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS**
  - a) Proclamation recognizing November 11<sup>th</sup> as Veteran's Day
  - b) Proclamation recognizing Teacher of the Year for Killingly Public Schools
  - c) Proclamation recognizing Teacher of the Year for Ellis Technical School
  - d) Proclamation recognizing Teacher of the Year for St. James School
7. **UNFINISHED BUSINESS FOR TOWN MEETING ACTION**
8. **CITIZEN'S 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 (45) minutes and each citizen's presentation shall not exceed five (5) minutes unless otherwise indicated by a majority vote of the Town Council.
9. **COUNCIL/STAFF COMMENTS**
10. **APPOINTMENTS TO BOARDS AND COMMISSIONS**
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) Draft Plan of Conservation and Development
14. **UNFINISHED BUSINESS FOR TOWN COUNCIL ACTION**
15. **NEW BUSINESS**
  - a) Consideration and action on a resolution to approve a collective bargaining agreement between the Town and the Killingly Public Works Employee Bargaining Unit.

Sergeant, Conn. Division

TOWN CLEMSON, CONNECTICUT  
2020 JAN -9 PM 3:26

b) Consideration and action on a resolution authorizing 2019-2020 budgetary transfers from the Town Hall and Library Contractual Services to the Town Hall and Library Personnel appropriation for custodial services

c) Town Manager Evaluation

16. **COUNCIL MEMBER REPORTS AND COMMENTS**

17. **EXECUTIVE SESSION**

a) Town Manager Evaluation

18. **ADJOURNMENT**

**KILLINGLY TOWN COUNCIL**

1. Chairman Cesolini called the meeting to order at 7:00 p.m.
2. Prayer by Ms. LaBerge.
3. Pledge of Allegiance to the flag.
4. Upon roll call all Councilors were present except Mr. D. Griffiths, who was absent with notification. Also present were Town Manager Calorio Burns and Council Secretary Buzalski. Mr. A. Griffiths made a motion, seconded by Ms. Wakefield, to add agenda item 15d) Consideration and action on a resolution to approve a collective bargaining agreement between the Town and the Killingly Professional Technical Employee Bargaining Unit.  
Voice vote: Unanimous. Motion passed.
5. Adoption of minutes of previous meetings
  - 5a. Ms. Wakefield made a motion, seconded by Mr. Anderson, to adopt the minutes of the Special Town Council Meeting of October 1, 2019.  
Voice Vote: Unanimous. Motion passed.
  - 5b. Ms. Laberge made a motion, seconded by Mr. Anderson, to adopt the minutes of the Regular Town Council Meeting of October 8, 2019.  
Voice Vote: Unanimous. Motion passed.
6. Presentations, proclamations and declarations:
  - 6a. Proclamation recognizing November 11<sup>th</sup> as Veteran's Day  
Mr. Anderson read the following:

**PROCLAMATION**  
Town of Killingly

**WHEREAS**, Connecticut is blessed to be the home of over 188,800 veterans; and

**WHEREAS**, throughout the history of our nation, our men and women in uniform have risked their lives to protect the interests of our country and defend our freedoms; and

**WHEREAS**, Killingly residents live in freedom because of the contributions and sacrifices made by those who have served and by those who continue to serve; and

**WHEREAS**, these sacrifices are also made by the family members who support these men and women who preserve the liberties that enrich both this nation, the State and our Town; and

**WHEREAS**, on this Veterans Day, Killingly remember that we are forever

indebted to those who stepped forward to defend the blessing of liberty; and

**WHEREAS**, as we reflect upon the enormous contributions made to our Country, State and Town by our veterans, we also pay tribute to those who are currently serving in our Armed Forces at home and abroad and who remain committed to sustaining this legacy of unyielding patriotism;

**NOW, THEREFORE**, the Killingly Town Council hereby recognizes November 11, 2019, as **VETERANS DAY** in the Town of Killingly, and calls this observance to the attention of all our citizens.

Presented this 11th day of November 2019 by the  
Killingly Town Council

6b. Proclamation recognizing Teacher of the Year for Killingly Public Schools  
Mr. Cesolini read the following:

**PROCLAMATION HONORING  
JEFFREY ETHIER  
KILLINGLY PUBLIC SCHOOLS  
2020 TEACHER OF THE YEAR**

**WHEREAS** Jeffrey Ethier earned his Master of Science, majoring in Music Education in 2006 from the Central Connecticut State University, and attended a comprehensive performing arts conservatory, The Hartt School, University of Hartford, and;

**WHEREAS** Jeffrey has been a music teacher for Killingly Public Schools since 2009 and also serves as Band Director, holds teacher certification not only in Connecticut, but also held certification in the states of Rhode Island and Massachusetts, and;

**WHEREAS** Jeffrey, through dedication and his love of teaching music, motivates and inspires students to deliver unforgettable performances, elevating the KHS Big Red Marching Band, Symphonic Band, Concert Chorale, and Jazz Band to receive endless awards at national competitions and festivals, and;

**WHEREAS** Jeffrey creates valuable instructional lessons, develops strong lasting relationships, encourages parent involvement, inspires student pride and confidence, teaches the significance to students the importance of connecting with community members and creates memories for students that will last a lifetime and;

**WHEREAS** Jeffrey is a master teacher who has a high level of understanding of the development of students in the music field, is an incredible leader, a mentor, a team player and is an undeniable influence behind our students' successes.

**NOW, THEREFORE, BE IT PROCLAIMED** that Jeffrey Ethier be recognized for his exemplary service, extensive experience, excellent teaching skills and for the well-earned

distinction and respect he has received from his students and peers as the 2019-20 Killingly Public Schools Teacher of the Year and;

**BE IT FURTHER PROCLAIMED** that he be commended for devotion to his students, their families, the school district, and the community.

Presented this 12th day of November 2019 by the Killingly Town Council

6c. Proclamation recognizing Teacher of the Year for Ellis Technical School  
Mr. Cesolini read the following:

**PROCLAMATION HONORING  
SARAH BACCHIOCHI  
HARVARD H. ELLIS TECHNICAL HIGH SCHOOL'S  
2020 TEACHER OF THE YEAR**

**WHEREAS**, Sarah Bacchiochi has served as a dedicated teacher at Harvard H. Ellis Technical High School since 2007 and

**WHEREAS**, in addition to her duties as a teacher, Sarah has served as a softball coach, member of the faculty recognition committee, and on numerous school-wide and district-wide committees, with an emphasis on improving school climate and pride; and

**WHEREAS**, Sarah takes an active role in the lives of her students, encouraging them to appreciate diversity, become active members of their school community, become active and independent learners, and become self-advocates and lifelong learners as they prepare to become skilled workers in the community; and

**WHEREAS**, Sarah works in unity with her colleagues to continually enhance the environment for both students and teachers at Ellis Tech, and with passionate dedication, continues her professional development, including being certified in all of Connecticut's mandates, continually serving as a role model for her students' education;

**NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that Sarah Bacchiochi be publicly recognized for her exemplary service and the well-earned distinction and respect she receives from her students and peers as the 2020 Harvard H. Ellis Technical High School Teacher of the Year; and

**BE IT FURTHER PROCLAIMED** that she be commended for her devotion to her students, their families, their school, and their community.

Presented this 12<sup>th</sup> day of November 2019 by the Killingly Town Council

6d. Proclamation recognizing Teacher of the Year for St. James School  
Mr. Cesolini read the following:

**PROCLAMATION HONORING  
KAYLIE BISSONNETTE  
ST. JAMES SCHOOL  
2020 TEACHER OF THE YEAR**

**WHEREAS**, Kaylie Bissonnette has served as a passionate teacher at St. James School for three years; and

**WHEREAS**, Kaylie is a fifth grade homeroom teacher who demonstrates Spiritual Leadership and implements the beliefs and values of the school's Mission Statement; and School Expectations for Learning; and

**WHEREAS**, Kaylie models the school's mission in her Christian values, gladly performing her duties with patience, kindness, dedication, and compassion; and

**WHEREAS**, Kaylie works diligently with other school personnel to create a positive professional environment which focuses on the needs of the students and their families, acting as the primary motivator in all circumstances and promotes collaboration between the school, home, and community; and

**WHEREAS**, Kaylie designs creative, engaging, educationally sound lessons for all her students and communicates frequently and intelligently with parents, administration, and other community members with her 'Sneak a Peek at 5<sup>th</sup> Grade' newsletters; and

**NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that Kaylie Bissonnette be publicly recognized for her exemplary service and the well-earned distinction and respect she receives from her students and colleagues as the 2020 St. James School Teacher of the Year; and

**BE IT FURTHER PROCLAIMED** that she be commended for her devotion to her students, their families, their school, and the community.

Presented this 12th day of November 2019 by the  
Killingly Town Council

7. Unfinished Business for Town Meeting Action: None

8. Citizens' Statements and Petitions:

Nancy Grandelski, 877 Upper Maple St, addressed her concerns about NECCOG Animal Control and their plans to add Norwich to their service area. She feels that they are not doing a good job with the areas already under their control and adding Norwich would only increase the problems.

9. Council/Staff Comments:

Mr. Anderson asked if we have a report from NECCOG. Town Manager Calorio said that a copy is in her report. Mr. Grandelski requested a copy of the contract with NECCOG.

10. Appointments to Boards and Commissions: None

11. Reports from Liaisons:

11a. Report from the Board of Education Liaison: no report

11b. Report from the Borough Liaison:

Council Member 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:

Ms. Wakefield made a motion, seconded by Mr. Grandelski, 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. Grandelski made a motion, seconded by Mr. Anderson, 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

There were no questions for the Town Manager.

13b. Draft Plan of Conservation and Development

Town Manager Calorio explained that this is the initial phase presentation of the Plan.

14. Unfinished Business for Town Council Action: None

15. New Business:

15a. Consideration and action on a resolution to approve a collective bargaining agreement between the Town and the Killingly Public Works Employee Bargaining Unit.

Mr. A. Griffiths made a motion, seconded by Mr. Kerttula, to adopt the following:

**RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT  
BETWEEN THE TOWN AND THE KILLINGLY PUBLIC WORKS EMPLOYEE  
BARGAINING UNIT**

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that in accordance with Connecticut General Statutes, Section 7-474, the tentative collective bargaining agreement between the Town of Killingly and the Killingly Public Works Employees, AFSCME Council 4, Local 1303-11, is hereby approved and ratified for the period July 1, 2019 through June 30, 2022, and

**BE IT FURTHER RESOLVED** that the Town Manager is herein authorized to sign and execute said Agreement and to transfer from the Contingent Account (63-50241) such funds not to exceed \$28,000 during the fiscal year 2019-2020 as may be needed to support this Agreement.

KILLINGLY TOWN COUNCIL  
Jonathan Cesolini  
Chairman

Dated at Killingly, Connecticut,  
this 12th day of November 2019

Discussion followed.

Voice vote: Majority, Mr. Grandelski opposed. Motion passed.



15b. Consideration and action on a resolution authorizing 2019-2020 budgetary transfers from the Town Hall and Library Contractual Services to the Town Hall and Library Personnel appropriation for custodial services

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

**RESOLUTION TO AUTHORIZE 2019-2020 BUDGETARY TRANSFERS FROM THE TOWN HALL AND LIBRARY CONTRACTUAL SERVICES TO THE TOWN HALL AND LIBRARY PERSONNEL SERVICES APPROPRIATION FOR CUSTODIAL SERVICES**

**WHEREAS**, the Town Manager is requesting the sum of \$13,200 for custodial services for the Town Hall and Library be transferred within the Fiscal Year 2019-2020 Budget as follows:

From:	Town Hall – Contractual Services (12-50208)	\$5,400
	Library – Contractual Services (34-50208)	<u>\$7,800</u>
	Subtotal	<u>\$13,200</u>
To:	Town Hall – Labor (12-50150)	\$5,400
	Library – Regular Part-time (34-50140)	<u>\$7,800</u>
	Subtotal	<u>\$13,200</u>

**AND, WHEREAS**, the Town Manager herein certifies that said sum of \$13,200 is unencumbered within the accounts specified;

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that the sum of \$13,200 is hereby transferred as described above.

KILLINGLY TOWN COUNCIL  
Jonathan Cesolini  
Chairman

Dated at Killingly, Connecticut,  
this 12th day of November 2019

Discussion followed.

Voice vote: Majority, Mr. Grandelski opposed. Motion passed.

15c. Town Manager Evaluation

Agenda item moved to Executive Session.

15d. Consideration and action on a resolution to approve a collective bargaining agreement between the Town and the Killingly Professional Technical Employee Bargaining Unit

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

**RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN AND THE KILLINGLY PROFESSIONAL TECHNICAL EMPLOYEE BARGAINING UNIT**

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that in accordance with Connecticut General Statutes, Section 7-474, the tentative collective bargaining agreement between the Town of Killingly and the Killingly Professional Technical Employees,

UPSEU, Local 424 – Unit 62, is hereby approved and ratified for the period July 1, 2019 through June 30, 2022, and

**BE IT FURTHER RESOLVED** that the Town Manager is herein authorized to sign and execute said Agreement and to transfer from the Contingent Account (63-50241) such funds not to exceed \$13,000 during the fiscal year 2019-2020 as may be needed to support this Agreement.

KILLINGLY TOWN COUNCIL  
Jonathan Cesolini  
Chairman

Dated at Killingly, Connecticut,  
this 12th day of November 2019

Discussion followed.

Voice vote: Majority, Mr. Grandelski abstained. Motion passed.

16. Council Member Reports and Comments:

Agenda item moved after Executive Session.

17. Executive Session:

Ms. LaBerge made a motion, seconded by Mr. Anderson, to move to Executive Session.

Voice vote: Unanimous. Motion passed.

Moved to Executive Session at 8:03 p.m. and returned from Executive Session at 8:35 p.m.

Mr. Cesolini left at 8:18 p.m.

16. Council Member Reports and Comments:

Mr. Grandelski reported on the WPCA meeting.

Ms. LaBerge reported on the P&Z meeting, attended the POCD workshop, reported on the KBA meeting, the Board of Rec meeting, and the EDC meeting.

Mr. Anderson reported on the Personnel Subcommittee meeting and the Public Safety meeting.

Ms. Wakefield played Frosty for Frosty's Big Night Out and will be conducting a CPR class next week at the Rec Center.

18. Adjournment:

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

Voice Vote: Unanimous. Motion passed.

The meeting ended at 8:35 p.m.

Respectfully submitted,

Elizabeth Buzalski  
Council Secretary

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**KILLINGLY TOWN COUNCIL  
ORGANIZATIONAL MEETING**

Date: Monday, December 2, 2019

Time: 8:00 p.m.

Place: Town Meeting Room  
Killingly Town Hall

**AGENDA  
KILLINGLY TOWN COUNCIL**

The Town Council of the Town of Killingly held an Organizational Meeting on Monday, December 2, 2019 at 8:00 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 – Town Clerk**
2. **Oath of Office - Town Clerk**
3. **Election of Chairman/Vice-Chairman**
4. **Discussion of appointment of Town Attorney**
5. **Consideration and action on a resolution appointing the Town Council's Recording Secretary**
6. **Consideration and action on a resolution establishing the date, time, and place of 2020 and 2021 Regular Town Council meetings**
7. **Consideration and action on a resolution adopting the Town Council's Rules of Procedure**
8. **Discussion of Town Council Liaisons to Boards and Commissions**
9. **Council Chairman Message**
10. **Adjournment**

1. Town Clerk Wilson called the Organizational Meeting to order at 8:00 p.m.
2. Town Clerk Wilson administered the Oath of Office to the incoming Council Members Jason Anderson, Coleen Brakenwagen, Patti Larrow George, Ed Grandelski, Kevin Kerttula, Marc LaPrade, Ernest Lee, Chastity Walsh and Raymond Wood II.
3. Town Clerk Wilson opened nominations for Town Council Chairman. Mr. Kerttula, seconded by Mr. Lee, nominated Mr. Anderson for Town Council Chairman. Mr. Grandelski, seconded by Mr. Lee, moved to close nominations. Voice vote: Unanimous. Nominations were closed. On Voice vote, Mr. Anderson was unanimously voted town Council Chairman. Chairman Anderson took charge of the meeting. Ms. Walsh, seconded by Ms. Brakenwagen, nominated Mr. Kerttula as Town Council Vice-Chairman. Mr. Grandelski, seconded by Mr. Lee, moved to close nominations. Voice vote: Unanimous. Nominations were closed. On Voice vote, Mr. Anderson was unanimously voted Town Council Vice-Chairman.

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TOWN OF KILLINGLY, CONNECTICUT

2020 JAN -9 PM 3:26

Elizabeth M. Wilson

4. Discussion of appointment of Town Attorney

Councilors discussed the appointment of Town Attorney. Town Manager Calorio responded to questions about the current Town Attorney and their fees. Mr. Grandelski made a motion, seconded by Mr. Lee, to send a Request for Proposals for Town Attorney.

Voice vote: Unanimous. Motion passed.

5. Consideration and action on a resolution appointing the Town Council's recording secretary

Mr. Kerttula made a motion, seconded by Mr. Grandelski, to adopt the following:

**RESOLUTION APPOINTING TOWN COUNCIL'S RECORDING SECRETARY**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, pursuant to Chapter V, Section 503 of the Killingly Town Charter, Elizabeth Buzalski is appointed as Council Secretary for the Killingly Town Council for the purpose of recording, in written format, the minutes of Town Council meetings, with compensation as follows:

Regular Council Meetings:	\$287.00 per meeting
Special Council Meetings:	23.50 per hour

KILLINGLY TOWN COUNCIL  
Jason Anderson  
Chairman

Dated at Killingly, Connecticut,  
this 2<sup>nd</sup> day of December 2019

Discussion followed.

Voice vote: Unanimous. Motion passed.

6. Consideration and action on a resolution establishing the date, time, and place of 2020 and 2021 regular Town Council meetings

Mr. Grandelski made a motion, seconded by Mr. LaPrade, to adopt the following:

**RESOLUTION ESTABLISHING DATE, TIME AND PLACE  
OF 2020-2021 REGULAR TOWN COUNCIL MEETINGS**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, pursuant to Chapter V, Section 504 of the Killingly Town Charter, the date, time and place of its regular monthly meetings in 2020 and 2021 shall be as follows:

Date:	Second Tuesday of each month
Time:	7:00 PM

Place: Town Meeting Room  
Killingly Town Hall  
172 Main Street  
Killingly, CT 06239

KILLINGLY TOWN COUNCIL  
Jason Anderson  
Chairman

Dated at Killingly, Connecticut,  
This 2<sup>nd</sup> day of December 2019.

Discussion followed  
Voice vote: Unanimous. Motion passed.

7. Consideration and action on a resolution adopting the Town Council's Rules of Procedure

Mr. Grandelski made a motion, seconded by Mr. Kerttula, to adopt the following:

**A RESOLUTION ADOPTING THE TOWN COUNCIL'S  
RULES OF PROCEDURE**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, pursuant to Chapter V, Section 504 of the Killingly Town Charter, the Rules of Procedure for the Killingly Town Council in effect as of December 2, 2019, and as attached hereto and considered a part hereof as Exhibit A, shall be in effect for the ensuing two years or until further amended in accordance with Article X of said Rules or replaced.

KILLINGLY TOWN COUNCIL  
Jason Anderson  
Chairman

Dated at Killingly, Connecticut,  
this 2<sup>nd</sup> day of December 2017.

Discussion followed.  
Voice vote: Unanimous. Motion passed.

8. Discussion of Town Council Liaisons to Boards and Commissions

Chairman Anderson explained the list for Council Appointments of Liaisons and where to find meeting dates and times. Town Manager Calorio also explained the binders for incoming Councilors and reminded Councilors that her office was available to them if they had questions.

10. Council Chairman Message

Chairman Anderson read his message as incoming Council Chairman.

11. Adjournment:

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

Voice Vote: Unanimous. Motion passed.

The meeting ended at 8:21 p.m.

Respectfully submitted,

Elizabeth Buzalski  
Council Secretary

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DRAFT

**11. Adjournment:**

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

Voice Vote: Unanimous. Motion passed.

The meeting ended at 8:21 p.m.

Respectfully submitted,

Elizabeth Buzalski  
Council Secretary

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**TOWN COUNCIL  
REGULAR MEETING**

**DATE:** TUESDAY, December 10, 2019

**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, December 10, 2019 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) Regular Town Council Meeting: 11/12/19
6. **PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS**
  - a) Presentation of Plaques to outgoing Councilors Jonathan Cesolini, Tammy Wakefield, Adam Griffiths, David Griffiths, and Lynn LaBerge
7. **UNFINISHED BUSINESS FOR TOWN MEETING ACTION**
8. **CITIZEN'S 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 (45) minutes and each citizen's presentation shall not exceed five (5) minutes unless otherwise indicated by a majority vote of the Town Council.
9. **COUNCIL/STAFF COMMENTS**
10. **APPOINTMENTS TO BOARDS AND COMMISSIONS**
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**
- 14. UNFINISHED BUSINESS FOR TOWN COUNCIL ACTION**
  - a) Discussion of potential comment on the Draft Plan of Conservation and Development
- 15. NEW BUSINESS**
  - a) Consideration and action on a resolution to approve to extend the current Operations, Maintenance and Management Services Agreement with SUEZ for a term of tow (2) years effective on July 1, 2020
  - b) Consideration and action on a resolution designating the Town Manager as the Certifying Officer for the Environmental Review process
  - c) Resolution opposing tolls in Connecticut
- 16. COUNCIL MEMBER REPORTS AND COMMENTS**
- 17. EXECUTIVE SESSION**
  - a) Update on pending litigation – Brennan vs. Killingly
  - b) Update on pending litigation – Flexer vs. Killingly
- 18. ADJOURNMENT**

### KILLINGLY TOWN COUNCIL

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 except Ms. Walsh, who was absent with notification. Also present were Town Manager Calorio and Council Secretary Buzalski.
5. Adoption of minutes of previous meetings
- 5a. Mr. Grandelski made a motion, seconded by Ms. Brakenwagen, to postpone the acceptance of the minutes of the Regular Town Council Meeting of November 12<sup>th</sup>, 2019.  
Discussion followed.  
Voice Vote: Unanimous. Motion passed.
6. Presentations, proclamations and declarations:  
Chairman Anderson and Vice Chair Kerttula presented plaques to outgoing Council Members Lynn LaBerge, Jonathan Cesolini and David Griffiths.
7. Unfinished Business for Town Meeting Action: None
8. Citizens' Statements and Petitions:  
Lois Latraverse, 64 Island Rd, President of the Lake Alexander Homeowners Association welcomed and congratulated the incoming Council.  
Denise Archambault, North Shore Rd, was pleased and impressed by the quick action on the issue of the tree obstructing view. She also asked about the possibility of a grant for reflective strips on road signs. Her last issue was a request to the Highway Department about the entrance to North Shore Rd regarding plowing the parking area by the mailboxes to help with parking. She welcomed the incoming Council.



Earl McWilliams, 215 North Shore Rd, spoke about the proposed NTE power plant and asked about the stack height reduction. He is concerned that the Siting Council is not taking the issue seriously enough and that the wash-down effect will adversely affect residents in the area.

John Sarantopoulos, 37 Tunk City Rd, urged the Council not to oppose tolls in Connecticut. He believes that the "miles used" method of taxation is fair and that the fuel tax will be reduced by the increase in electric vehicles.

Amy Sterling, Maple St, said that the NTE project having a shortened stack is a problem and wanted to dispel the myths that (!) the energy generation is needed in this area, and (2) this project is a "done deal", in that they currently only have a five-year option on the land involved.

Donna Bromwell, 699 Bailey Hill Rd, Conservation Commission Chair, gave an overview of the Commission's mission and current activities, to include the backroads tours.

9. Council/Staff Comments:

Town Manager Calorio said that the Highway Superintendent is looking into the reflective strips and we will likely see some starting this spring. She will also investigate the plowing issue.

Mr. Lee asked about the "sort stack" issue and Town Manager Calorio said that NTE is scheduled to address the Council at their January 7<sup>th</sup> meeting. Mr. Lee also asked for a hardcopy of Mr. McWilliams' statements.

10. Appointments to Boards and Commissions: None

11. Reports from Liaisons:

11a. Report from the Board of Education Liaison:

No report.

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. Lee, 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. Grandelski made a motion, seconded by Mr. LaPrade 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 Calorio discussed her report and responded to comments and questions from Council Members.

14. Unfinished Business for Town Council Action:

14a. Discussion of potential comment on the Draft Plan of Conservation and Development  
Councilors quickly discussed the Draft Plan of Conservation and Development

15. New Business:

15a. Consideration and action on a resolution to approve to extend the current Operations, Maintenance and Management Services Agreement with SUEZ for a term of two (2) years effective on July 1, 2020

Mr. Kerttula made a motion, seconded by Ms. Brakenwagen, to adopt the following:

**RESOLUTION TO APPROVE TO EXTEND THE CURRENT OPERATIONS,  
MAINTENANCE AND MANAGEMENT SERVICES AGREEMENT WITH SUEZ FOR  
A TERM OF TWO (2) YEARS EFFECTIVE ON JULY 1, 2020**

WHEREAS, the Town of Killingly has contracted with Suez International (formerly United Water), for the operation, maintenance and management of the Town's sewerage treatment and disposal system for twenty-one years, and

WHEREAS, SUEZ has proposed an extension of two years to the current contract with the Town, and

WHEREAS, the Water Pollution Control Authority voted on November 20, 2019 to adopt and recommend to the Town Council that said contract extension be approved, now

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is hereby authorized to extend the current Operations, Maintenance and Management Services Agreement for the Town's Water Pollution Control Facilities with SUEZ for a term of two (2) years effective on July 1, 2020 with compensation during the extension term to be determined as described in Article VI of the current agreement.

KILLINGLY TOWN COUNCIL  
Jason Anderson  
Chairman

Dated at Killingly, Connecticut,  
this 10th day of December 2019

Discussion followed.

Voice vote; Unanimous. Motion passed.

15b. Consideration and action on a resolution designating the Town Manager as the Certifying Officer for the Environmental Review process

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

**RESOLUTION DESIGNATING THE KILLINGLY TOWN MANAGER AS THE  
CERTIFYING OFFICER FOR THE ENVIRONMENTAL REVIEW PROCESS**

WHEREAS, the Town of Killingly can receive funding under the Connecticut Small Cities Community Development Block Grant (CDBG) Program, administered by the State of Connecticut, Department of Housing, pursuant to Title I of the Housing and Community Development Act of 1974 as amended; and

WHEREAS, an Environmental Review Record is required for every CDBG project undertaken, and,

WHEREAS, the Town of Killingly will expend those funds pursuant to Title I of the Housing and Community Development Act of 1974, the Code of Federal Regulations, and the Assistance Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Killingly:

That the Town Manager is hereby designated the Town's Certifying Officer, authorized to execute all required Environmental Review Records on behalf of the Town of Killingly;

That the Certifying Officer will fully carry out the responsibilities required under the National Environmental Policy Act of 1969 [42 U.S.C. 4321 et seq.] and other provisions of law which further the purposes of the Act; and

That the Certifying Officer:

Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 [42 U.S.C. 4321 et seq.] and each provision of law specified in applicable regulations issued by the Secretary, and

Is authorized and consents on behalf of the Town and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official.

**KILLINGLY TOWN COUNCIL**  
Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 10<sup>th</sup> day of December 2019

Discussion followed.

Voice vote: Unanimous. Motion passed.

15c. Resolution opposing tolls in Connecticut

Mr. Kerttula made a motion, seconded by Ms. Brakenwagen, to adopt the following:

**RESOLUTION OPPOSING TOLLS IN CONNECTICUT**

**WHEREAS**, the Governor and many members of the State Legislature have signaled support for the placement of tolls on Connecticut's major highways; and

**WHEREAS**, the residents of Connecticut deserve the establishment and maintenance of a world class transportation infrastructure, but the costs of implementation of such infrastructure ought not be largely funded by those who can least afford to pay it; and

**WHEREAS**, the implementation of tolls will result in a significant amount of traffic on, and additional maintenance of, Killingly town roads as drivers attempt to avoid the cost burden of tolls; and

**WHEREAS**, the implementation of tolls will naturally result in added costs for products purchased by residents of Killingly; and

**WHEREAS**, the residents of Connecticut already pay more in taxes and fees than most residents in other states around the country; and

**WHEREAS**, road and bridge work costs for construction in Connecticut are the fifth highest in the country, and administration costs are the highest in the country with no resolve;

**Now therefore, be it resolved that the Killingly Town Council** opposes the imposition of tolls on its residents and urges its elected representatives in the State Legislature to oppose any measure that would impose tolls on our residents.

KILLINGLY TOWN COUNCIL  
Jason Anderson  
Chairman

Dated at Killingly, Connecticut,  
this 10th day of December 2019

Discussion followed.

Voice vote: Majority in favor, Mr. Grandelski opposed. Motion passed.

16. Council Member Reports and Comments:

Mr. Grandelski reported on the WPCA meeting.

Mr. Kerttula reported on the PBC meeting.

Mr. Anderson reported on the Public Safety meeting and the Conservation Commission special meeting.

17. Executive Session:

Mr. Kerttula made a motion, seconded by Mr. Wood, to move to Executive Session with the Town Manager to discuss pending litigation on Brennan vs. Killingly and Flexer vs. Killingly.

Voice vote: Unanimous. Motion passed.

Moved to Executive Session at 7:56 p.m.

Returned from Executive Session at 8:30 p.m.

18. Adjournment:

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

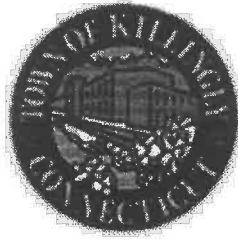
Voice Vote: Unanimous. Motion passed.

The meeting ended at 8:31 p.m.

Respectfully submitted,

Elizabeth Buzalski  
Council Secretary

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**Killingly Parks and Recreation**

**PROCLAMATION HONORING  
THE KILLINGLY-BROOKLYN ROTARY CLUB  
2019 VOLUNTEERS OF THE YEAR**

**WHEREAS, parks and recreation programs and events are a part of our community and essential to its spirit; and**

**WHEREAS, The Killingly-Brooklyn Rotary has contributed more than a decade's time with their involvement in the "Frosty's Big Night Out" event serving up hot chocolate, cookies and holiday spirit to all in attendance.**

**WHEREAS, The Killingly-Brooklyn Rotary philanthropic nature has supported the town and its residents with many fundraising activities and projects that benefit so many in various ways. Having also been the very first volunteer organization to commit and sign on for the town's largest volunteer-based event in "Killingly Bike Night" but to have also come back year after year with significant volunteers to keep the program going and growing strong now into its 6th year.**

**NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY, to recognize The Killingly-Brooklyn Rotary as the recipients of the Volunteers of the Year Award for the Killingly Parks and Recreation Department for the year 2019, and**

**BE IT FURTHER PROCLAIMED that the Town Council urges all citizens and organizations to see how they can help their community by volunteering their time and knowledge.**

**KILLINGLY TOWN COUNCIL**

**Jason Anderson  
Chairman**

**Dated at Killingly, Connecticut,  
this 14th day of January 2020**



# PROJECT PRESENTATION

Killingly Community Center  
Relocation

January 7, 2020



## Community Center Considerations

- ▶ Create a new, more modern community center for Killingly residents to better meet current and future needs
- ▶ Renovate a portion of the existing building at 79 Westfield Avenue to accommodate the community center

Existing Community Center



79 Westfield Avenue

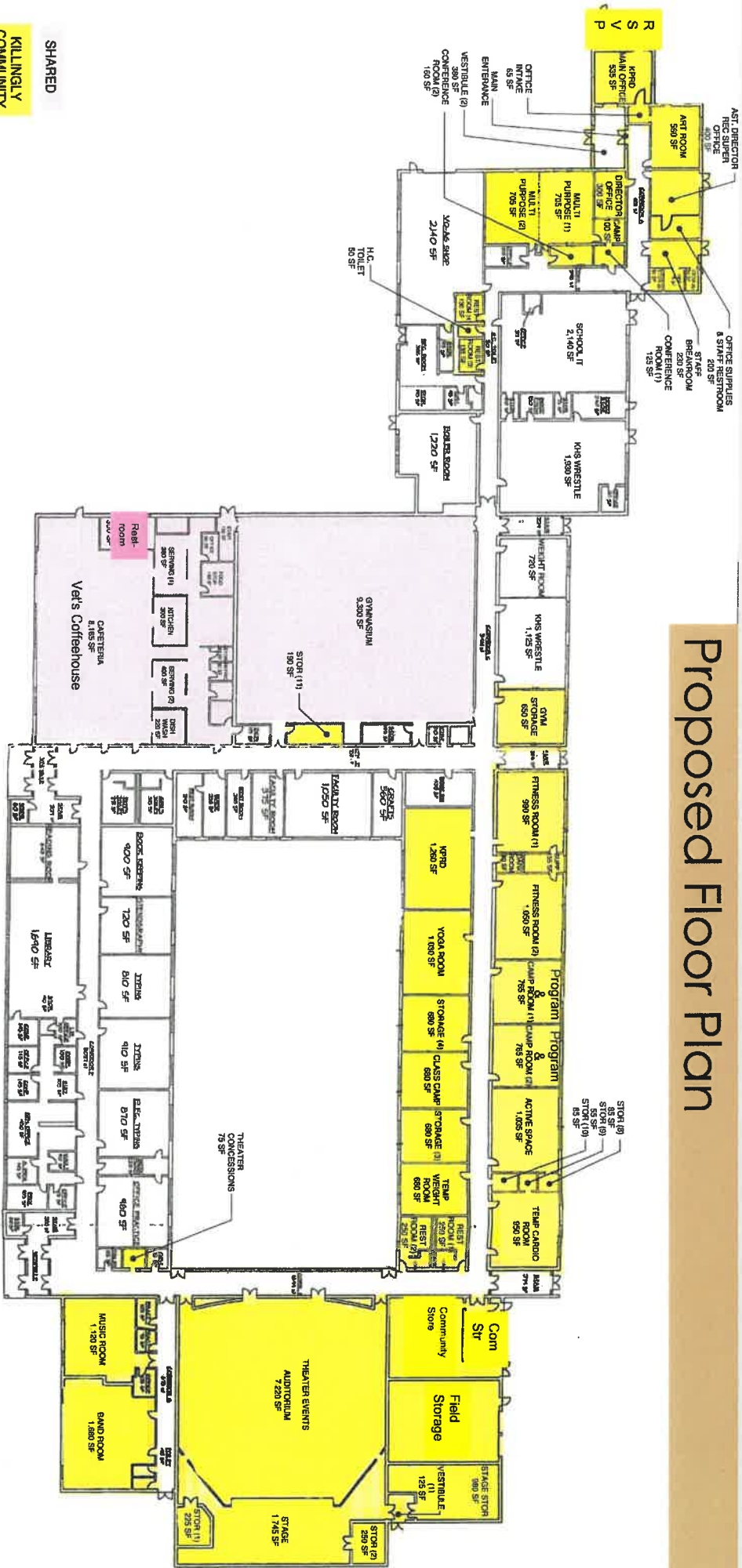


## Work Completed to Date

- ▶ Review of Westfield Avenue building & site for code and maintenance requirements
- ▶ Space analysis and programming – how much room is available/usable
- ▶ Floor plan review – what fits?
- ▶ Cost estimates for Westfield Avenue location
- ▶ Conceptual images developed for proposed renovations
- ▶ Updated estimate



# Proposed Floor Plan



SHARED  
KILLINGLY  
COMMUNITY  
CENTER (KCC)

# Existing Building



# Existing Entrance



# Project Estimates

## Westfield Ave - Renovations

Site Conditions - repave existing parking lots, improve ADA access, exterior lighting improvements	365,000
Exterior Conditions - replace roof, repair veneer siding, windows	
Door thresholds to ADA compliance	3,640,000
Interior Conditions - ADA compliant restrooms, stairways, Fire separation, etc	560,000
Hazardous Material Abatement	500,000
Plumbing and Mechanical Systems - replace boiler, HVAC systems	
Drinking fountains ADA Compliant, etc	1,090,000
Electrical Systems - replace fire panel, lighting, electric panel	
PA & phone system updates, exit signs, etc	948,500
Total	7,103,500
Construction Contingency (1.4%)	994,490
Estimated soft costs (20%)	1,420,700
<b>Total Renovation cost for Westfield Avenue exclusive of Community Ctr</b>	<b>9,518,690</b>

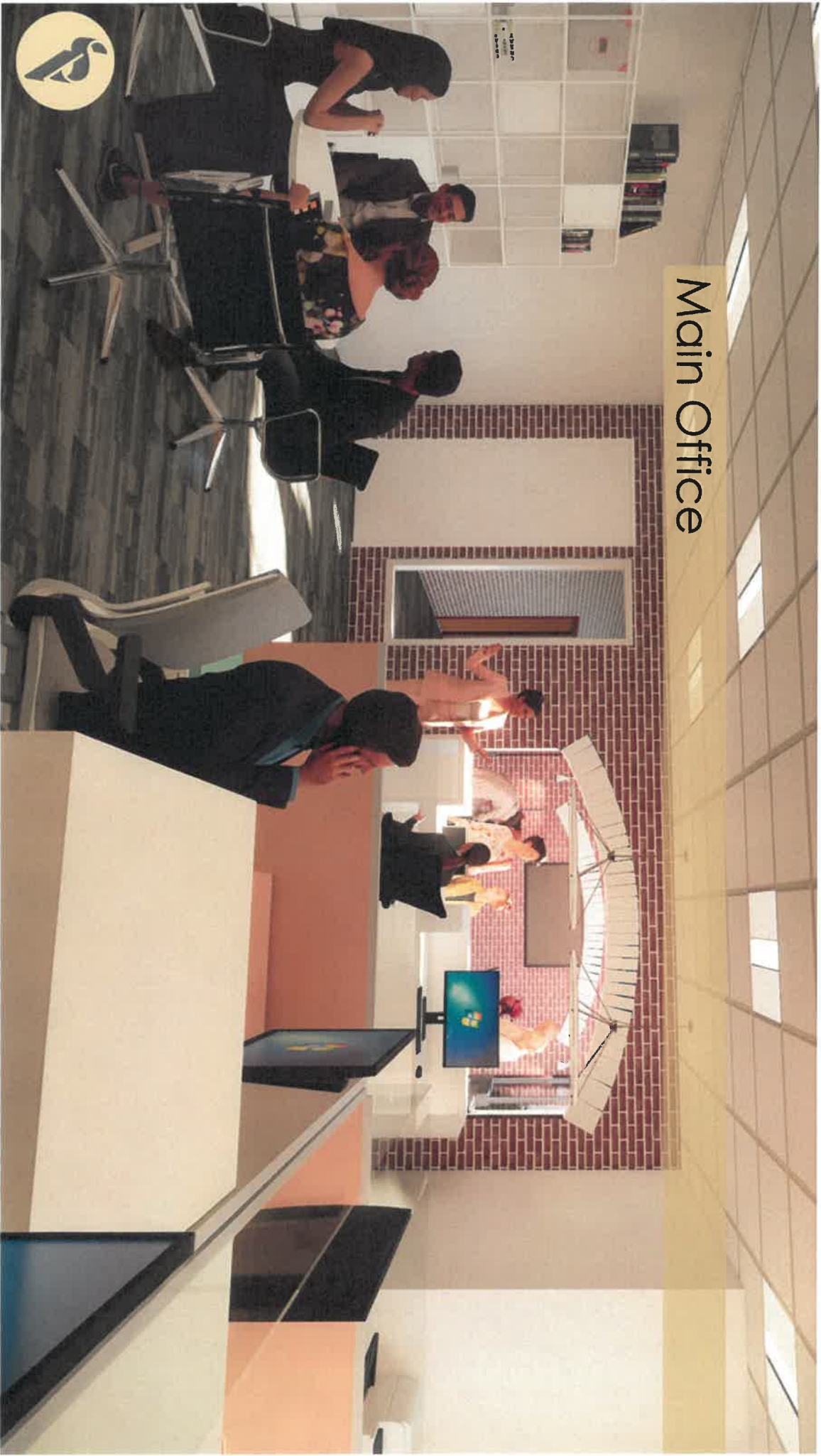
## Renovation of Space for Community Center at Westfield Avenue

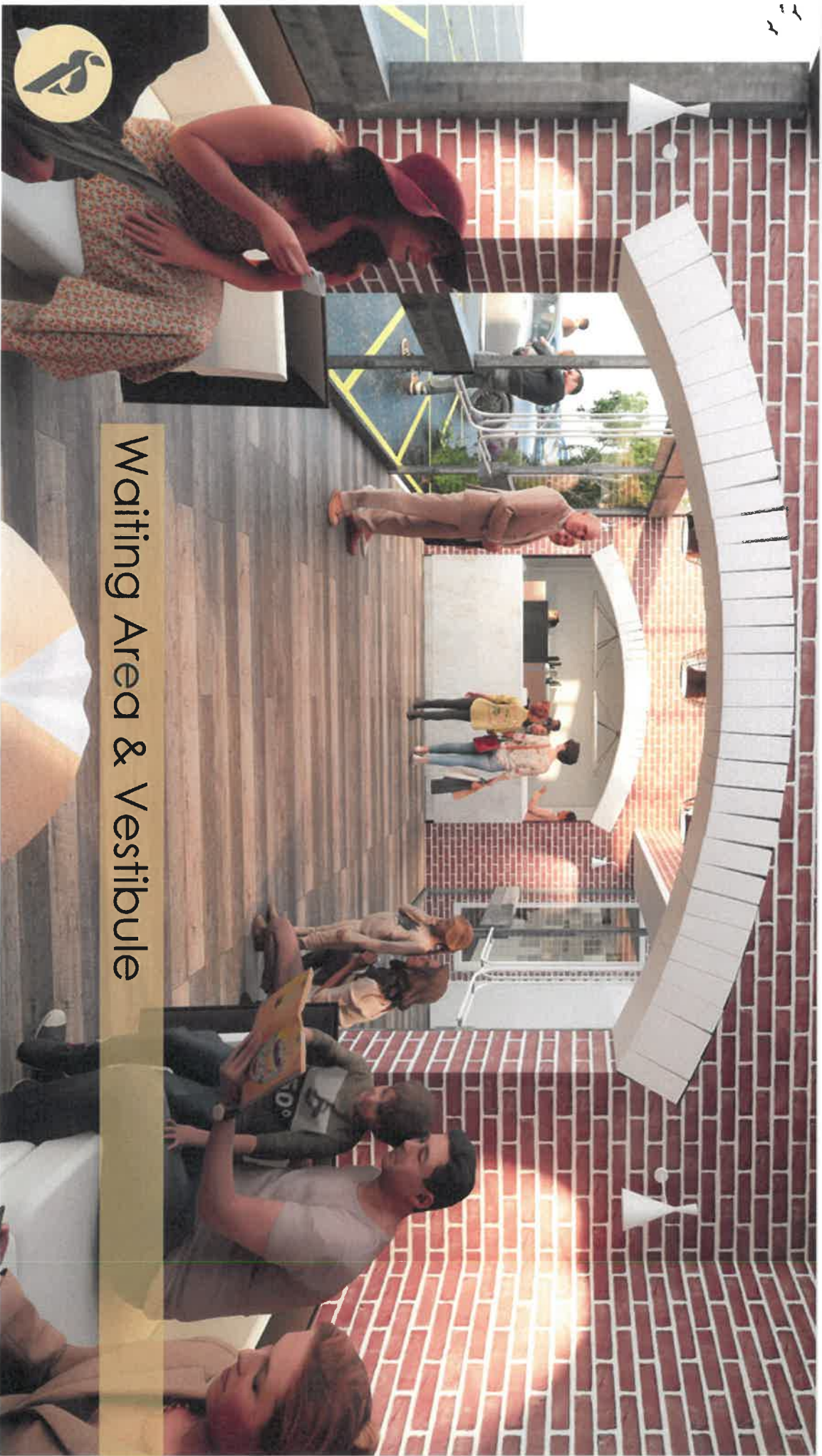
Exterior Conditions - expand parking on Yo-Ag side, add 11 parking lot lights	535,000
Interior Conditions - create administrative office space, renovate classroom space for program spaces, security doors, renovate cafeteria for programs furniture & fixtures	2,448,000
Hazardous Material Abatement	200,000
Plumbing and Mechanical - add HVAC for program spaces, staff breakroom	1,192,500
Electrical - Emergency lighting, new electric service, replace existing lighting	482,000
Total	4,857,500
Construction Contingency (1.4%)	680,050
Estimated soft costs (20%)	971,500
<b>Total Renovation cost for Westfield Avenue exclusive of Community Ctr</b>	<b>6,509,050</b>
<b>Total Renovation of Westfield Ave to include Community Ctr relocation</b>	<b>16,027,740</b>
<b>Request authorization of \$16,100,000</b>	

# New Entrance



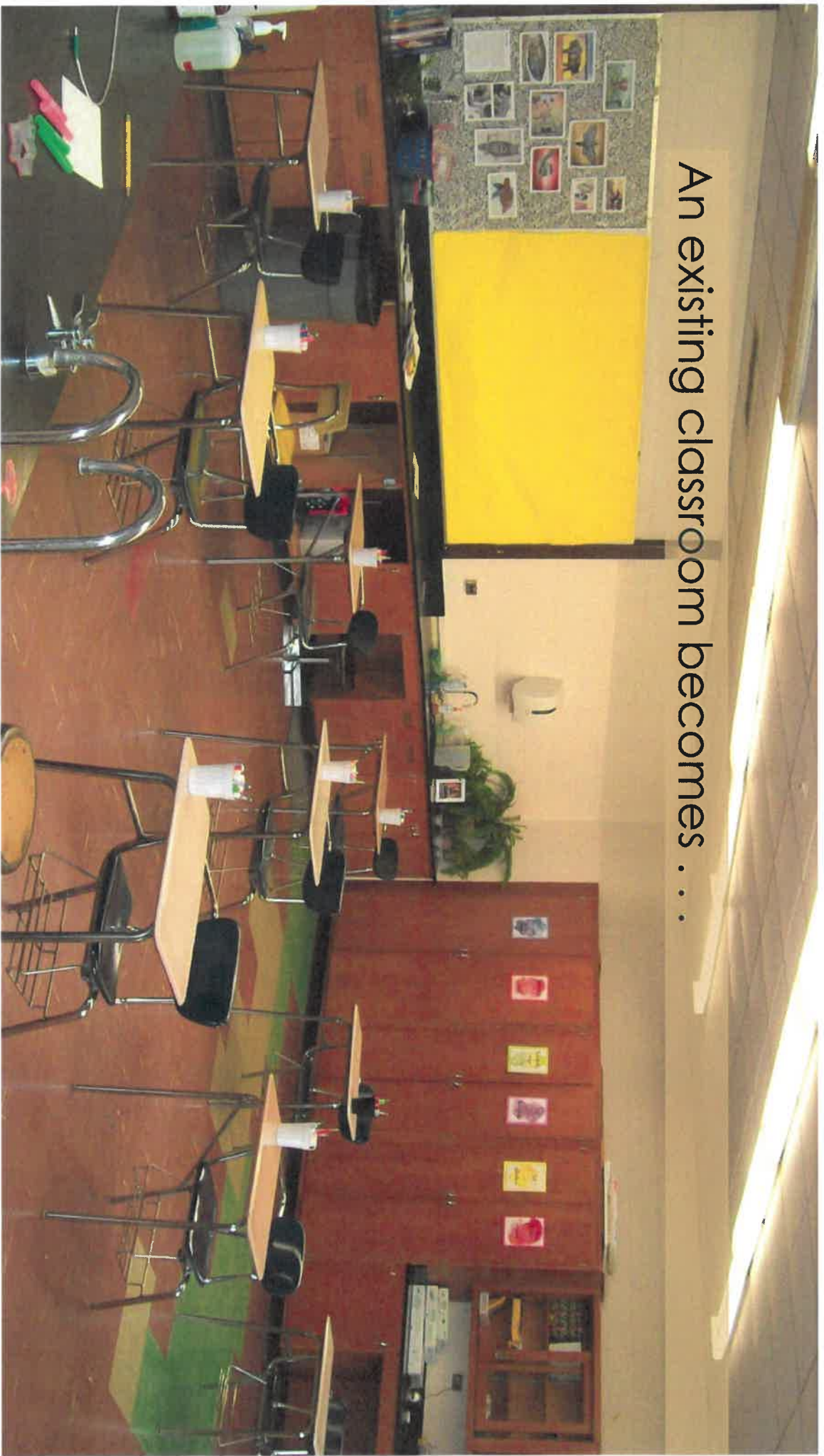
# Main Office





Waiting Area & Vestibule

An existing classroom becomes . . .





# The new fitness area



# Fitness Area





Thank you!





# PROJECT PRESENTATION

## Killingly Memorial School Portable Removal & Design Concepts

January 7, 2020



## Project Details

- ▶ Remove modular classrooms
- ▶ Replace with a new school wing & library
- ▶ Develop concept plans and site layout
- ▶ Develop cost estimates



# Program Sheet

**Killingly Memorial School (KMS) Portable Removal Concept**  
**PRELIMINARY SPACE PROGRAM**  
 10-Sep-19

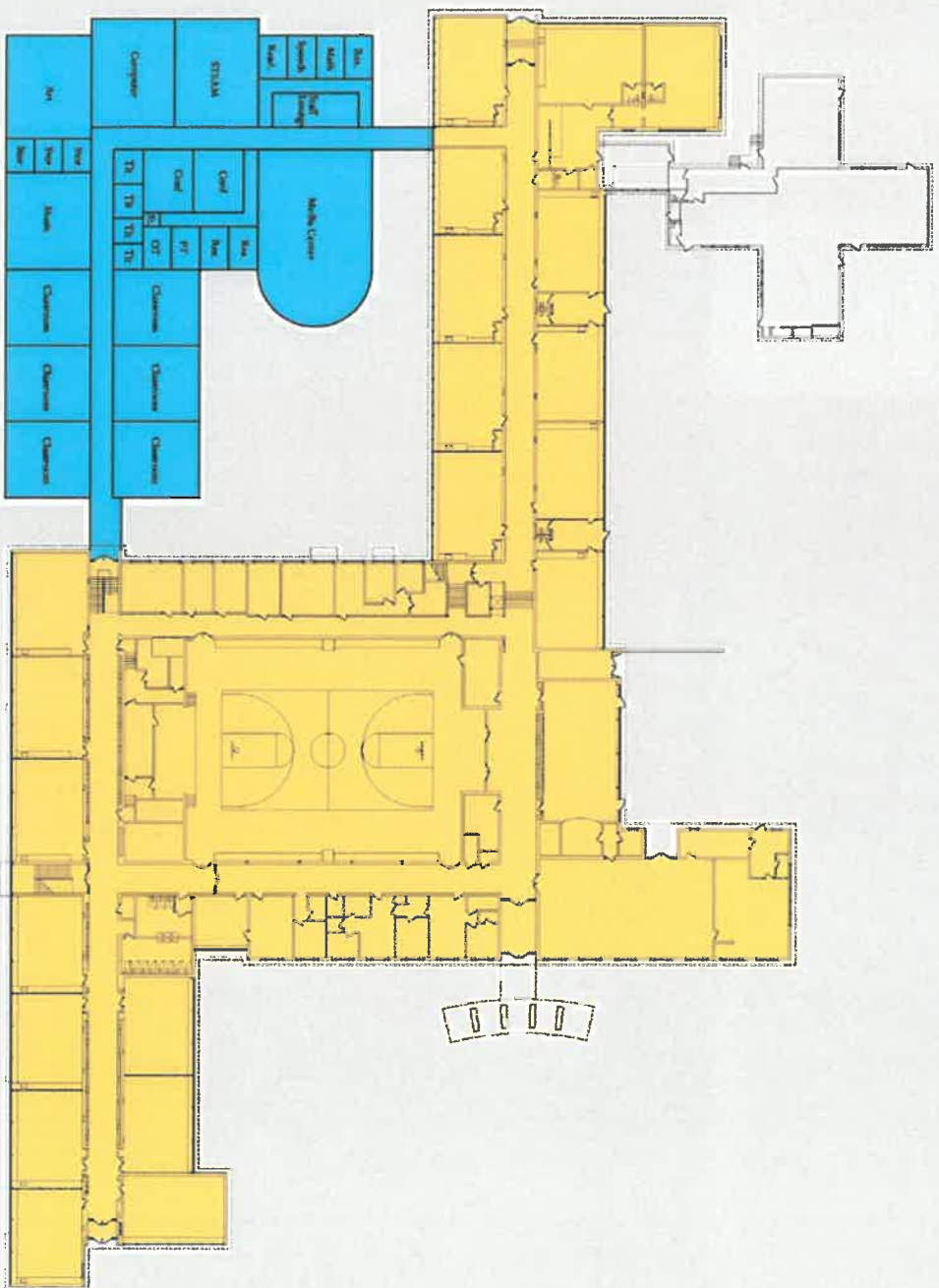
SPACE COMPONENT	DELIVERED SQUARE FOOTAGE (ADDITION)				Notes:
	No.	Proposed NSF	Actual NSF		
<b>Program</b>					
Classroom (full size, 800 sf)	3	2400			
Media Center/Library	1	1800			
Media Specialist Office	1	150			
Professional Development Conference Room	1	350			
Art Classroom	1	1000			
Art Storage	1	100			
Physical Therapist (PT)	1	150			
Occupational Therapist (OT)	1	150			
Math	1	150			
Speech	1	150			
Reading	1	150			
Staff Lounge	1	350			
Staff Toilets (75 sf)	2	150			
Student Toilets (140 sf)	2	280			
Storage (50 sf)	2	100			
<b>Subtotal</b>		<b>7,430</b>			
Classroom (full size, 800 sf)	3	2400			
Music Classroom	1	1000			
Music Storage	1	100			
Computer Lab	1	1000			
Conference Room	1	350			
Science Room/STEAM Lab	1	1000			
Resource Rooms (150 sf)	2	300			
Restorative Room	1	150			
<b>Subtotal</b>		<b>6,300</b>			
<b>Total Area</b>		<b>13,730</b>			
Circulation (20%)		2,746			
<b>Total Net square footage</b>		<b>16,476</b>			
Structure 15%		2,471			
<b>Total Gross square footage</b>		<b>18,947</b>			

# Existing Site



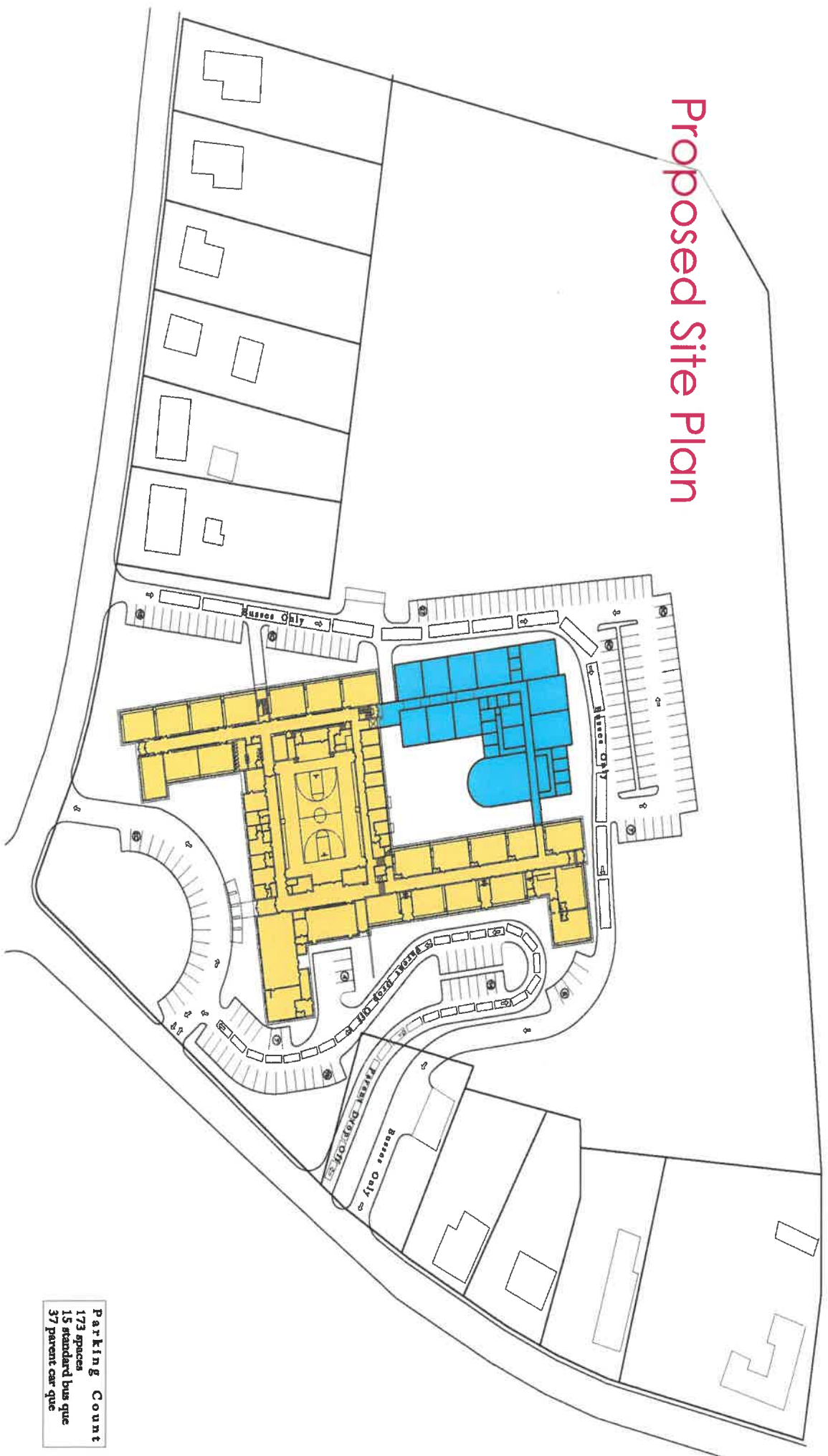
# Proposed Concept Floor Plan

- Concept 2.2**
- 1 story addition
  - 17,500 s.f.
  - media center
  - 10 classrooms
  - 2 conference rooms
  - 2 resource rooms
  - 1 restorative room
  - 5 offices
  - 1 staff lounge
  - 2 staff toilets
  - 2 student toilets





# Proposed Site Plan



Parking Count	
173	spaces
15	standard bus que
37	parent car que

## KMS Portable Removal Study

24-Sep-19  
Revised (500) 13-Dec-19

**Conceptual Construction Cost Comparison**  
**Maximum Enrollment 564, based on 8 year projection**  
**Existing building: 70,039 SF**  
**Allowable building SF for reimbursement: 65,198 SF**

**OPTION 1: Maximize State Reimbursement Rate**

Remove portable structures (4,500 & 6,100 = 10,600 SF)	\$325,000
Site Reconfiguration (50% eligible for reimbursement)	\$1,500,000
Minor Upgrade to existing building systems (non-reimbursable)	\$375,000
Provide elevator to lower level	\$375,000
Build minimal 5,799 SF addition (Total allowable building 65,198 SF)	\$2,900,000
<b>Construction Cost</b>	<b>\$5,475,000</b>
Construction Contingency 10%, Soft Costs 20%, 2020 Inflation 3%	\$1,806,750
Furniture, fixtures and equipment (FF+E)	\$125,000
<b>Total Project Cost</b>	<b>\$7,406,750</b>
State Reimbursement: 72%	\$4,522,860
<b>Cost to Town</b>	<b>\$2,883,890</b>

**OPTION 2: Replace Portable Square Footage**

Remove portable structures (4,500 & 6,100 = 10,600 SF)	\$325,000
Site Reconfiguration (50% eligible for reimbursement)	\$1,500,000
Minor Upgrade to existing building systems (non-reimbursable)	\$375,000
Provide elevator to lower level	\$375,000
Build 10,600 SF addition (Total building 70,039 SF, 4,841 over allowable)	\$5,300,000
<b>Construction Cost</b>	<b>\$7,875,000</b>
Construction Contingency 10%, Soft Costs 20%, 2020 Inflation 3%	\$2,598,750
Furniture, fixtures and equipment (FF+E)	\$205,000
<b>Total Project Cost</b>	<b>\$10,678,750</b>
State Reimbursement, pro-rated (.93) based on oversize building: 66.9%	\$6,391,459
<b>Cost to Town</b>	<b>\$4,287,291</b>

**OPTION 3: Full program addition**

Remove portable structures (4,500 & 6,100 = 10,600 SF)	\$325,000
Site Reconfiguration (50% eligible for reimbursement)	\$1,500,000
Minor Upgrade to existing building systems (non-reimbursable)	\$500,000
Provide elevator to lower level	\$375,000
Build 18,950 SF addition (Total building 78,350 SF, 13,152 over allowable)	\$9,475,000
<b>Construction Cost</b>	<b>\$12,175,000</b>
Construction Contingency 10%, Soft Costs 20%, 2020 Inflation 3%	\$4,017,750
Furniture, fixtures and equipment (FF+E)	\$353,000
<b>Total Project Cost</b>	<b>\$16,545,750</b>
State Reimbursement, pro-rated (.83) based on oversize building: 59.7%	\$9,131,563
<b>Cost to Town</b>	<b>\$7,414,187</b>

# Cost Summary

\$325,000
\$1,500,000
\$500,000
\$375,000
\$9,475,000
\$12,175,000
\$4,017,750
\$353,000
\$16,545,750
\$9,131,563
<b>\$7,414,187</b>

Thank you!





# REVALUATION REVIEW

Town Council

January 14, 2020





# What is a revaluation?

1. *Real Estate Appraisal Definition*: mass appraisal of all property within an assessment jurisdiction to equalize fair market value.
2. *Black's Law Dictionary* defines fair market value: the amount at which property would change hands between a willing buyer and a willing seller.
3. Connecticut State Statute: §12-62 requires the Town Assessor to conduct a revaluation every 5 years using generally accepted mass appraisal methods.
4. Killingly's revaluation cycle: previous – October 1, 2018 / next – October 1, 2023



# Steps in a Revaluation

1. **Obtaining and Analyzing Market information: Current Sales, Cost Values and Income Data**
2. **Data Collection: Physical Inspections and Data Mailers**
3. **Production of Values: Market Analysis, Stratification, Model Development, Calculation of Preliminary Values**
4. **Public Notification: Informational Mailing**
5. **Meetings with Taxpayer**
6. **Analysis of new provided information**
7. **Final Notification of Property Value**
8. **If applicant is aggrieved they may file a TAX APPEAL with the Board of Assessment Appeals**



# Board of Assessment Appeal (BAA)

1. Application to the BAA must be done between February 1 and February 20.
2. Applicant must provide details of what and why they believe the value of the property is inaccurate.
3. Applicant meets with the 3 member board in March.
4. The BAA can determine if they feel an increase or decrease is needed on that Single appeal.
5. Notice of appeal decision is sent to the applicant.
6. If applicant is still aggrieved they may file a TAX APPEAL with the CT Superior Court.



# Supreme Court Tax Appeal Process

1. Applicant must file Tax Appeal within 90 days of BAA Decision.
2. The Town Attorney files an appearance on the Town's behalf.
3. Assessor can meet with the Applicant to work on a settlement.
4. If that meeting can not settle the Appeal, the Town and Applicant have a pre-trial with the Superior Court Judge.
5. The Town and the Applicant provide the Judge sales and income data for his review.
6. The Judge negotiates with both parties to come to an agreement.
7. If an agreement can not be agreed upon the case will be slated for a court trial.
8. Both parties would hire a commercial appraiser to do a formal narrative appraisal for the property. The Town Attorney, Town Assessor and contracted Appraiser will defend the Town Valuation at trial.



## Statistics used to determine if new Assessments are accurate.

1. **Assessment Ratio** – should be 70% +/- 5%
  1. Compares the Assessment to the Sales Price.
2. **Coefficient of Dispersion** – equal or less than 15%
  1. Checks Uniformity across a large grouping.
3. **Price Related Differential** – between .98 and 1.03
  1. Checks for unequal burden on high vs low valued properties in a grouping.
4. **Unsold property Test** – between .95 and 1.05
  1. Checks that properties that did not sell are within the statistical requirements.
5. **Mean**
  1. Average
6. **Median Ration**
  1. Mid-Point
7. **Weighted Mean**
  1. Aggregate Average
8. **Average Absolute Deviation**
  1. The average difference from the median.



# QUESTIONS & ANSWERS



Agenda Item #10

**Appointments to Boards/Commissions**

**Reappointments:**

Fred Ruhlemann is seeking reappointment to the Inland Wetland & Water Courses Commission as an Alternate. The term would run 9/2019 thru 8/2021.

Mr. Ruhlemann has been a member of the IWWC since 2015. Mr. Ruhlemann's attendance has been steady over the course of his initial appointment.

Gerard CinqMars is seeking reappointment to the Water Pollution Control Authority as a Regular Member. The term would run 11/2019 thru 10/2021.

Mr. CinqMars' attendance has been impeccable since his initial appointment in 1997.

**Appointments:**

The following candidates are scheduled to be interviewed at 7:00 p.m. for positions on the **Conservation Commission, Planning and Zoning, Public Safety Commission and Zoning Board of Appeals.**

***Conservation Commission***

There is currently 1 Regular vacancy and 1 Alternate vacancy.

The Regular term would run 3/2019 thru 2/2024.

The Alternate term would run 5/2019 thru 10/2021.

**Jacob Gadbois, 68 Pratt Rd, Dayville, CT**

Mr. Gadbois is interested in being appointed as a Regular Member of the Conservation Commission.

**Jean Mountford, 281 Bailey Hill Rd, Danielson, CT**

Ms. Mountford is interested in being appointed as either a Regular or Alternate member of the Conservation Commission.



# TOWN OF KILLINGLY

## FINANCE DEPARTMENT

172 Main Street, Killingly, CT 06239

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

## Finance Department Budget Review

December 31, 2019

To: Mary Calorio, Town Manager

### December 2019 Revenues

The Town's fiscal year 2019-2020 collections appear to be within expectations at 57.95% of the overall budget for General Town revenue. In the prior year, December 2018 revenue collections represented 55.68%. Favorable year to date receipts include revenues for property taxes, licenses, permits and charges for services. Intergovernmental grants for both Town and Education still remain to be collected, however receipts of these funds are expected in future months during the fiscal year as these items are remitted by the State at certain times throughout the fiscal year.

### December 2019 Expenditures

Budget to actual results for total Town operations and debt service expenditures are currently at 32.89% for the month of November 2019, compared to 35.86% in the prior year (December 2019). Many subscriptions and services with annual renewal become due and payable within the first few months of the fiscal year and several other services are subject to a payment schedule due in quarterly installments. To date, the Town has moved forward with many highway initiatives related to road maintenance in effort to focus on those tasks which can be completed before the winter season. As such costs related to the purchase of materials and supplies have significant utilization. In regards to the winter season, commitments have been made for purchasing winter materials and supplies such as salt and calcium. Below is a summary discussion of expenditure line items with significant year to date utilization, but remain within budgeted expectations:

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 August for the entire fiscal year. The year to date budget to actual is consistent with expectations and the prior year.

2. Town Manager - Contractual Services

Year to date costs represent annual dues and subscriptions for professional development and affiliations for which become due and payable in August for the entire fiscal year. The year to date budget to actual is consistent with expectations and the prior year.

3. Legal Services

4. Year to date legal costs are related to labor, tax appeals and land use matters. At the current time year to date legal costs are within expectations but we will continue to monitor as we enter the second half of the fiscal year.

## December 2019 Expenditures (Continued)

5. Town Commissions & Service Agencies – Contractual Services  
Budgeted expenditures remain consistent with expectations. Year to date utilization of budget is higher than overall budget expectations due to the timing of payments due each year for the activities related to Town commissions and related service agencies.
6. Information Technology – Contractual Services  
Current expenditures for information technology included quarterly installments for many of the Town's IT products. Current costs to date remain with budgeted expectations.
7. Highway Maintenance- Contractual Services/Materials and supplies  
Current expenditures reflect commitments for line striping, tree removal and paving projects on various Town roadways which were conducted during the summer/fall season. These are planned initiatives reflective of what has been approved in the current year budget.
8. Highway Winter Maintenance – Materials and Supplies  
Year to date costs consist of commitments for the purchase of salt and calcium for the upcoming winter season.
9. 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.
10. 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.
11. Parks and Grounds – Personal Service and Contractual Services  
Current expenditures for personnel service include services related to seasonal labor for the summer and fall parks and grounds and contractual services for the fall fertilization application for the recreation fields and landscaping. Fertilization services are typically performed twice per year.
12. Public Library - Contractual Services  
Costs related to data processing are renewed annually and are within budget expectations.
13. 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.
14. 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.
15. 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 December, 2019**

REVENUE ITEM	Fiscal Year		Percent
	Budget	December	
<b>TAXES</b>			
Current Property Taxes	35,335,858	21,614,061	61.17%
Back Taxes	750,000	269,376	35.92%
Penalty Fees	11,260	3,406.90	30.26%
Tax Interest	360,668	115,239	31.95%
Supplemental Motor Vehicle	350,000	-	0.00%
Remediation Financing	(150,595)	(75,298)	50.00%
<b>TOTAL</b>	<b>\$36,657,191</b>	<b>21,926,786</b>	<b>59.82%</b>
<b>LICENSES &amp; PERMITS</b>			
Building Permits	215,000	90,427	42.06%
P&Z Permits	14,000	4,337	30.98%
Other Permits	8,000	2,370	29.63%
Airplane Tax	1,800	2,050	113.89%
<b>TOTAL</b>	<b>\$238,800</b>	<b>\$99,184</b>	<b>41.53%</b>
<b>FINES &amp; FEES</b>			
Library Fines & Fees	14,500	7,246	49.97%
Alarm Reg Fees and Fines	1,500	3,650	243.33%
Animal Control Fines & Fees	500	1,702	340.30%
<b>TOTAL</b>	<b>\$16,500</b>	<b>\$12,597</b>	<b>76.35%</b>
<b>USE OF MONEY &amp; PROPERTY</b>			
Interest Income	80,000	132,153	165.19%
Louisa E. Day Trust	60	-	0.00%
Thomas J. Evans Trust	30	-	0.00%
Communication Tower Lease	110,000	46,394	42.18%
<b>TOTAL</b>	<b>\$190,090</b>	<b>\$178,548</b>	<b>93.93%</b>
<b>STATE GRANTS IN LIEU OF TAXES</b>			
State-Owned Property	149,332	149,332	100.00%
Disability Exemption	4,162	4,060	97.56%
Veterans' Exemption	11,665	9,569	82.03%
Distressed Municipalities-Manufacturing Exemption	-	160,505	100.00%
Municipal Stabilization Grant (New)	268,063	268,063	100.00%
	<b>\$433,222</b>	<b>591,529</b>	<b>136.54%</b>
<b>OTHER STATE GRANTS</b>			
Pequot/Mohegan Fund Grant	94,184	31,395	33.33%
Municipal Grants - In - Aid	706,717	-	0.00%
Adult Education	104,002	72,138	69.36%
<b>TOTAL</b>	<b>\$904,903</b>	<b>\$103,533</b>	<b>11.44%</b>

**TOWN OF KILLINGLY**  
**Estimated Revenue Detail**  
**Monthly Report Through December, 2019**

REVENUE ITEM	Fiscal Year 2019-2020		Percent
	Budget	December	
<b>CHARGES OF SERVICE</b>			
Community Development	100,000	16,942	16.94%
Town Clerk	166,000	74,429	44.84%
Conveyance Tax	200,000	158,702	79.35%
Elderly Housing - Sewer PILOT	20,939	-	0.00%
Recreation	124,500	39,682	31.87%
District Collections	15,275	6,336	41.48%
TOTAL	626,714	296,090	47.24%
<b>OTHER REVENUES</b>			
Miscellaneous	50,000	91,561	183.12%
Sewer Assessment Fund	15,000	-	0.00%
Sewer Operating Fund	1,231,695	-	0.00%
PILOT - Telecommunications	50,000	-	0.00%
School Capital Contribution	267,579	274,440	102.56%
TOTAL	1,614,274	366,001	22.67%
<b>GENERAL TOWN REVENUE</b>	<b>\$40,681,694</b>	<b>\$23,574,268</b>	<b>57.95%</b>
<b>SCHOOL</b>			
Educational Cost Sharing	15,245,633	3,811,408	25.00%
Vocational Agriculture	645,347	334,722	51.87%
Tuition:			
Regular	1,548,612	794,160	51.28%
Special Ed-Voluntary	200,000	-	0.00%
Vocational-Agriculture	818,760	506,949	61.92%
F-1 Tuition Student	310,460	78,000	0.00%
TOTAL	\$18,768,812	5,525,239	29.44%
Fund Balance	300,000	-	0.00%
<b>TOTAL REVENUES</b>	<b>59,750,506</b>	<b>29,099,507</b>	<b>48.70%</b>

**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through December, 2019**

Expenditure	Fiscal Year 2019-20			Percent
	Budget	Transfers	December	
<b>GENERAL GOVERNMENT</b>				
Town Council				
Personnel Services	11,100	-	3,938	35.47%
Contractual Services	34,100	-	16,022	46.99%
Materials and Supplies	1,000	-	259	25.86%
Total	<u>\$46,200</u>	<u>\$0</u>	<u>\$20,218</u>	<u>43.76%</u>
Town Manager				
Personnel Services	263,300	-	111,247	42.25%
Contractual Services	27,300	-	16,680	61.10%
Materials and Supplies	2,500	-	348	13.92%
Total	<u>\$293,100</u>	<u>\$0</u>	<u>\$128,276</u>	<u>43.77%</u>
Legal Services				
Contractual Services	79,200	-	42,334	53.45%
Total	<u>\$79,200</u>	<u>\$0</u>	<u>\$42,334</u>	<u>53.45%</u>
Town Clerk				
Personnel Services	156,940	-	76,363	48.66%
Contractual Services	30,100	-	11,831	39.31%
Materials and Supplies	1,800	-	896	49.80%
Total	<u>\$188,840</u>	<u>\$0</u>	<u>\$89,090</u>	<u>47.18%</u>
Finance				
Personnel Services	231,840	-	115,423	49.79%
Contractual Services	54,650	-	2,517	4.61%
Materials and Supplies	1,700	-	591	34.77%
Total	<u>\$288,190</u>	<u>\$0</u>	<u>\$118,532</u>	<u>41.13%</u>
Assessor				
Personnel Services	173,455	-	82,853	47.77%
Contractual Services	7,560	-	2,329	30.80%
Materials and Supplies	1,500	-	358	23.89%
Total	<u>\$182,515</u>	<u>\$0</u>	<u>\$85,540</u>	<u>46.87%</u>
Revenue Collection				
Personnel Services	188,140	-	91,467	48.62%
Contractual Services	35,500	-	4,873	13.73%
Materials and Supplies	2,300	-	705	30.63%
Total	<u>\$225,940</u>	<u>\$0</u>	<u>\$97,045</u>	<u>42.95%</u>
Registration/Elections				
Personnel Services	56,065	-	15,813	28.20%
Contractual Services	16,450	-	8,309	50.51%
Materials and Supplies	500	-	170	33.99%
Total	<u>\$73,015</u>	<u>\$0</u>	<u>\$24,291</u>	<u>33.27%</u>



**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through December, 2019**

Expenditure	Fiscal Year 2019-20			
	Budget	Transfers	December	Percent
Town Comm. & Service Agencies				
Contractual Services	72,214	-	42,980	59.52%
Total	\$72,214	\$0	\$42,980	59.52%
Planning and Development				
Personnel Services	237,275	-	113,806	47.96%
Contractual Services	6,210	-	2,805	45.17%
Materials and Supplies	1,100	-	868	78.90%
Total	\$244,585	\$0	\$117,480	48.03%
Information Technology				
Contractual Services	193,000	-	114,136	59.14%
Total	\$193,000	\$0	\$114,136	59.14%
Town Hall Building				
Contractual Services	86,880	-	36,291	41.77%
Materials and Supplies	2,700	-	638	23.64%
Capital Outlay	11,006	-	-	0.00%
Total	\$100,586	\$0	\$36,929	36.71%
Economic Development				
Personnel Services	129,205	-	62,873	48.66%
Contractual Services	7,700	-	1,739	22.58%
Materials and Supplies	500	-	112	22.31%
Total	\$137,405	\$0	\$64,723	47.10%
Highway Division Supervision				
Personnel Services	222,910	-	89,459	40.13%
Contractual Services	11,000	-	3,276	29.78%
Materials and Supplies	750	-	388	51.72%
Capital Outlay	7,313	-	-	0.00%
Total	\$241,973	\$0	\$93,123	38.48%
Engineering				
Personnel Services	332,510	-	132,872	39.96%
Contractual Services	16,000	-	2,638	16.49%
Materials and Supplies	8,700	-	3,590	41.26%
Capital Outlay	11,074	-	-	0.00%
Total	\$368,284	\$0	\$139,100	37.77%
Central Garage				
Personnel Services	225,470	-	100,871	44.74%
Contractual Services	126,700	-	35,495	28.02%
Materials and Supplies	286,000	-	118,488	41.43%
Capital Outlay	6,067	-	-	0.00%
Total	\$644,237	\$0	\$254,855	39.56%
Highway Maintenance				
Personnel Services	821,000	-	381,654	46.49%
Contractual Services	54,250	-	16,788	30.94%
Materials and Supplies	316,000	-	234,580	74.23%
Capital Outlay	331,738	-	-	0.00%
Total	\$1,522,988	\$0	\$633,021	41.56%

**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through December, 2019**

Expenditure	Fiscal Year			
	Budget	Transfers	December	Percent
<b>Highway Winter Maintenance</b>				
Personnel Services	115,000	-	32,045	27.87%
Contractual Services	9,000	-	-	0.00%
Materials and Supplies	294,500	-	164,699	55.93%
<b>Total</b>	<b>\$418,500</b>	<b>\$0</b>	<b>\$196,744</b>	<b>47.01%</b>
<b>Recreation Admin. &amp; Program</b>				
Personnel Services	387,710	-	211,830	54.64%
Contractual Services	52,500	-	36,230	69.01%
Materials and Supplies	20,750	-	5,545	26.72%
Capital Outlay	3,053	-	0	0.00%
<b>Total</b>	<b>\$464,013</b>	<b>\$0</b>	<b>\$253,605</b>	<b>54.65%</b>
<b>Parks and Grounds</b>				
Personnel Services	158,875	-	84,160	53.04%
Contractual Services	54,620	-	26,917	49.28%
Materials and Supplies	42,900	-	17,919	41.77%
Capital Outlay	17,713	-	-	0.00%
<b>Total</b>	<b>\$273,908</b>	<b>\$0</b>	<b>\$128,997</b>	<b>47.09%</b>
<b>Public Library</b>				
Personnel Services	411,368	-	191,238	46.49%
Contractual Services	141,850	-	84,236	59.38%
Materials and Supplies	10,750	-	4,456	41.45%
Capital Outlay	2,301	-	-	0.00%
<b>Total</b>	<b>\$566,269</b>	<b>\$0</b>	<b>\$279,930</b>	<b>49.43%</b>
<b>Civic &amp; Cultural Activities</b>				
Contractual Services	3,500	-	-	0.00%
<b>Total</b>	<b>\$3,500</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Community Center</b>				
Personnel Services	17,500	-	7,769	44.39%
Contractual Services	78,000	-	27,444	35.18%
Materials and Supplies	9,000	-	3,167	35.19%
<b>Total</b>	<b>\$104,500</b>	<b>\$0</b>	<b>\$38,379</b>	<b>36.73%</b>
<b>Other Town Buildings</b>				
Contractual Services	15,080	-	6,271	41.58%
Materials and Supplies	750	-	648	86.34%
<b>Total</b>	<b>\$15,830</b>	<b>\$0</b>	<b>\$6,919</b>	<b>43.71%</b>
<b>Building Safety &amp; Inspections</b>				
Personnel Services	258,160	-	108,681	42.10%
Contractual Services	6,350	-	2,403	37.85%
Materials and Supplies	1,950	-	576	29.54%
Capital Outlay	13,924	-	-	0.00%
<b>Total</b>	<b>\$280,384</b>	<b>\$0</b>	<b>111,660</b>	<b>39.82%</b>
<b>Animal Control</b>				
Contractual Services	54,092	-	13,523	25.00%
Materials and Supplies	60	-	-	0.00%
<b>Total</b>	<b>\$54,152</b>	<b>\$0</b>	<b>13,523</b>	<b>24.97%</b>

**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through December, 2019**

Expenditure	Fiscal Year 2019-20			
	Budget	Transfers	December	Percent
Law Enforcement				
Personnel Services	334,500	-	89,926	26.88%
Contractual Services	711,610	-	24,430	3.43%
Materials and Supplies	13,000	-	4,822	37.09%
Capital Outlay	25,500	-	-	0.00%
<b>Total</b>	<b>\$1,084,610</b>	<b>\$0</b>	<b>\$119,178</b>	<b>10.99%</b>
Community Development				
Personnel Services	163,270	-	74,059	45.36%
Contractual Services	11,450	12,000	12,403	52.89%
Materials and Supplies	1,150	-	232	20.14%
<b>Total</b>	<b>\$175,870</b>	<b>\$12,000</b>	<b>\$86,693</b>	<b>46.15%</b>
Human Service Subsidies				
Contractual Services	469,173	5,000	240,685	50.76%
<b>Total</b>	<b>\$469,173</b>	<b>\$5,000</b>	<b>\$240,685</b>	<b>50.76%</b>
Employee Benefits				
Contractual Services	1,592,850	-	466,157	29.27%
<b>Total</b>	<b>\$1,592,850</b>	<b>\$0</b>	<b>\$466,157</b>	<b>29.27%</b>
Insurance				
Contractual Services	725,000	-	481,682	66.44%
<b>Total</b>	<b>\$725,000</b>	<b>\$0</b>	<b>\$481,682</b>	<b>66.44%</b>
Special Reserves & Programs				
Contractual Services	352,000	(17,000)	46,150	13.78%
<b>Total</b>	<b>\$352,000</b>	<b>(\$17,000)</b>	<b>\$46,150</b>	<b>13.78%</b>
<b>General Town Operating Expenditures</b>	<b>\$11,482,831</b>	<b>\$0</b>	<b>\$4,571,973</b>	<b>39.82%</b>
Debt Service	3,508,900	-	271,263	7.73%
<b>Total</b>	<b>\$3,508,900</b>	<b>\$0</b>	<b>\$271,263</b>	<b>7.73%</b>
Solid Waste Disposal Fund Subsidy	321,191	-	321,191	100.00%
	321,191	\$0	\$321,191	100.00%
Due To CNR Education	291,978	-	-	0.00%
	291,978	\$0	\$0	0.00%
Teachers Retirement	98,333	-	-	0.00%
	98,333	\$0	\$0	0.00%
<b>TOTAL OPERATIONS &amp; DEBT SERVICE</b>	<b>\$15,703,233</b>	<b>\$0</b>	<b>\$5,164,427</b>	<b>32.89%</b>
General Fund - Education	44,047,273	-	12,433,207	28.23%
	44,047,273	\$0	\$12,433,207	28.23%
<b>Total Expenditures</b>	<b>\$59,750,506</b>	<b>\$0</b>	<b>\$17,597,635</b>	<b>29.45%</b>

MEMO: Steve Rioux, Superintendent of Schools  
FROM: Christine Clark, Manager of Business Affairs  
RE: Monthly Financial Report (December 2019)  
DATE: January 6, 2020

Attached please find the financial report for the month of December, the sixth month of fiscal year 2019-2020, which reflects expenditures and encumbrances of \$22,253,718 or 50.52% of the \$44,047,273 budget.

1. **BUDGET STATUS:** Most budget accounts are at expected levels for this point in time. Based on the quarterly projection of expenditures, the net outplacement deficit of \$(362,899) as of 12/31/19 will be offset with expected positive balances and result in a budget surplus of approximately \$348,000.

**SALARIES:**

The expenditures include thirteen payroll periods (out of 26) or 50% for our full year (twelve month) employees. Salary accounts for Central Administration (5111), School Administration (5112), and Finance/HR/Computer (5114) are at the expected expenditure levels.

Analysis of the Teachers' Salaries (5113) accounts as of 12/31/19 shows a preliminary budget surplus of approximately \$165K. Several mid-year vacancies and replacements promise to affect the status of this line item in the coming months. In addition, changes to the anticipated balance for vacancies due to FMLA leaves and replacements will continue throughout the year.

Secretarial/Clerical (5121), Operations & Maintenance (5124), and Computer Maintenance (5131)- Retroactive pay adjustments were paid during December in accordance with the collective bargaining agreement between Killingly Board of Education and AFSCME Local 1303-149 of Council #4. The financial impact is now included in the projected salaries.

A current projection of Para-Professional (5122) salaries exceeds the budget in total by approximately \$(61,000). The projection includes the additional 4 full-time and 4 part-time para-professionals approved in September for special education programs that account for the majority of the budget line item deficit. The projection also includes two part-time positions expected to be funded by the Primary Mental Health (PIXI) grant, which has not yet been awarded.

Medical/Health (5123) salaries are projected to exceed the budget in total by as much as \$(35,000) as of the end of December for the addition of a 1:1 nurse for a special education student. The need was not anticipated during the 2019-2020 budget preparation process. This figure is subject to change throughout the year dependent on the attendance of the student.

**BENEFITS:**

H S A Contributions (5212)- As of the end of September all H.S.A. account holders have received 50% of their annual contributions, with the exception of bus drivers and mechanics who receive their contributions throughout the course of the year. The collective bargaining unit agreement for the custodians, secretaries, et al. requires 50% of the annual contribution to the health savings accounts to be deposited in July with the remaining 50% to be deposited in January 2020. Agreements for the administrators, supervisors, paraprofessionals, nurses, and teachers call for 50% of the annual contribution to be made in September and 50% in January. However, expenditures as of 12/31/19 may not represent exactly 50% of the total contributions, since new hires may not have established their H.S.A. accounts. Contributions will continue to be made as the accounts are opened.

Disability Insurance (5217)- The full year premium for the Board of Education's share (66%) of administrator disability insurance has been encumbered.

HRA Funding (5218)- Health Reimbursement Account (HRA) funding provides for employees enrolled in high-deductible health plans who are also covered by Medicare and unable to benefit from the tax advantages of the Health Savings Account (H S A). In lieu of the 50% funding of the health plan deductible, health expenditures up to the annual contribution amount are paid through an administrative service agreement with Stirling Benefits. Due to unanticipated participants ineligible for H S A funding, there is a potential \$4,000 budget deficit in this line item.

Workers' Compensation (5260)- The full year premium has been encumbered for 2019-2020. The only change expected to this account would be any additional premium associated with adjustments from the 2018-2019 payroll audit. The audit was completed in November. Any additional billing should be received within the next couple of months.

**OTHER:**

Pupil Transportation (5510)- Payments to outside transportation providers have exceeded the line item budget of \$20,000. With the projection of one daily run outsourced at \$325.27/day for the balance of the school year, the line item is \$48,211 over budget. Transportation staffing issues remain a challenge requiring the outsourcing for several regular education runs. While the transportation needs were budgeted, the extent of

outsourcing was not anticipated. We continue to seek efficiencies through coverage with our available resources. The financial impact is difficult to project, but any line item deficit in pupil transportation should be offset with some savings in driver salaries, related taxes and motor fuel.

Tuition (5560)- Tuition for three magnet schools, including Eastconn's Quinebaug Middle College, Arts at the Capitol Theater, and Windham's CH Barrows STEM is projected to total \$392,790, resulting in a line item deficit of \$(5,512). Included are the base tuition charges and additional charges for special education and related services. There were no notices of changes in enrollment or services in December, but any future changes will affect the projection.

Local and Agency Placement Tuition (5561) and (5562)- Local and agency outplacements per the December 31 report reflect balances of \$(1,032,914) and \$248,130 respectively. For purposes of estimating excess cost reimbursement, a per pupil expenditure amount of \$18,851 is being applied to agency placements and 4.5 times or \$84,831 is being applied to local placements. A cap of 30% is being assumed (the 2018-2019 cap was 26.38%). Excess cost reimbursement on the outplacements known as of 12/31/19 totals \$538,546. This results in an account balance of \$(613,140) for local outplacements and \$250,241 for agency outplacements, or net \$(362,899). It is important to note any of the variables are subject to change in a positive or negative direction as the year progresses.

The line item budget impact is calculated based on the stated assumptions as follows:

As of December 31, 2019	
Budgeted Local Placement Costs	\$4,032,482
Total Projected Local Placement Costs	\$5,115,886
Excess Cost Reimbursement-Local Placements	\$470,264
<b>Net Local Placements</b>	<b>\$( 613,140)</b>
Budgeted Agency Placement Costs	\$383,500
Total Projected Agency Placement Costs	\$201,542
Excess Cost Reimbursement-Agency Placements	\$68,283
<b>Net Agency Placements</b>	<b>\$250,241</b>
<b>Net Outplacements</b>	<b>\$( 362,899)</b>

2. **BUDGET TRANSFERS:** No transfers in excess of \$10,000 requiring BOE approval were made during the month. The following transfers were approved during December:

From: 100-140-00-21000-5330 PPS Professional/Technical Services	\$ 49.21
To: 100-140-25-21000-5330 PPS Professional/Technical Services	\$ 49.21

To transfer PPS professional/technical services funds from general to KMS for hospital tutoring services for a student

From: 100-125-25-10080-5612 KMS Instructional Supplies	\$ 482.00
From: 100-125-25-10150-5612 KMS Instructional Supplies	\$ 59.00
From: 100-125-25-10120-5612 KMS Instructional Supplies	\$ 41.00
To: 100-125-25-10000-5330 KMS Professional/Technical Services	\$ 582.00

To transfer KMS funds needed for shredding services

From: 100-120-20-10130-5731 KIS Instructional Equipment	\$ 1,462.54
To: 100-120-20-10130-5612 KIS Instructional Supplies	\$ 1,462.54

To transfer KIS Science department funds for the purchase of consumable items needed for new curriculum

From: 100-110-10-21200-5612 KHS Instructional Supplies	\$ 211.62
To: 100-110-10-21200-5810 KHS Dues and Fees	\$ 211.62

To transfer KHS Guidance department funds for access to online webinars for departmental training

From: 100-110-10-13100-5440 KHS Rentals	\$ 1,500.00
From: 100-110-10-13100-5550 KHS Printing and Binding	\$ 500.00
To: 100-110-10-13100-5330 KHS Professional/Technical Services	\$ 2,000.00

To transfer KHS Extracurricular funds for services of pit band members and choreographer for school play

From: 100-110-10-10110-5731 KIS Instructional Equipment	\$ 310.00
To: 100-110-10-10110-5612 KIS Instructional Supplies	\$ 310.00

To transfer KHS Math department funds for the purchase of class set of dry erase boards

From: 100-110-10-10101-5430 KHS Repairs & Maintenance Services           \$ 200.00  
To: 100-110-10-10101-5612 KHS Instructional Supplies                         \$ 200.00

To transfer KHS Video Tech department funds for the purchase of wireless microphone cables

3. **2018-2019 STATUS:** As of 12/31/19 there are five outstanding purchase orders totaling \$42,470 that remain open from fiscal year 2018-2019. Three of the open purchase orders involve replacement athletic uniforms that are in process, pending design decisions.
4. **QUARTERLY REPORTS ON EXPENDITURES AND REVENUES:** Pursuant to Section 290 of Public Act 19-117, the second quarterly report for 2019-2020 expenditures and revenues has been prepared for submission to the Town.

If you have any questions or would like to discuss this report, please let me know.



**Killingly Public Schools**  
**System Object**

Report # 83148

Statement Code: Sys Object

Account Number / Description	Adopted Budget	Transfers	Revised Budget	Encumbrances	Requisitions	Expenditures	Amount Remaining	Percent Expended
	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 12/31/2019	7/1/2019 - 12/31/2019	7/1/2019 - 12/31/2019	7/1/2019 - 12/31/2019	
5111 Central Administration	\$336,305.00	\$0.00	\$336,305.00	\$0.00	\$0.00	\$167,277.02	\$169,027.98	49.74%
5112 School Administration	\$1,237,408.21	\$0.00	\$1,737,408.21	\$0.00	\$0.00	\$685,028.19	\$852,380.02	50.94%
5113 Teachers' Salaries	\$15,240,569.58	\$0.00	\$15,240,569.58	\$0.00	\$0.00	\$5,458,706.37	\$9,781,863.21	35.82%
5114 Finance/HR/Computer	\$376,440.14	\$0.00	\$376,440.14	\$0.00	\$0.00	\$187,178.43	\$189,261.71	49.72%
5115 Tutoring	\$122,120.00	\$0.00	\$122,120.00	\$0.00	\$0.00	\$29,373.11	\$92,746.89	24.05%
5119 Co-Curricular Stipends	\$323,253.34	\$0.00	\$323,253.34	\$0.00	\$0.00	\$87,384.04	\$235,869.30	27.03%
5120 Non-Certified Salaries	\$164,861.28	\$0.00	\$164,861.28	\$0.00	\$0.00	\$55,337.26	\$109,524.02	33.57%
5121 Secretarial/Clerical	\$1,176,668.43	\$0.00	\$1,176,668.43	\$0.00	\$0.00	\$613,191.48	\$563,476.95	52.11%
5122 Para-Professionals	\$2,212,933.11	\$0.00	\$2,212,933.11	\$0.00	\$0.00	\$862,847.45	\$1,350,085.66	38.99%
5123 Medical/Health	\$446,000.01	\$0.00	\$446,000.01	\$0.00	\$0.00	\$167,188.51	\$278,811.50	37.49%
5124 Operations & Maintenance	\$1,687,893.34	\$0.00	\$1,687,893.34	\$0.00	\$0.00	\$809,836.37	\$878,056.97	47.98%
5125 Transportation	\$1,088,938.92	\$0.00	\$1,088,938.92	\$0.00	\$0.00	\$459,710.06	\$629,228.86	42.22%
5126 Substitutes	\$381,869.00	\$0.00	\$381,869.00	\$0.00	\$0.00	\$110,370.38	\$271,498.62	28.90%
5127 Student Services	\$18,100.00	\$0.00	\$18,100.00	\$0.00	\$0.00	\$8,113.49	\$9,986.51	44.83%
5128 Temporary	\$150,700.00	\$0.00	\$150,700.00	\$0.00	\$0.00	\$42,894.17	\$107,805.83	28.46%
5130 Overtime	\$178,000.00	\$0.00	\$178,000.00	\$0.00	\$0.00	\$77,641.59	\$100,358.41	43.62%
5131 Computer Maintenance	\$207,690.00	\$0.00	\$207,690.00	\$0.00	\$0.00	\$91,026.96	\$116,663.04	43.83%

## Killingly Public Schools System Object

Report # 93148

Account Number / Description	Adopted Budget	Transfers	Revised Budget	Encumbrances	Requisitions	Expenditures	Amount Remaining	Percent Expended
	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 12/31/2019		7/1/2019 - 12/31/2019	7/1/2019 - 12/31/2019	
5200 Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5210 Health/Dental Insurance	\$5,647,213.06	\$0.00	\$5,647,213.06	\$0.00	\$0.00	\$2,599,168.02	\$3,057,045.04	45.87%
5212 HSA Contributions	\$447,100.00	\$0.00	\$447,100.00	\$0.00	\$0.00	\$203,433.34	\$243,666.66	45.50%
5213 Life Insurance	\$27,326.78	\$0.00	\$27,326.78	\$0.00	\$0.00	\$13,331.77	\$13,995.01	48.79%
5214 Benefits- Early Retirees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5215 Post-Employment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5217 Disability Insurance	\$6,564.96	\$0.00	\$6,564.96	\$3,262.14	\$0.00	\$3,262.14	\$402.82	99.38%
5218 HRA Funding	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$597.25	\$402.75	59.73%
5220 FICA	\$418,974.36	\$0.00	\$418,974.36	\$0.00	\$0.00	\$174,409.39	\$244,564.97	41.63%
5225 Medicare	\$367,671.93	\$0.00	\$367,671.93	\$0.00	\$0.00	\$135,932.54	\$231,739.39	36.97%
5230 ERIP Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5231 Pension	\$126,159.00	\$0.00	\$126,159.00	\$0.00	\$0.00	\$0.00	\$126,159.00	0.00%
5232 Annuity Contributions	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$3,954.60	\$3,045.40	56.49%
5250 Unemployment Compensation	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$30,897.19	\$19,102.81	61.79%
5260 Workers' Compensation	\$360,000.00	\$0.00	\$360,000.00	\$81,594.61	\$0.00	\$244,768.23	\$33,637.16	90.66%
5322 Instructional Improvement	\$29,200.00	\$0.00	\$29,200.00	\$4,049.00	\$240.00	\$7,700.00	\$17,451.00	40.24%
5323 Pupil Services	\$96,994.00	\$0.00	\$96,994.00	\$11,045.45	\$0.00	\$42,417.86	\$43,530.69	55.12%

**Killingly Public Schools  
System Object**

Report # 93148

Account Number / Description	Adopted Budget	Transfers	Revised Budget	Encumbrances	Requisitions	Expenditures	Amount Remaining	Percent Expended
	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 12/31/2019		7/1/2019 - 12/31/2019	7/1/2019 - 12/31/2019	
5324 Field Trips	\$111,510.00	\$0.00	\$111,510.00	\$72.00	\$0.00	\$36,788.51	\$74,649.49	33.06%
5326 Testing	\$36,060.00	\$(4,920.00)	\$31,140.00	\$1,637.07	\$0.00	\$7,302.51	\$22,200.42	28.71%
5330 Professional/Technical Services	\$452,971.24	\$4,474.50	\$455,445.74	\$65,731.23	\$0.00	\$180,502.92	\$209,211.59	54.06%
5410 Utilities	\$1,273,333.00	\$0.00	\$1,273,333.00	\$28,119.53	\$0.00	\$384,120.62	\$861,092.85	32.37%
5420 Contracted Maintenance Services	\$1,196,178.16	\$2,520.45	\$1,198,698.61	\$147,097.83	\$0.00	\$896,860.36	\$154,720.42	87.09%
5430 Repairs & Maintenance Services	\$471,272.00	\$2,498.00	\$473,770.00	\$62,028.19	\$260.00	\$285,182.36	\$206,589.45	56.40%
5440 Rentals	\$17,500.00	\$4,348.98	\$21,848.98	\$4,263.64	\$0.00	\$3,818.48	\$13,766.86	36.99%
5510 Pupil Transportation	\$20,000.00	\$0.00	\$20,000.00	\$3,032.13	\$0.00	\$19,921.11	\$(2,953.24)	114.77%
5520 Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5529 Other Insurance & Judgments	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$14,000.00	\$4,000.00	77.78%
5530 Communications	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	100.00%
5531 Postage	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$0.00	\$10,635.66	\$15,364.34	40.91%
5532 Telephone	\$77,820.00	\$0.00	\$77,820.00	\$149.94	\$0.00	\$28,108.90	\$49,561.16	36.31%
5540 Advertising	\$11,700.00	\$0.00	\$11,700.00	\$0.00	\$0.00	\$3,466.80	\$8,233.20	29.63%
5550 Printing & Binding	\$27,086.50	\$335.00	\$27,421.50	\$2,607.67	\$0.00	\$6,224.76	\$18,589.07	32.21%
5560 Tuition	\$387,278.00	\$0.00	\$387,278.00	\$21,622.50	\$0.00	\$371,167.22	\$(5,511.72)	101.42%
5561 Local Placement Tuition	\$4,032,482.00	\$0.00	\$4,032,482.00	\$2,978,332.68	\$0.00	\$2,087,062.98	\$(1,032,913.66)	125.61%

## Killingly Public Schools System Object

Report # 93148

Account Number / Description	Adopted Budget	Transfers	Revised Budget	Encumbrances	Requisitions	Expenditures	Amount Remaining	Percent Expended
	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 12/31/2019		7/1/2019 - 12/31/2019	7/1/2019 - 12/31/2019	
5562 Agency Placement Tuition	\$383,500.00	\$0.00	\$383,500.00	\$89,039.00	\$21,172.95	\$46,330.59	\$248,130.41	35.30%
5580 Travel	\$59,806.00	\$0.00	\$59,806.00	\$0.00	\$0.00	\$23,273.69	\$36,532.31	38.92%
5590 Other Purchased Services	\$123,296.00	\$0.00	\$123,296.00	\$0.00	\$0.00	\$97,658.58	\$25,637.42	79.21%
5611 Instructional Supplies- Warehouse	\$55,000.00	\$0.00	\$55,000.00	\$6,413.42	\$0.00	\$20,850.80	\$28,536.78	48.11%
5612 Instructional Supplies	\$375,684.29	\$1,268.90	\$376,953.19	\$53,941.30	\$3,141.43	\$149,347.17	\$173,664.72	63.93%
5613 Custodial & Maintenance Supplies	\$234,500.00	\$(7,500.00)	\$227,000.00	\$6,179.19	\$0.00	\$50,523.36	\$170,298.45	24.98%
5620 Heat Energy	\$251,100.00	\$0.00	\$251,100.00	\$0.00	\$0.00	\$56,499.11	\$194,600.89	22.50%
5626 Motor Fuels & Oils	\$224,300.00	\$0.00	\$224,300.00	\$0.00	\$0.00	\$65,248.48	\$159,051.52	29.09%
5627 Transportation Supplies	\$142,380.00	\$0.00	\$142,380.00	\$300.31	\$0.00	\$79,840.02	\$62,159.67	56.32%
5641 Textbooks	\$44,790.00	\$(1,459.00)	\$43,331.00	\$1,818.43	\$0.00	\$7,179.31	\$34,333.26	20.77%
5642 Library Books/Periodicals	\$38,678.00	\$(580.00)	\$38,098.00	\$24,322.82	\$0.00	\$5,569.99	\$8,205.19	78.46%
5691 Office Supplies	\$25,341.40	\$0.00	\$25,341.40	\$1,249.15	\$158.43	\$7,037.19	\$17,055.06	32.70%
5692 Health Supplies	\$16,500.00	\$0.00	\$16,500.00	\$1,302.00	\$0.00	\$10,716.71	\$4,481.29	72.84%
5695 Computer Software & Supplies	\$16,994.00	\$0.00	\$16,994.00	\$3,737.63	\$0.00	\$11,142.28	\$2,114.09	87.56%
5730 Non-Instructional Equipment	\$48,578.85	\$2,697.29	\$51,276.14	\$394.99	\$0.00	\$11,482.16	\$39,198.99	23.55%
5731 Instructional Equipment	\$125,988.65	\$(2,363.41)	\$123,625.24	\$11,469.67	\$11,263.05	\$32,236.84	\$79,918.73	35.35%
5732 Vehicles	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$26,383.80	\$3,616.20	87.95%

## Killingly Public Schools System Object

Report # 93148

Account Number / Description	Adopted Budget	Transfers	Revised Budget	Encumbrances	Requisitions	Expenditures	Amount Remaining	Percent Expended
	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 12/31/2019		7/1/2019 - 12/31/2019	7/1/2019 - 12/31/2019	
5734 Computer Hardware	\$72,409.00	\$0.00	\$72,409.00	\$2,673.72	\$0.00	\$8,763.78	\$60,962.50	15.80%
5818 Dues & Fees	\$98,840.46	\$230.62	\$99,071.08	\$25.00	\$871.62	\$59,381.57	\$39,664.51	59.96%
5890 Other Objects	\$85,530.00	\$398.67	\$85,928.67	\$16,493.99	\$0.00	\$31,639.27	\$37,796.41	56.01%
5900 Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
100 General Fund	\$44,047,273.00	\$0.00	\$44,047,273.00	\$3,634,205.23	\$37,107.48	\$18,619,513.10	\$21,793,554.67	50.52%
<b>GRAND TOTAL</b>	<b>\$44,047,273.00</b>	<b>\$0.00</b>	<b>\$44,047,273.00</b>	<b>\$3,634,205.23</b>	<b>\$37,107.48</b>	<b>\$18,619,513.10</b>	<b>\$21,793,554.67</b>	<b>50.52%</b>

MEMO: Steve Rioux, Superintendent of Schools  
FROM: Christine Clark, Manager of Business Affairs  
RE: Monthly Financial Report (November 2019)  
DATE: December 10, 2019

Attached please find the financial report for the month of November, the fifth month of fiscal year 2019-2020, which reflects expenditures and encumbrances of \$19,595,743 or 44.49% of the \$44,047,273 budget.

1. **BUDGET STATUS:** Most budget accounts are at expected levels for this point in time. Overall, salaries are currently projected within budget, however, they bear watching since the significant positive balances of prior years' do not exist.

**SALARIES:**

The expenditures include eleven payroll periods (out of 26) or 42.3% for our full year (twelve month) employees. Salary accounts for Central Administration (5111), School Administration (5112), and Finance/HR/Computer (5114) are at the expected expenditure levels.

Analysis of the Teachers' Salaries (5113) accounts as of 11/30/19 shows a preliminary budget surplus of approximately \$200K. Most of the teaching positions have been filled. Changes to the anticipated balance for vacancies due to FMLA leaves and replacements will continue throughout the year.

Secretarial/Clerical (5121), Operations & Maintenance (5124), and Computer Maintenance (5131)- The collective bargaining agreement between Killingly Board of Education and AFSCME Local 1303-149 of Council #4 was ratified by the Board of Education on November 13, 2019. New rates were applied for the November 22, 2019 pay, but the retroactive pay adjustments for July through November have not yet been calculated. Retroactive adjustments will be paid in December.

A current projection of Para-Professional (5122) salaries exceeds the budget in total by approximately \$(83,000). The projection includes the additional 4 full-time and 4 part-time para-professionals approved in September for special education programs which account for the majority of the budget line item deficit. The projection also includes two part-time positions expected to be funded by the Primary Mental Health (PIXI) grant, which has not yet been awarded. If received, it will return \$20,000 to the budget.

Medical/Health (5123) salaries are projected to exceed the budget in total by as much as \$(41,000) as of the end of November for the addition of a 1:1 nurse for a special education student. The need was not anticipated during the 2019-2020 budget preparation process. This figure is subject to change throughout the year depending on the attendance of the student.

**BENEFITS:**

H S A Contributions (5212)- As of the end of September all H.S.A. account holders have received 50% of their annual contributions, with the exception of bus drivers and mechanics who receive their contributions throughout the course of the year. The collective bargaining unit agreement for the custodians, secretaries, et al. requires 50% of the annual contribution to the health savings accounts to be deposited in July with the remaining 50% to be deposited in January 2020. Agreements for the administrators, supervisors, paraprofessionals, nurses, and teachers call for 50% of the annual contribution to be made in September and 50% in January. However, expenditures as of 11/30/19 may not represent exactly 50% of the total contributions, since new hires may not have established their H.S.A. accounts. Contributions will continue to be made as the accounts are opened.

Disability Insurance (5217)- The full year premium for the Board of Education's share (66%) of administrator disability insurance has been encumbered.

HRA Funding (5218)- Health Reimbursement Account (HRA) funding provides for employees enrolled in high-deductible health plans who are also covered by Medicare and unable to benefit from the tax advantages of the Health Savings Account (H S A). In lieu of the 50% funding of the health plan deductible, health expenditures up to the annual contribution amount are paid through an administrative service agreement with Stirling Benefits. Due to unanticipated participants ineligible for H S A funding, there is a potential \$4,000 budget deficit in this line item.

Workers' Compensation (5260)- The full year premium has been encumbered for 2019-2020. The only change expected to this account would be any additional premium associated with adjustments from the 2018-2019 payroll audit. The audit was completed in November. Any additional billing should be received within the next couple of months.

**OTHER:**

Pupil Transportation (5510)- Payments to outside transportation providers have exceeded the line item budget of \$20,000. Transportation staffing issues remain a challenge requiring the outsourcing for several regular education runs. While the transportation needs were budgeted, the extent of outsourcing was not anticipated. We continue to seek efficiencies through coverage with our available resources. The financial impact is

difficult to project, but any line item deficit in pupil transportation should be offset with some savings in driver salaries, related taxes and motor fuel.

Tuition (5560)- Tuition for three magnet schools, including Eastconn’s Quinebaug Middle College, Arts at the Capitol Theater, and Windham’s CH Barrows STEM is projected to total \$392,790, resulting in a line item deficit of \$(5,512). Included are the base tuition charges and additional charges for special education and related services. Any changes in enrollment and services throughout the year will impact the projection.

Local and Agency Placement Tuition (5561) and (5562)- Local and agency outplacements per the November 30 report reflect balances of \$(1,137,462) and \$248,130 respectively. For purposes of estimating excess cost reimbursement, a per pupil expenditure amount of \$18,851 is being applied to agency placements and 4.5 times or \$84,831 is being applied to local placements. A cap of 30% is being assumed (the 2018-2019 cap was 26.38%). Excess cost reimbursement on the outplacements known as of 11/30/19 totals \$538,330. This results in an account balance of \$(559,163) for local outplacements and \$68,542 for agency outplacements, or net \$(308,328). It is important to note any of the variables are subject to change in a positive or negative direction as the year progresses.

The line item budget impact is calculated based on the stated assumptions as follows:

As of November 30, 2019	
Budgeted Local Placement Costs	\$4,032,482
Total Projected Local Placement Costs	\$5,061,433
Excess Cost Reimbursement-Local Placements	\$469,788
<b>Net Local Placements</b>	<b>\$( 559,163)</b>
Budgeted Agency Placement Costs	\$383,500
Total Projected Agency Placement Costs	\$201,207
Excess Cost Reimbursement-Agency Placements	\$68,542
<b>Net Agency Placements</b>	<b>\$250,835</b>
<b>Net Outplacements</b>	<b>\$( 308,328)</b>



Vehicles (5732)- A 2019 Ford Transit cargo van was purchased for Operations & Maintenance as budgeted. No other expenditures are expected from this account.

2. **BUDGET TRANSFERS:** No transfers in excess of \$10,000 requiring BOE approval were made during the month. The following transfers were approved during November:

From: 100-130-30-10130-5612 KCS Instructional Supplies	\$ 228.98
To: 100-130-30-10000-5440 KCS Rentals	\$ 228.98

To transfer KCS funds for rental of bounce house for gym

From: 100-125-25-10150-5612 KMS Instructional Supplies	\$ 3,000.00
To: 100-125-25-10000-5731 KMS Non-Instructional Equipment	\$ 3,000.00

To transfer KMS funds for purchase of Grade 3 maps for new Social Studies curriculum

From: 100-115-15-10160-5641 Ag-Ed Textbooks	\$ 559.00
To: 100-115-15-10160-5420 Ag-Ed Contracted Maintenance Services	\$ 559.00

To transfer Ag-Ed funds for the balance of the greenhouse annual maintenance agreement

From: 100-110-10-10000-5612 KHS Instructional Supplies	\$ 1,455.50
To: 100-110-10-10000-5420 KHS Contracted Maintenance Services	\$ 1,455.50

To transfer KHS funds for online access to Rosetta Stone

From: 100-110-10-10000-5612 KHS Instructional Supplies	\$ 353.00
To: 100-110-10-10000-5890 KHS Other Objects	\$ 353.00

To transfer KHS funds for the purchase of lunches for visiting students and staff

3. **2018-2019 STATUS:** As of 11/30/19 there are six outstanding purchase orders totaling \$45,410 that remain open from fiscal year 2018-2019. Four of the open purchase orders involve replacement athletic uniforms that are in process, pending design decisions.
  
4. **SUBSTANTIAL DONATIONS:** In accordance with BOE policy, the following substantial donations were received during November 2019:

KHS Video Tech-KTV	\$ 500.00	Landeen Transport	Corporate Sponsor
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If you have any questions or would like to discuss this report, please let me know.

Town of Killingly  
Town Manager's Report  
January 14, 2020

1. Facilities Tour

On **Saturday January 25<sup>th</sup>**, I will be hosting a tour of our Town facilities for the Town Council members. The tour will begin at the Highway Garage at **8 am**. We will be utilizing a minibus from facility to facility. There will be a walking tour of each facility covering the main features and projects of each. I anticipate completing the tour by 2 pm. Lunch will be provided at the Town Hall. There will be plenty of time for questions. Please reply to Jan Rockwood-Berry if you are interested in attending. Jan's email is [jrockwoodberry@killinglyct.gov](mailto:jrockwoodberry@killinglyct.gov).

2. Freedom of Information Training

Save the Date – **February 13<sup>th</sup> at 5:30pm** - Tom Hennick from CT Freedom of Information office will be conducting a training on the regulations and responsibilities under the Freedom of Information Act. Flyers will be distributed soon. Please mark your calendars.

3. Police Vehicles

We ordered two new vehicles in August. The first of the two vehicles arrived on Monday 1/6. It is being lettered by Gagnon Signs and will be in service by the end of the week. This vehicle replaces the current K-9 vehicle. The second vehicle should be arriving in the next month. This will expand our fleet to 5. We are in review and recruitment for our fourth officer. Once our fourth officer comes on board, we will have one vehicle to use as a spare for when maintenance is due on the other vehicles.



4. Open Positions

Paul Gazzola started as the Assistant Building Official on January 6<sup>th</sup>. We are excited to have him as part of the team. The Town is evaluating applications for the two part time custodian positions. We are also in the hiring process for the fourth Constable.

Unfortunately, Engineering has not been successful in filling the Engineering Technician position. Town Engineer, Dave Capacchione, has decided to look outside the box for possible solutions. He has engaged with the community colleges to bring in a paid intern to fill the Engineering Technician position. The college is evaluating students to make recommendation.

We recently received the resignation notice for one of our Library Assistants. Lorna Gounaris will be retiring in mid-February. We wish her well in her future endeavors. We are currently accepting applications for the Library Assistant position.

5. Community Development

The Town was awarded contracts as CBDG Project Coordinator for two area towns – Mansfield and Putnam in early Spring 2019. The Community Development department has started projects in both municipalities. Recently Stratford issued an RFP seeking proposals for CBDG Project Coordination. Killingly has been awarded this contract as well. Mary Bromm, Community Development Director and John Latour, CBDG Project Coordinator will be meeting with Stratford in the next week for the project kick off. All hours spent are reimbursed under the contracts.

6. Meeting Attended

I attended the following meetings/conferences

- Board of Education – Regular meeting
- NECCOG Annual Meeting



## Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234  
860-774-7350 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)



**Public Health**  
Prevent. Promote. Protect.

### A MESSAGE FROM THE DIRECTOR OF HEALTH, Fiscal Year 2019



NDDH is proud to have worked with great public health partners from across the region and the nation this year. We partnered the National Network of Libraries of Medicine to increase awareness of the availability of reliable health information and education resources and with local librarians, shelters food pantries and police to provide free Hepatitis A vaccines to vulnerable populations. We ran free flu vaccination clinics for adults and children with vaccine provided by the State Department of Public Health (DPH) and responded to threats of measles outbreaks by encouraging routine childhood vaccinations. NDDH and the Uncas Health District implemented *Freedom from Smoking*—the American Lung Association's smoking cessation program. NDDH secured free radon test kits from DPH and distributed them to residents over the winter in an effort to reduce exposure to radon—the leading cause of lung cancer among people who don't smoke.

This spring, the CT Office of Rural Health provided funds for our Vial of Life program. Vial of Life kits make medical information readily available should there be a health emergency. Local first responders report that these kits save precious minutes when they respond to life-threatening events. We distributed the kits through partnerships with town halls, local fire and emergency response personnel, senior centers and other community partners. Our HealthQuest coalition partners collaborated on fall prevention efforts—including a hugely successful veterans stand down event at Quinebaug Valley Community College. We collaborated with the Last Green Valley to promote walking and with RiMaConn to promote running.

Over the past year, we promoted handwashing and safe food practices, tobacco avoidance, timely immunizations, physical activity (while avoiding ticks, mosquitoes and stray animals of course), adequate sleep and so much more, because we are in the business of prevention. We work to prevent chronic conditions such as asthma, obesity, heart disease, diabetes and infectious disease, such as the flu. We are spreading a message of hope to all those struggling with addiction because we know that recovery is possible. We do it all to make this a healthy community—healthy in terms of physical, mental, social and economic well-being. We do it to keep kids in school and the frail out of hospitals. We do it to prevent the impact illness makes on individuals—and on those who care for them. We do this so we can see you out and about enjoying the beauty of northeast Connecticut and the company of good neighbors.

We are dedicated to working collaboratively to keep northeast CT happy, healthy and safe and are so grateful to everyone who support the goals of public health. Thank you for all you do!

*Susan Starkey, MPH MS RD*

Susan Starkey, MPH, MS, RD  
Director of Health



Environmental Services	
<b>Subsurface Sewage Disposal</b>	
As-Built	42
B100	35
Plan Review, Commercial	2
Plan Review, New	16
Plan Review, Repair	13
Plan Review, Revised	4
Plan Review, Subdivision	13
Permit to Construct, Commercial	0
Permit to Construct, New	13
Permit to Construct, Repair	14
Sieve Analysis	14
Soil Test, Additional	17
Soil Test, New	14
Soil Test, Repair	6
Tank or Sewer Line	1
Water Treatment Permit	30
Property Document Search	128
<b>Potable Water</b>	
Well Permit	28
Other Water Services	6
<b>Food Service Sanitation</b>	
Restaurant Inspection	129
Restaurant Re-inspection	0
Restaurant Plan Review	0
Temporary Food Event	34
<b>Health Inspections</b>	
Campground	2
Daycare	1
Group Home	4
Hair Salon	16
Hotel/Motel	1
Medical	1
Nail Salon	3
Pool Inspection	4
<b>Complaints</b>	
Animal or Animal Waste	3
Bed Bugs	5
Food Service	6
Garbage	4
Heat/Water	9
Housing	6
Insects, Vermin (excluding Bed Bugs)	3
Lead Complaint	0
Mold	9
Odor	0
Other	3
Outdoor Wood Furnace/Smoke	1
Septic	9
<b>Health Services</b>	
High Blood Lead Level	7
Lead Poisoning- Home Services	0
Rabies Prevention Services	0
Number of Animals Tested Positive for Rabies	0
<b>Total Environmental Services</b>	<b>656</b>

Reportable Communicable Disease (Calendar Year 2018)	
Babesiosis	2
Giardiasis	6
Chlamydia	1
Gonorrhea	3
Group B Streptococcus	3
Hepatitis B	3
Hepatitis C	12
Influenza	67
Legionellosis	2
Listeriosis	4
Lyme Disease	10
Rotavirus	0
Salmonellosis	2
Streptococcus pneumoniae	2
<b>Total Reportable Communicable Disease</b>	<b>117</b>
<b>NDDH Oral Health Screening &amp; Education Program</b>	
Total Seen:	536
• Number with Caries	66
• Number with Other Dental Care Needs	69
<b>NDDH District-Wide Services</b>	
<ul style="list-style-type: none"> <li>• Qualified Food Operator &amp; Food Awareness Safety Training</li> <li>• Emergency Planning, Preparedness and Response</li> <li>• Community Health Education covering a broad range of topics that prevent illness, promote wellness and protect health</li> <li>• Flu Immunizations</li> </ul>	
<b>Grants (Federal, State &amp; Private Funds)</b>	
<ul style="list-style-type: none"> <li>• <b>CT Collaboration for Fall Prevention at Yale School of Medicine</b> to reduce falls and fall related injuries among older adults by addressing the multi-factorial risk factors</li> <li>• <b>CT Department of Public Health Per-Capita Allocation</b> for support of municipal and district departments of health</li> <li>• <b>CT Department of Public Health Grant</b> for environmental and policy strategies to decrease obesity and chronic disease</li> <li>• <b>Freedom from Smoking</b>-tobacco cessation, multi session classes and nicotine replacement</li> <li>• <b>Opioid Prevention</b>-to prevent opioid misuse and opioid related deaths</li> <li>• <b>Division of Emergency Management and Homeland Security</b> to build a voluntary Medical Reserve Corps to respond to events of Public Health Concern</li> <li>• <b>U.S. Department of Health and Human Services and Centers for Disease Control &amp; Prevention (CDC)</b> for Public Health Emergency Preparedness and Response</li> <li>• <b>Radon Awareness and Test Kits</b>-for free home testing for radon, a leading cause of lung cancer</li> <li>• <b>Vial of Life</b> to provide health information for first responders</li> </ul>	

**PAUL J. GAZZOLA**  
**131 Lake Road**  
**Dayville, CT 06241**  
**C - (860) 465-7192**

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pegazzola@sbcglobal.net

H - (860) 774-3096

January 7, 2020

Town of Killingly  
Attn: Jonathan Blake  
172 Main Street  
Killingly, Ct 06239

RE: Zoning Board of Appeals Resignation

Dear Jonathan:

Please let this letter serve as my official notice of resignation as Chairman of the Zoning Board of Appeals for the Town of Killingly. It has been my honor and a privilege to volunteer for the town in this capacity. My last day as chairman of this committee will be as of the date of this letter January 7, 2020.

Thank you and the town for this opportunity to serve in this capacity for the Town of Killingly. Please let me know if you or any other members need any assistance as you transition to a new chairperson.

Sincerely,

*Paul J. Gazzola*

Paul J. Gazzola

Agenda Item #15 (a)

**AGENDA ITEM COVER SHEET**

**ITEM: Consideration and action on a resolution appointing Special Counsel.**

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

**FOR COUNCIL MEETING OF:** January 14, 2020

**TOWN MANAGER APPROVAL:** 

**ITEM SUMMARY:** The Town has engaged with Pullman & Comley to perform tax sales. This firm has conducted these sales on behalf of the Town for many years. The legal fees are not paid by the Town, they are included in the tax sale cost paid by the buyer.

Another firm the Town has engaged with is Day Pitney LLC as our Bond Counsel. Day Pitney provides legal services regarding the authorization and issuance of debt service. While the Town might utilize their services for many years before a project is authorized and ultimately bonded, Day Pitney receives compensation only when the Town issues debt. The Town evaluated firms for this service about 4 years ago. Day Pitney was one of the most economical firms and has a long history working with the Town of Killingly.

**FINANCIAL SUMMARY:** N/A

**STAFF RECOMMENDATION:** Approval of the Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

- Resolution



Resolution #20-02

**RESOLUTION APPOINTING SPECIAL COUNSEL**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, pursuant to Chapter IX, Section 902, of the Killingly Town Charter, that

- a) the firm of Day, Pitney, LLP be appointed as special bond counsel;
- b) the firm of Pullman & Comley, LLC be appointed as special counsel for revenue collection matters

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 14<sup>th</sup> day of January 2020

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 January 14, 2020, 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 affirming a Fair Housing Resolution**

**ITEM SUBMITTED BY:**                               Mary Bromm,  
  Community Development Administrator

**FOR COUNCIL MEETING OF:**                       January 14, 2020

**TOWN MANAGER APPROVAL:**                       

**ITEM SUMMARY:**                                       The State of Connecticut requires that each Small Cities Community maintains and annually updates its Civil Rights affirmations to comply with grant requirements. One of the Civil Rights affirmations is the Fair Housing Resolution. The Resolution reaffirm the Town’s commitment to encourage the development of a living environment whereby individuals of similar income levels seeking housing in the same market area have the identical range of housing options, without discrimination.

**FINANCIAL SUMMARY:**                               The failure to adopt a Fair Housing Plan would result in the Town being ineligible for Small Cities Community Development Block Grants. During the past three years, the Town has received \$800,000 to upgrade HVAC systems, elevator and emergency generator upgrades, fire panel upgrades, new entry doors, commercial kitchen equipment and unit improvements at the Maple Courts II Congregate housing complex and \$800,000 to upgrade the Domestic Violence Shelter in Danielson.

**STAFF RECOMMENDATION:**                       Approval of Resolution

**TOWN ATTORNEY REVIEW:**                       N/A

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

**SUPPORTING MATERIALS:**

- Resolution

Resolution #20-03

**FAIR HOUSING RESOLUTION  
TOWN OF KILLINGLY**

**WHEREAS**, all persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

**WHEREAS**, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing related opportunities, and be allowed to make free choices regarding housing location; and

**WHEREAS**, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

**WHEREAS**, the Town of KILLINGLY is committed to upholding these laws and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Killingly hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

**BE IT FURTHER RESOLVED**, that the Town Manager of the Town of Killingly or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Killingly and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the FT Fair Housing Center, legal services, or other fair housing organizations to protect his/her right to equal housing opportunities.

**KILLINGLY TOWN COUNCIL**

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 14th day of January 2020.

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 January 14, 2020, 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

OFFICE OF THE TOWN MANAGER  
172 Main Street  
Killingly, CT 06239  
Tel: 860 779-5334 Fax: 860 779-5394

## **TOWN OF KILLINGLY FAIR HOUSING PLAN**

### I. Policy Statement

It shall be the policy and commitment of the Town of Killingly to ensure that fair and equal housing opportunities are granted to all persons, in all housing opportunities and development activities funded by the town, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, lawful source of income, familial status, national origin, ancestry, age or mental or physical disability. This shall be done through a program of education, an analysis of impediments, and designation of a Fair Housing Office and development of a procedure for complaints of discrimination. This plan will incorporate the directives of State and Federal laws and Executive Orders, including, but not limited to:

- a. Title VI of the Civil Rights Act of 1964
- b. The Fair Housing Act – Title VIII of the Civil Rights Act of 1968, as amended
- c. Executive Order 11063, as amended by Executive Order 12259
- d. Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended
- e. Section 109 of Title I of the Housing and Community Development Act of 1974, as amended
- f. Section 3 of the Housing and Community Development Act of 1968, as amended
- g. Sections 503 and 504 of the Rehabilitation Act of 1973, as amended
- h. The Americans with Disabilities Act of 1990
- i. The Age Discrimination Act of 1975, as amended
- j. Executive Order 11246 (as amended by Executive Orders 12375 and 12086) Equal Opportunity Under HUD contracts and HUD-assisted Construction Contracts
- k. Executive Order 12892, Leadership and Coordination of Fair Housing
- l. Connecticut General Statutes 46a-64c as amended

The Town of Killingly commits to providing and promoting racial and economic integration in any housing development financially supported with DOH funding and will take affirmative steps to reach beneficiaries from all racial and ethnic groups as well as the physically or mentally disabled and families with children and to reach a broad range of income eligible beneficiaries for appropriate and applicable housing opportunities.

## II. Selection of Fair Housing Officer

In accordance with Title VIII, Civil Rights Act of 1968, as amended, the Fair Housing Officer below has been designated to handle fair housing complaints and activities

Mary T. Calorio  
Town Manager/Fair Housing Officer  
172 Main Street  
Killingly, Connecticut 06239  
860-779-5335

The Fair Housing Officer is responsible for the intake and processing of all housing complaints as well as implementation of the Fair Housing Plan activities and actions. While not expected to be an "expert" in Fair Housing Laws, at a minimum, the officer will be familiar with the complaint process and Federal and State Laws, which address Fair Housing. Records will show the date, time, nature of complaint and decisions made in the complaint process(es) and will be fully documented. A separate file will maintain a record of all housing discrimination complaints and follow-up actions.

## III. Complaint Process

Housing discrimination complaint forms such as Forms HUD903 and HUD903A (Spanish version) from HUD, as well as, a summary of actions which may constitute housing discrimination, and instructions for completing and filing housing discrimination complaints will be made available to citizens at Town Hall, 172 Main Street, Killingly, Connecticut 06239. Complaints need not be made on official forms to be valid.

Forms will also be distributed periodically to lenders, realtors, and at other public places such as the Library.

The Fair Housing Officer will reasonably assist the complainant in submitting the complaint to the appropriate body by providing assistance in explaining the form and/or contacting the appropriate office and allowing the use of Town phones for communication.

The individual(s) filing the complaint will then be advised of the option of filing directly with the U.S. Department of Housing and Urban Development (HUD) within one year after an alleged violation, the Connecticut Commission on Human Rights and Opportunities (CHRO) by filing a notarized complaint within 180 days of the alleged violation, or the Equal Employment Opportunity Commission or with all agencies simultaneously. The individual should also be advised of the option of filing suit, at his/her expense in Federal District Court or State Court within two years of an alleged violation. The individual should be further advised that if he/she cannot afford an attorney, the Court may appoint one and that a suit may be commenced even after filing a complaint, if the individual has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and

punitive damages and attorney's fees and costs. The Fair Housing Officer will keep a record of the progress on the number of complaints filed, actions taken, and the status of each complaint.

#### IV. Opportunity Mapping

Using the Connecticut Opportunity Map, which is available at the DOH website, the town has determined that the entire Town is a Low Opportunity area.

#### V. Implementation and Action Steps

The Town will take specific action steps and implementation activities over the next three-year period following the guidelines provided by DOH.

Action Steps 1, 2, 9, 10, 11, or 12 (Set I)

Minimum (1) selection

#1 – Identify developable land within the municipality for developers of affordable housing.

#12 – Sponsor, or work with housing provider associations to sponsor, fair housing trainings for housing providers.

Action Steps 3, 4, 5, 6, 7, 8, 13, 14, or 15 (Set II)

Minimum (1) selection

#3 – Report municipal and regional racial and ethnic composition data in the municipal POCD.

Additional Steps

The Town of Killingly will adopt annually the Fair Housing Policy Statement and Resolution as an indication of its commitment to Fair Housing each January and have the local elected body celebrate Fair Housing Month with a Proclamation during the month of April.

The Town of Killingly will display its fair housing policies/procedures and ADA policies and grievance procedure on its website.

The Town of Killingly will display Fair Housing posters identifying the town's Fair Housing Officer, title, address and phone number in prominent locations. In addition, fair housing information will be distributed outside of traditional municipal locations including local realtors and banks.

All advertising of residential real estate owned by the Town of Killingly for sale, rent or financing will contain the Fair Housing logo, equal opportunity slogan as a means of educating the home seeking public that the property is available to all persons regardless of race, color, religion, sex, mental or physical disability, sexual orientation, gender identity or expression, familial status, marital status, national origin, age, ancestry, or

lawful source of income. All bid advertisements by Town sponsored programs must include the phrase "Equal Opportunity/Affirmative Action Employer." The type of logo, statement or slogan will depend on the type of media being used (visual or auditory). All logos/statements must appear at the end of the advertisement.

VI. Analysis of Impediments

The town will cooperate and assist the State with its periodic Analysis of Impediments and conduct a review of policies, practices and procedures that effect the location available and accessibility of housing.


VII. Time Table

The Director of Planning and Zoning will complete Action Step #3 during the 2020 calendar year.

The Community Development Administrator will work with Planning and Development staff and Housing Authority staff to complete Action Step #12. Item #12 will be completed in 2019/2020. The Community Development Office will complete Action Step #1 in 2020.

VIII. Amendments

The Town Manager/Fair Housing Officer shall amend and revise this Plan as required to keep current with State/Federal affirmative action and equal opportunity policies and procedures and local actions and activities to further the purposes of this Plan.

  
Mary T. Calorio  
Town Manager  
Town of Killingly

April 1, 2019





# TOWN OF KILLINGLY

OFFICE OF THE TOWN MANAGER  
172 Main Street  
Killingly, CT 06239  
Tel: 860 779-5334 Fax: 860 779-5394

## TOWN OF KILLINGLY MUNICIPAL GRIEVANCE PROCEDURE

This grievance procedure is established to meet the requirements of the Town's Fair Housing Plan. It may be used by anyone who wishes to file a complaint alleging discrimination for full and equal housing opportunities in the neighborhood of their choice by the Town of Killingly.

The complaint shall be in writing and contain information about the alleged discrimination such as name, address, phone number of the complainant and location, date and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint shall be submitted by the grievant and/or their designee as soon as possible but no later than sixty (60) calendar days after the alleged violation to:

Mary T. Calorio, Town Manager  
Fair Housing Officer  
Town Hall  
172 Main Street  
Killingly, Connecticut 06239  
860-779-5355

Within fifteen (15) calendar days after receipt of the complaint, the Town Manager will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the Town Manager will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the Town of Killingly and offer options for substantive resolution of the complaint.

If the response by the Town Manager/Fair Housing Officer does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision of the Fair Housing Officer within fifteen (15) calendar days after receipt of the response to the Town Council.

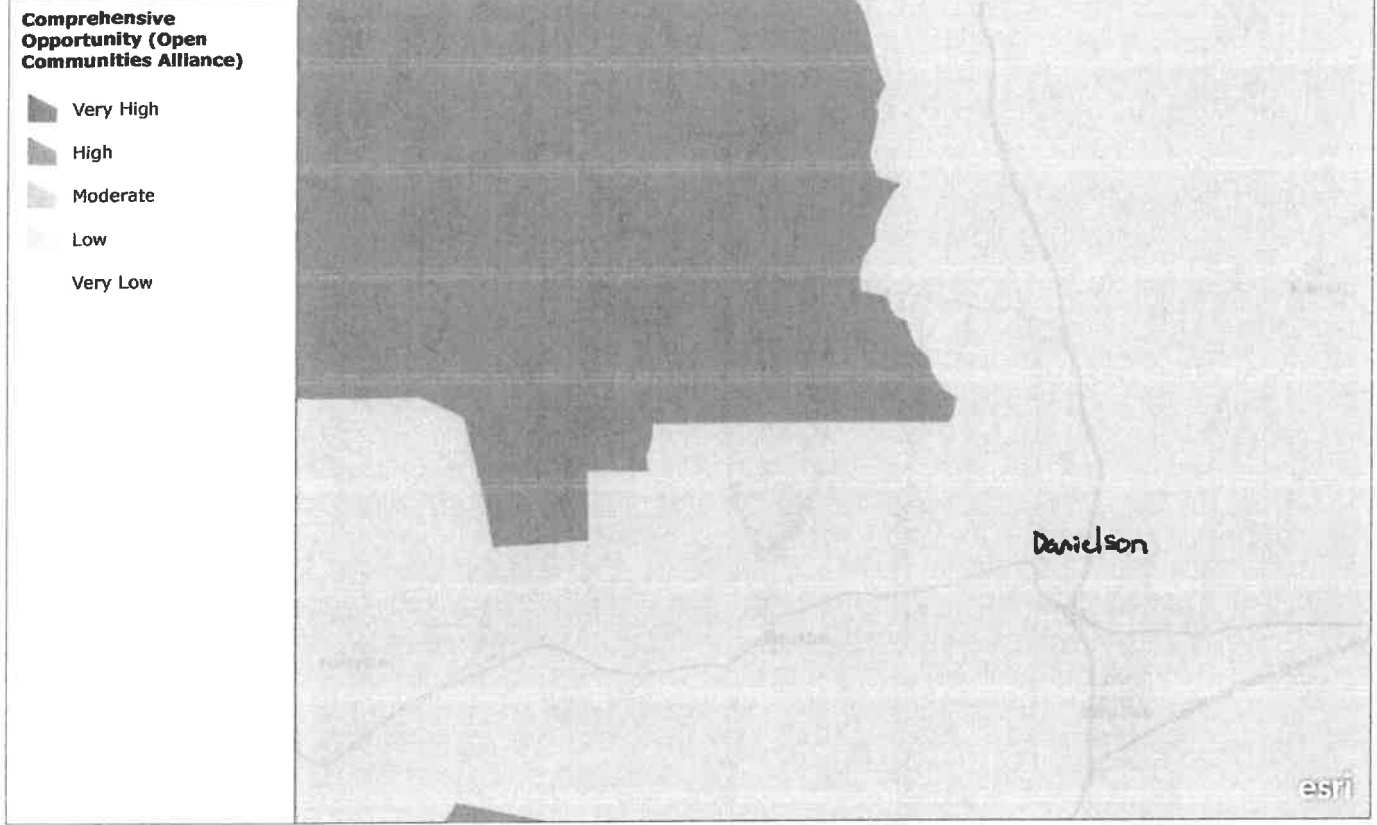
Within thirty (30) calendar days after receipt of the appeal, the Town Council will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) days after the

meeting the Town Council will respond in writing and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

Any complaint may be brought before and/or appealed to the Connecticut Commission on Human Rights and Opportunities.

All written complaints received by Mary T. Calorio, appeals to the Town Council and responses from the Fair Housing Officer and Town Council will be kept by the Town of Killingly for at least three (3) years.

### Connecticut Opportunity



MassGIS, UConn/CTDEEP, Esri Canada, Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS

## Fair Housing Policy Statement

It is the policy of the Town of Killingly to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Killingly or any sub-recipient of the Town will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town.

The Killingly Town Manager is responsible for the enforcement and implementation of this policy. Mary T. Calorio, Town Manager may be reached at 860-779-5335 or [mcalorio@killinglyct.gov](mailto:mcalorio@killinglyct.gov).

Complaints pertaining to discrimination in any program funded or administered by the Town of Killingly may be filed with the Town Manager's Office. The Town's Grievance Procedure will be utilized in these cases.

Complaints may also be filed with the Commission on Human Rights and Opportunities, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her own expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

A copy of this policy statement will be given annually to all Town employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary T. Calorio, Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Mary Bromm, Community Development Administrator, 172 Main Street, Danielson, Connecticut 06239, Telephone 860-779-5355.

**AGENDA ITEM COVER SHEET**

**ITEM:** Consideration and action on a resolution authorizing the Town Manager to execute and implement an Affirmative Action Policy Statement

**ITEM SUBMITTED BY:** Mary Bromm,  
Community Development Administrator

**FOR COUNCIL MEETING OF:** January 14, 2020

**TOWN MANAGER APPROVAL:** 

**ITEM SUMMARY:** The State of Connecticut requires that each Small Cities Community maintains and annually updates its Civil Rights affirmations to comply with grant requirements. One of the Civil Rights affirmations is the Affirmative Action/Equal Employment Opportunity Resolution with the Affirmative Action Policy Statement. The Resolution and attached Statement reaffirm the Town's commitment as an equal opportunity employer dedicated to a policy of nondiscrimination. The Statement further pledges that Town employees, contractors and Town-sponsored programs shall also abide by nondiscrimination policies.

**FINANCIAL SUMMARY:** The failure to adopt Affirmative Action Policy Statement would result in the Town being ineligible for Small Cities Community Development Block Grants. During the past three years, the Town has received \$800,000 to upgrade HVAC systems, elevator and emergency generator upgrades, fire panel upgrades, new entry doors, commercial kitchen equipment and unit improvements at Maple Courts II Congregate housing complex and \$810,000 to upgrade the Domestic Violence Shelter in Danielson.

**STAFF RECOMMENDATION:** Approval of Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

- Resolution
- Affirmative Action Policy Statement

Resolution #20-04

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE AND IMPLEMENT AN AFFIRMATIVE ACTION POLICY STATEMENT**

WHEREAS, all American citizens are afforded a right to employment opportunities based solely on the basis of job-related skills, ability and merit; and

WHEREAS, State and Federal Equal Employment Opportunity laws prohibit employment discrimination based on race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity or expression, or any other legally protected status; and

WHEREAS, the Town of Killingly is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Action Policy Statement publicly endorsing the right of all people to nondiscrimination in employment on any basis prohibited by law, now

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is hereby authorized to execute and implement an Affirmative Action Policy Statement to ensure a policy of nondiscrimination in employment on any basis prohibited by law; and

BE IT FURTHER RESOLVED that the Town Manager of the Town of Killingly, acting as the Equal Employment Opportunity Officer, or his designated representative, is responsible for responding to any person who alleges to be the victim of an illegal discriminatory employment practice in the Town of Killingly.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 14<sup>th</sup> day of January 2020

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 January 14, 2020, 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

## COMMUNITY DEVELOPMENT OFFICE

172 Main Street, Killingly, CT 06239  
Tel: 860-779-5355 Fax: 860-779-5394

### AFFIRMATIVE ACTION POLICY STATEMENT

As Town Manager of the Town of Killingly, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further stat that this Town will comply with the anti-discrimination provisions on the State and Federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Killingly will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Killingly to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, gender identity or expression, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring,



referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of Killingly will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup> Amendments of the United States Constitution, the Civil Rights Act of 1866, 1870, 1871, the Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375, (non-discrimination under federal contracts), Act 1 Sections 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (Section 46a-63-64), Discrimination against Criminal Offenders (46a-80), Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46-63-64), definition of Blind (46a-51(1)), definition of Physically Disabled (46a-51(15)), definition of Mentally Retarded (46a-51(13)), cooperation with the Commission on Human Rights and Opportunities (46a-77), Sexual Harassment (46a-60(a)-8), Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and the Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992.

This policy statement will be given annually to all Town of Killingly employees and will also be posted throughout the Town. I also expect each supplier, union, consultant and other entity(s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of Killingly will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

The responsibility to achieve the successful implementation of our goals and objectives is Mary Calorio, Town Manager, 860-779-5334, [mcalorio@killinglyct.gov](mailto:mcalorio@killinglyct.gov).

January 14, 2020

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Mary T. Calorio  
Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM THE ADA-504 COORDINATOR BY CALLING 860-779-5355.

## AGENDA ITEM COVER SHEET

**ITEM:** **Consideration and action on a resolution authorizing the Town Manager to execute and implement an Armstrong/Walker “Excessive Force” Certification**

**ITEM SUBMITTED BY:** Mary Bromm,  
Community Development Administrator

**FOR COUNCIL MEETING OF:** January 14, 2020

**TOWN MANAGER APPROVAL:**



**ITEM SUMMARY:** The State of Connecticut requires that each Small Cities Community maintains and annually updates its Civil Rights affirmations to comply with grant requirements. One of the Civil Rights affirmations is the Armstrong/Walker “Excessive Force” Certification. The Resolution and attached certification reaffirm the Town’s policy to prohibit the use of excessive force by law enforcement agencies within the jurisdiction against any individual(s) engaged in nonviolent civil rights demonstrations.

**FINANCIAL SUMMARY:** The failure to adopt an Armstrong/Walker “Excessive Force” Certification would result in the Town being ineligible for Small Cities Community Development Block Grants. During the past three years, the Town has received \$800,000 to upgrade HVAC systems, elevator and emergency generator upgrades, fire panel upgrades, new entry doors, commercial kitchen equipment and unit improvements at Maple Courts II Congregate housing complex and \$810,000 to upgrade the Domestic Violence Shelter in Danielson.

**STAFF RECOMMENDATION:** Approval of Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

- Resolution
- Armstrong/Walker “Excessive Force” Certification

Resolution #20-05

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE AND IMPLEMENT AN ARMSTRONG/WALKER “EXCESSIVE FORCE” CERTIFICATION**

WHEREAS, the Town of Killingly wishes to prohibit the use of excessive force by law enforcement agencies against any individual engaged in nonviolent civil rights demonstrations; and

WHEREAS, the Town of Killingly is committed to upholding the laws governing excessive force, and realizes that a Certification must supplement these laws, now

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is hereby authorized to implement the Armstrong/Walker “Excessive Force” Certification; and

BE IT FURTHER RESOLVED that the Town Manager of the Town of Killingly, or his designated representative, is responsible for responding to any person who alleges to be the victim of excessive force by law enforcement in the Town of Killingly.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 14<sup>th</sup> day of January 2020

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 January 14, 2020, 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

## COMMUNITY DEVELOPMENT OFFICE

172 Main Street, Killingly, CT 06239  
Tel: 860-779-5355 Fax: 860-779-5394

### **ARMSTRONG/WALKER “EXCESSIVE FORCE” CERTIFICATION**

The Town of Killingly has adopted and will enforce a policy to prohibit the use of excessive force by law enforcement agencies within its jurisdiction. That policy prohibits the use of excessive force against any individuals engaged in nonviolent civil rights demonstrations.

Therefore, I certify that the above-mentioned policy:

- will stand a practicable test of use;
- will be available for review by the Department of Housing;
- will be enforced by the Town of Killingly; and
- is in compliance with the ARMSTRONG/WALKER “Excessive Force” Amendment (P.L. 101-144).

January 14, 2020

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Mary T. Calorio  
Town Manager  
Town of Killingly

Agenda Item #15 (e)

**AGENDA ITEM COVER SHEET**

**ITEM:** Consideration and action on a resolution authorizing the Town Manager to execute and implement a Relocation Policy and Residential Anti-displacement and Relocation Assistance Plan

**ITEM SUBMITTED BY:** Mary Bromm,  
Community Development Administrator

**FOR COUNCIL MEETING OF:** January 14, 2020

**TOWN MANAGER APPROVAL:**



**ITEM SUMMARY:** The State of Connecticut requires that each Small Cities Community maintains and annually updates its Civil Rights affirmations to comply with grant requirements. One of the Civil Rights affirmations is the Relocation Plan. The Resolution and attached Plan reaffirm the Town's policies regarding the financial assistance available for persons displaced as a result of activities financed with funds provided by the U.S. Department of Housing and Urban Development. The policies comply with all state and federal requirements for relocation assistance for permanent displacement and temporary relocation.

**FINANCIAL SUMMARY:** The failure to adopt a Relocation Plan would result in the Town being ineligible for Small Cities Community Development Block Grants. During the past three years, the Town has received \$800,000 to upgrade HVAC systems, elevator and emergency generator upgrades, fire panel upgrades, new entry doors, commercial kitchen equipment and unit improvements at the Maple Courts II Congregate housing complex and \$810,000 to upgrade the Domestic Violence Shelter in Danielson.

**STAFF RECOMMENDATION:** Approval of Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

- Resolution
- Relocation Policy
- Residential Anti-displacement and Relocation Assistance Plan

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE AND IMPLEMENT A RELOCATION POLICY AND RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

WHEREAS, the Town of Killingly wishes to minimize the displacement of persons when using funds provided directly or indirectly by the U. S. Department of Housing and Urban Development; and

WHEREAS, the Town of Killingly is committed to upholding the laws governing relocation and displacement, and realizes that a Relocation Policy Statement must supplement these laws; now

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is hereby authorized to implement a Relocation Policy and Residential Anti-Displacement and Relocation Assistance Plan; and

BE IT FURTHER RESOLVED that the Town Manager of the Town of Killingly, or his designated representative, is responsible for responding to any person who alleges to be the victim of an illegal displacement in the Town of Killingly.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 14<sup>th</sup> day of January 2020

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 January 14, 2020, 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

### RELOCATION POLICY

The Town of Killingly shall minimize the displacement of persons as a result of activities assisted with funds provided directly or indirectly by the US Department of Housing and Urban Development (HUD). However, in the event a project requiring displacement is undertaken, the Town will comply with its Residential Anti-Displacement and Relocation Assistance Plan and this Relocation Policy.

The Town shall provide relocation assistance to each low- or moderate-income household that is **permanently displaced** by demolition or the conversion of their dwelling unit to another use as a direct result of an activity assisted under through HUD Programs. Relocation assistance shall comply with the implementing regulations of 49 CFR Part 24 (Uniform Relocation Act (URA)) or Section 104(d) of the Housing and Community Development Act of 1974 as amended, and Section 570.606, whichever is most beneficial to the tenant. The low- or moderate-income household shall receive relocation assistance pursuant to 24 CFR Part 42 (HUD's regulations implementing the URA) to include advisory services, moving and related expenses, and replacement housing assistance.

If a low- or moderate-income household is required to **temporarily relocate** from their dwelling unit as a direct result of a HUD-assisted activity (e.g. housing rehabilitation/lead paint hazard control), the Town of Killingly may provide relocation assistance. When necessary, temporary relocation assistance shall be provided as follows:

**Owner-occupant:** Relocation assistance is not required for homeowners by law. Therefore, the Town will strongly advocate for homeowners to temporarily relocate with family or friends during the rehabilitation process. If the homeowner is low- or moderate-income and is unable to relocate with family, the Town may provide a cash stipend in lieu of relocation expenses to offset relocation expenses. The stipend amount will be based on household size, period (in days) of relocation and work scope (relating to moving personal items).

The Town may make an exception for elderly and/or very low-income homeowners. In these cases, the Town may provide relocation services in excess of a cash stipend to include moving and related expenses and replacement housing assistance.

**Tenant households:** Tenant household will receive relocation benefits as detailed in the Uniform Relocation Act (49 CFR Part 24).

January 14, 2020

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Mary T. Calorio  
Town Manager  
Town of Killingly

## RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The Town of Killingly shall minimize the displacement of persons as a result of activities assisted with funds provided directly or indirectly by the US Department of Housing and Urban Development (HUD).

However, in the event that a project requiring displacement is undertaken, the Town of Killingly, in compliance with Section 104(d) of the Housing and Community Development Act of 1974 as amended will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- and moderate-income housing as a direct result of activities assisted with federal funds, as described in 24 CFR 42.301 and in Section 570.606.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the Town of Killingly will make public and submit to the State of Connecticut's Department of Economic and Community Development the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least twenty (20) years from the date of initial occupancy.

The Town of Killingly will provide relocation assistance, as described in 24 CFR 42.350, to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, the Town of Killingly will require the following to minimize the displacement of people from their homes:



The owner of the property shall certify adherence to the following conditions for participation in the Killingly Small Cities Block Grant Program:

1. That no tenant has been, or will be, dislocated without due cause, for the purpose of evading terms of the agreement.
2. When a low- and moderate-income tenant occupied unit, or vacant unit is assisted under the Program, that unit will continue to be occupied by a low- and moderate-income household for five (5) years following the close of the work.
3. The rent collected from assisted units will be limited to the maximum allowed by the Fair Market Rent determined by the US Department of Housing and Urban Development (HUD) or the State's Department of Housing (DOH) for a period following the completion of the work. \*
4. The property owner shall not refuse to rent to tenants holding HUD Section 8 Housing Certificates or Vouchers, State Chapter 707 Housing Certificates, or any other recognized housing voucher certificate except for good cause such as tenants who failed to pay the rent, maintain the dwelling unit, or otherwise are in violation of the terms and conditions of the tenancy.
5. The property owner shall exercise affirmative fair housing marketing for the units in the subject property when they become vacant and shall not discriminate in housing on the grounds of race, color, national origin, ancestry, age, religion, welfare status, children, marital status, physical handicaps, sexual orientation or sex.
6. Dwelling units in the subject property will be maintained in a decent, safe, and sanitary condition.

\* The "Barney Frank" amendment to Section 104(d) of the Housing and Community Development Act of 1974 requires that the rent of a low- or moderate-income tenant cannot be raised to exceed 30% of their income for a period of five (5) years after the unit has been assisted with Small Cities Block Grant monies.

January 14, 2020

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Mary T. Calorio  
Town Manager  
Town of Killingly


## AGENDA ITEM COVER SHEET

**ITEM:** **Consideration and action on a resolution authorizing the Town Manager to execute and implement a Compliance Statement with Title VI of the Civil Rights Act of 1964**

**ITEM SUBMITTED BY:** Mary Bromm,  
Community Development Administrator

**FOR COUNCIL MEETING OF:** January 14, 2020

**TOWN MANAGER APPROVAL:**

A handwritten signature in blue ink, appearing to read "Mary T. Co", is written over a horizontal line.

**ITEM SUMMARY:** The State of Connecticut requires that each Small Cities Community maintains and annually updates its Civil Rights affirmations to comply with grant requirements. One of the Civil Rights affirmations is the Compliance with Title VI of the Civil Rights Act of 1964 Statement. The Resolution and attached Statement reaffirm the Town's commitment as an equal opportunity employer dedicated to a policy of nondiscrimination in the administration of its programs and contractual agreements.

**FINANCIAL SUMMARY:** The failure to adopt Title VI Compliance Statement would result in the Town being ineligible for Small Cities Community Development Block Grants. During the past three years, the Town has received \$800,000 to upgrade HVAC systems, elevator and emergency generator upgrades, fire panel upgrades, new entry doors, commercial kitchen equipment and unit improvements at the Maple Courts II Congregate housing complex and \$810,000 to upgrade the Domestic Violence Shelter in Danielson.

**STAFF RECOMMENDATION:** Approval of Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

- Resolution
- Compliance Statement with Title VI of the Civil Rights Act of 1964

Resolution #20-07

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE  
AND IMPLEMENT A COMPLIANCE STATEMENT WITH TITLE VI OF  
THE CIVIL RIGHTS ACT OF 1964**

WHEREAS, all American citizens are afforded a right to equal opportunities in programs and activities receiving federal financial assistance; and

WHEREAS, State and Federal laws prohibit discrimination based on race, color, religion, or national origin in any program; and

WHEREAS, the Town of Killingly is committed to upholding these laws, and realizes that these laws must be supplemented by a Title VI Compliance Statement publicly endorsing the right of all people to nondiscrimination in all programs; now

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is hereby authorized to execute and implement a Title VI of the Civil Rights Act of 1964 Compliance Statement to ensure a policy of nondiscrimination in the administration of its programs and contractual agreements as required by law.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 14<sup>th</sup> day of January 2020

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 January 14, 2020, 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

## COMMUNITY DEVELOPMENT OFFICE

172 Main Street, Killingly, CT 06239  
Tel: 860-779-5355 Fax: 860-779-5394

### TOWN OF KILLINGLY

#### COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Town of Killingly does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of Killingly seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color, or national origin in programs and activities receiving Federal financial assistance. Title VI provides that "No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program" covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town's Fair Housing Action Plan and is fully implemented to ensure compliance by the Town as the recipient, and by subrecipients. The cooperation of all Town personnel is required.

January 14, 2020

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Mary T. Calorio  
Town Manager  
Town of Killingly

Agenda Item #15 (g)

**AGENDA ITEM COVER SHEET**

**ITEM:** Consideration and action on a resolution authorizing the Town Manager to execute and implement a Section 3 Plan to provide feasible economic opportunities to low- and moderate-income persons and businesses when using federal funds

**ITEM SUBMITTED BY:** Mary Bromm,  
Community Development Administrator

**FOR COUNCIL MEETING OF:** January 14, 2020

**TOWN MANAGER APPROVAL:** 

**ITEM SUMMARY:** The State of Connecticut requires that each Small Cities Community maintains and annually updates its Civil Rights affirmations to comply with grant requirements. One of the Civil Rights affirmations is the Section 3 Plan. The Resolution and attached Plan reaffirm the Town's policies to provide economic opportunities to the greatest extent feasible to low- and moderate-income persons and businesses when contracting, in connection with the expenditure of federal funds received through the U.S. Department of Housing and Urban Development. The policies comply with all state and federal requirements governing Section 3 of the Housing and Community Development Act of 1968, as amended.

**FINANCIAL SUMMARY:** The failure to adopt a Section 3 Plan would result in the Town being ineligible for Small Cities Community Development Block Grants. During the past three years, the Town has received \$800,000 to upgrade HVAC systems, elevator and emergency generator upgrades, fire panel upgrades, new entry doors, commercial kitchen equipment and unit improvements at Maple Courts II Congregate housing complex and \$810,000 to upgrade the Domestic Violence Shelter in Danielson.

**STAFF RECOMMENDATION:** Approval of Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

- Resolution
- Section 3 Plan



# TOWN OF KILLINGLY

## COMMUNITY DEVELOPMENT OFFICE

172 Main Street, Killingly, CT 06239  
Tel: 860-779-5355 Fax: 860-779-5394

### TOWN OF KILLINGLY'S SECTION 3 PLAN

This Plan will serve as the Town of Killingly's Section 3 Plan in compliance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3, are, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations directed to low- and moderate-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

### APPLICABILITY

This Section 3 Plan applies to all of Killingly's federally funded activities for housing and community development that are over the mandated thresholds.

### PURPOSE

The purpose of the Section 3 Plan is to provide to the greatest extent feasible economic opportunities for low- and very low-income persons in the form of training, employment, contracting and other economic opportunities arising in connection with the expenditure of housing assistance (including Section 8 assistance), and community development assistance used for the following projects:

- (i) Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement).
- (ii) Housing construction; and
- (iii) Other public construction.

Economic opportunities provided under this Section 3 Plan will be consistent with Federal, State and local laws and regulations, including employment and contracting procedures established by the State for all state agencies.

### EMPLOYMENT AND CONTRACTING GOALS

The Town of Killingly will comply, to the greatest extent feasible, with the goals established in this section, when awarding contracts or conducting new hires resulting from activities or projects subject to the requirements of Section 3.

The goals apply to housing and community development activities for which the amount of assistance received from HUD exceeds \$200,000; and the contract or subcontract exceeds \$100,000.

### EMPLOYMENT GOALS

Training and employment opportunities will be made available to Section 3 residents as follows:

- (i) thirty percent (30%) of the aggregate number of new hires for the one year period beginning in FY1999 and continuing thereafter.

The following order of preferences will be maintained in meeting the goals established above.

- (i) first priority will be given to Section 3 residents in the service area or neighborhood in which the Section 3 covered project is located
- (ii) second priority will be given to participants in HUD Youthbuild Programs
- (iii) third priority will be given to homeless persons residing in the service area or neighborhood in which the Section 3 covered project is located for housing constructed under the Stewart B. McKinney Homeless Assistance Act
- (iv) other Section 3 residents.

Persons requesting consideration for the above preferences will be required to submit the appropriate documentation to demonstrate their eligibility. Acceptable documentation includes, but is not limited to the following:

- proof of residency in a public housing development;
- evidence of eligibility for Section 8 certificate or voucher;
- evidence of eligibility for a federally assisted program for low/mod income (e.g. Jobs, JTPA, Jobs Corps.);
- evidence of eligibility for a State or local assistance program for low/mod income, or receipt of AFDC; or
- self-certification statement of income eligibility.

### CONTRACTING GOALS

This section applies to contractors and subcontractors performing work on Section 3 covered project(s) where the amount of the contract or subcontract exceeds \$100,000.

The Town of Killingly commits to award to Section 3 business concerns:

- (1) at least ten percent (10%) of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and
- (2) at least three percent (3%) of the total dollar amount of all other Section 3 covered contracts.

The following order of preference will be followed when providing contracting opportunities to Section 3 businesses:

- (i) first priority will be given to Section 3 business concerns that provide economic opportunities for Section 3 residents in the service area or neighborhood in which the Section 3 covered project is located, and
- (ii) second, applicants selected to carry out HUD Youthbuild Programs.

Procurement activities from this award will be conducted in a competitive manner, consistent with 24 CFR 85.36(c)(2).

Businesses requesting consideration for the above preferences will be required to submit the appropriate documentation to demonstrate their eligibility.

### **SECTION 3 COVERED PROJECT AREA**

The area for Section 3 covered project(s) will be the following ten (10) towns:

Killingly	Brooklyn	Pomfret	Woodstock	Sterling
Plainfield	Thompson	Putnam	Canterbury	Eastford

### **SECTION 3 RESIDENT**

A Section 3 resident means:

- (i) A public housing resident; or
- (ii) An individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended, and who is:
  - a. A low-income person, as this term is defined in Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary...
  - b. A very low-income person, as this term is defined in Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 50 per centum of the median income for the area, as determined by the Secretary...
  - c. A person seeking the training and employment preference provided by Section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference. Section 8 assistance means assistance provided under Section 8 of the 1937 Act (42 U.S.C. 1437f) pursuant to 24 CFR Part 882, subpart G.



### **SECTION 3 BUSINESS CONCERN**

A business will qualify as a Section 3 Business Concern if it meets one or more of the following criteria:

- (i) At least 51% of the legal owners of the business qualify as Section 3 residents; or
- (ii) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
- (iii) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (i) or (ii).

### **MECHANISM TO BE ADOPTED TO COMPLY, TO THE GREATEST EXTENT FEASIBLE, WITH THE EMPLOYMENT AND CONTRACTING GOALS**

The Town of Killingly commits to do the following:

1. Send notices of job availability subject to these requirements to recruitment sources and organizations which are capable of referring eligible Section 3 applicants.
2. Send out letters to community organizations requesting their assistance in recruiting qualified Section 3 residents for specific, state employment certification lists.
3. Work with the State of Connecticut's Department of Administrative Services Recruitment Division in recruiting qualified Section 3 residents for specific, state employment certification lists.
4. Inform all developers, bidders, contractors and sub-contractors performing work on a Section 3 funded activity of their responsibility to comply with the federal requirements.
5. Maintain a record of all communications, statements, advertisements and contract provisions directed at disseminating the Town's commitment to these requirements.
6. Refrain from knowingly doing business with any developer, bidder, contractor, sub-contractor or supplier of materials upon notification from HUD that the entity has been found to be in violation of the Section 3 mandates.
7. Network and cooperate with State agencies including the Department of Labor and the Department of Social Services to create training and employment opportunities for low- and very low-income residents.
8. When determining the responsibility of potential contractors, consider their record of Section 3 compliance as evidenced by past actions and their current plans for the pending contract.

9. Contact business assistance agencies, minority contractor's associations and community organizations utilized as resource centers to inform them of contracting opportunities and request their assistance in identifying Section 3 businesses that may be interested in bidding for work in connection with Section 3 covered assistance.
10. Provide written notice to known Section 3 business concerns of contracting opportunities. The notice will allow sufficient time for the Section 3 business concerns to respond to the bid invitation or request for proposals.
11. Follow up with Section 3 business concerns that have expressed interest in participating in contracting opportunities.
12. Advise Section 3 business concerns where they might seek assistance to overcome limitations such as inability to obtain bonding, lines of credit, financing, or insurance.
13. Where appropriate, break out contract work items into economically feasible units to facilitate participation by Section 3 business concerns.
14. Contact agencies administering HUD Youthbuild programs to notify them of contracting opportunities.
15. Advertise contracting opportunities through trade associations, newspaper(s) of general circulation and minority newspapers.
16. Support businesses that provide economic opportunities to low-income persons by linking them to support services available through the Small Business Administration (SBA), the Department of Commerce and comparable agencies at State and local levels.
17. Support joint ventures with Section 3 business concerns.

**ALL CONTRACTS SUBJECT TO THE SECTION 3 REQUIREMENTS WILL  
INCLUDE THE FOLLOWING CLAUSE**

Section 3 Clause

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of the contract, the parties

to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 125 regulations.

- C. The contractor agrees to send each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of the contractor's commitments under this Section 3 Clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth the minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, the name and location of the person(s) taking applications for each position and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 Clause in every subcontract subject to compliance with the regulations in CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 Clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 required employment opportunities to be directed; were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

### **ANNOUNCEMENT OF PROGRAM AVAILABILITY**

All Killingly's programs are subject to the requirements of Section 3, for which awards are made on a competitive basis for housing rehabilitation, construction, or other public construction, and where the amount to be awarded to the applicant exceeds \$200,000 will include in the announcement a Section 3 statement, informing the prospective applicants that the funds are subject to these requirements.

The following statement will be included: in accordance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, to the greatest extent feasible training, employment and contracting opportunities, derived from these funds must be given to Section 3 residents and Section 3 businesses.

## **FILING AND PROCESSING COMPLAINTS**

Any individual or business concern alleging that the Town of Killingly or any of its funding recipients are in violation of the requirements of this Act, may file a complaint with the Town Manager's Office. Complaints filed with this Office will follow the internal grievance procedure.

## **CONCLUDING STATEMENT**

As Town Manager of the Town of Killingly, I pledge the Town's commitment to fully comply to the greatest extent feasible with the objectives of this Plan.

January 14, 2020

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Mary T. Calorio  
Town Manager  
Town of Killingly

Agenda Item #15(h)  
**AGENDA ITEM COVER SHEET**

**ITEM:**           **Consideration and action on a resolution to introduce and set a date for a public hearing and special Town Meeting, to be adjourned to machine vote, on an ordinance to appropriate \$16,550,000 for improvements to Killingly Memorial School, including removal of portable structures, site reconfiguration, upgrades to existing structure, addition of an elevator, and construction of an addition and authorize the issuance of bonds and notes in the same amount**

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

**FOR COUNCIL MEETING OF:**   January 14, 2020

**TOWN MANAGER APPROVAL:**



**ITEM SUMMARY:**   This item is to introduce and schedule a public hearing and special town meeting, to be adjourned to a machine vote, on an ordinance to appropriate \$16,550,000 for the replacement of the modular classroom space at Killingly Memorial School. The Board of Education met with the Town Council in spring 2019 to discuss priority capital projects. Due to the deteriorating condition of the modular classrooms, the BOE requested immediate evaluation on replacement options. The Town Council assigned the project to the Permanent Building Commission to evaluate replacement options and receive cost estimations for said replacement. The Permanent Building Commission engaged with Silver, Petrucelli & Associates (SP&A) to perform the evaluation and estimation. SP&A met with school staff to determine program needs, evaluated the existing modular classroom spaces and evaluated the overall site. They developed several options for the school and Permanent Building Commission to review. At the December 4<sup>th</sup> regular meeting the Permanent Building Commission recommended Option 3 – Full Program Addition and Concept Plan 2.2 to the Town Council for funding consideration.

**FINANCIAL SUMMARY:**   The appropriation amount provides for the removal of the modular classrooms and construction of an addition for classroom space at Killingly Memorial School. The project could be eligible for a percentage reimbursement under the State School Construction Grant Program. The remainder of costs would be bonded. This appropriation request is subsequent to extensive study and planning by the Permanent Building Commission. Attached is the projected impact to debt service and mil rate.

**STAFF RECOMMENDATION:**   Approval of the Resolution

**TOWN ATTORNEY REVIEW:**   Reviewed by Bond Counsel

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

**SUPPORTING MATERIALS:**   Resolution

- Permanent Building Committee Memo
- Projected Debt Service & Mil Rate Impact
- Proposed calendar

**Section 3.** That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed SIXTEEN MILLION FIVE HUNDRED FIFTY THOUSAND DOLLARS (\$16,550,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of said General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

**Section 4.** That the Town Manager and the Town Treasurer shall sign the bonds, notes or obligations by their manual or facsimile signatures. The Treasurer shall keep a record of the bonds, notes or obligations. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds, notes or obligations. The Town Manager and the Treasurer are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds, notes or obligations; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds, notes or obligations; to provide for the keeping of a record of the bonds, notes or obligations; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds, notes or obligations at public or private sale; to deliver the bonds, notes or obligations; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or obligations.

**Section 5.** That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

**Section 6.** That the Town Manager and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes or temporary notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.

**Section 7.** That the Board of Education is authorized on behalf of the Town to apply for and accept state grants for the project. The Board of Education is authorized to file applications with the State Board of Education, to execute grant agreements for the project, and to file such documents as may be required by the State Board of Education to obtain grants for the costs of financing the project. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes or temporary notes.

**Section 8.** That the Town Council, the Chairman of the Town Council, the Vice Chairman of the Town Council, the Town Manager, the Treasurer, the Director of Finance, the



# Town of Killingly

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## Memorandum Community Development Office

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TO: Mary T. Calorio, Town Manager

FROM: <sup>MEB</sup> Mary E. Bromm, Community Development Administrator

DATE: December 16, 2019

RE: KMS Portable Classroom Removal Study

The Permanent Building Commission met with Paul Jorgensen, the project architect for the above-referenced project at their December 4, 2019 meeting. Commission members reviewed the conceptual designs prepared by Silver Petrucelli and received input from Steven Rioux, Killingly Superintendent of Schools on school department space needs. Based on the discussion, the Permanent Building Commission voted to recommend Conceptual Plan 2 A2 with the Option 3 (Full program addition) cost estimate. Attached for your use is the approved conceptual design. The cost estimate is currently being revised and will be forwarded upon receipt. The PBC also voted to send the project back to the Town Council for consideration and possible funding.

If you have any questions or require additional information, do not hesitate to contact me at 860-779-5355.

## Town of Killingly Projected Debt Service and Mil Rate Impact

Total Budget excluding WPCA Budget for 2019-2020										\$ 59,978,906
Total Debt Service Per Fiscal Year	FY 20 Issuance \$5.1M GO	School, Town Bridge Projects	PROPOSED			Total with Proposed New Debt	% of Budget	Increase to Debt Service	Based on 10/1/18 GL Impact to Mil Rate	
			\$7.5M GO KMS Project	\$8.1M GO Westfield/ KCC Project	\$8M GO Westfield/ KCC Project					
\$ 2,519,632.50						\$ 2,519,632.50	4.20%			
\$ 2,441,217.50	4.07%	\$ 470,862.00				\$ 2,912,079.50	4.76%			
\$ 2,343,910.00	3.91%	\$ 443,573.00	\$ 634,688.00	\$ 685,463.00		\$ 4,107,634.00	6.52%	\$ 1,320,151.00	1.02	
\$ 2,294,837.50	3.83%	\$ 430,823.00	\$ 619,688.00	\$ 669,263.00	\$ 677,878.00	\$ 4,692,489.50	7.23%	\$ 1,966,829.00	1.52	
\$ 2,019,262.50	3.37%	\$ 418,073.00	\$ 604,688.00	\$ 653,063.00	\$ 665,000.00	\$ 4,360,086.50	6.59%	\$ 1,922,751.00	1.49	
\$ 1,993,455.25	3.32%	\$ 405,323.00	\$ 589,688.00	\$ 636,863.00	\$ 649,000.00	\$ 4,274,329.25	6.33%	\$ 1,875,551.00	1.45	
\$ 1,895,532.50	3.16%	\$ 392,573.00	\$ 574,688.00	\$ 620,663.00	\$ 633,000.00	\$ 4,116,456.50	5.98%	\$ 1,828,351.00	1.41	
\$ 1,833,450.00	3.06%	\$ 379,823.00	\$ 559,688.00	\$ 604,463.00	\$ 617,000.00	\$ 3,994,424.00	5.69%	\$ 1,781,151.00	1.38	



Set out below are draft schedules of proceedings in connection with a referendum, based on the assumption that actions by the various boards involved will be taken at regular meetings, and the form of each ordinance.

**Schedule for Referendum February 18**

<b>Date</b>	<b>Action</b>
Tuesday, January 14	Town Council introduces Bond Ordinance and sets public hearing, town meeting and referendum dates. <i>Advocacy limitations commence.</i>
Monday, January 20	Planning and Zoning Commission C. G. S. § 8-24 approval
Posted <u>not later than</u> Friday, January 17; published <u>not later than</u> Saturday, January 18	Notice of Public Hearing, Special Town Meeting and Referendum. Must publish ordinance in full.
Tuesday, February 11	Town Council Public Hearing and Meeting to act on Bond Ordinance
Tuesday, February 11	Special Town Meeting held to introduce and discuss Bond Ordinance
Tuesday, February 18	Referendum held
Published post-Referendum	Notice of Passage ordinance title only
Fifteenth day after publication	Effective Date

**Schedule for Referendum March 17**

<b>Date</b>	<b>Action</b>
Tuesday, February 11	Town Council introduces Bond Ordinance and sets public hearing, town meeting and referendum dates. <i>Advocacy limitations commence.</i>
Monday, February 17	Planning and Zoning Commission C. G. S. § 8-24 approval
Posted <u>not later than</u> Friday, February 14; published <u>not later than</u> Saturday, February 15	Notice of Public Hearing, Special Town Meeting and Referendum. Must publish ordinance in full.
Tuesday, March 10	Town Council Public Hearing and Meeting to act on Bond Ordinance
Tuesday, March 10	Special Town Meeting held to introduce and discuss Bond Ordinance
Tuesday, March 17	Referendum held
Published post-Referendum	Notice of Passage ordinance title only
Fifteenth day after publication	Effective Date

## AGENDA ITEM COVER SHEET

**ITEM:** Consideration and action on a resolution to introduce and set a date for a public hearing and special Town Meeting, to be adjourned to machine vote, on an ordinance to appropriate \$16,100,000 for improvements to Westfield Avenue School, including renovations needed to serve as the Community Center, and authorize the issuance of bonds and notes in the same amount

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

**FOR COUNCIL MEETING OF:** January 14, 2020

**TOWN MANAGER APPROVAL:**



**ITEM SUMMARY:** This item is to introduce and schedule a public hearing and special town meeting, to be adjourned to a machine vote, on an ordinance to appropriate \$16,100,000 for the renovations at Westfield Avenue to include improvements needed to serve as the Community Center. The Town has been exploring alternative locations for the Killingly Community Center. In October 2018, the Town commissioned a study to evaluate the cost to build a new facility or renovate as new the existing facility (copy attached). After reviewing this study, the Town Council requested the Town Manager to evaluate other potential solutions. Town staff and Board of Education staff worked to evaluate the possibility of locating the Community Center at the Westfield Avenue school. The school was evaluated to determine what improvements were needed to the building without the Community Center. We engaged with Silver Petrucelli & Associates (SP&A) to perform the evaluation and cost estimation of both projects. The current roof, windows, boiler, and HVAC controls all need to be replaced in the near future to maintain the current use of the building. There are several other required repairs that need to be performed on the building for it to remain functional. These renovations/improvements total \$9,600,000. The next step was to determine the renovations and costs required to locate the Community Center into the former Vo-ag, rear corridor and auditorium wings. This includes constructing administrative office space in the former Vo-ag wing, program space and fitness space in the classroom hallway, renovating restrooms and adding necessary security to the interior spaces. The renovation cost to relocate the Community Center in the school is estimated at \$6,500,000. The combined project totals \$16,100,000. The Board of Education reviewed the proposal at their December 11, 2019 meeting and authorized the shared use of the Westfield Avenue facility, contingent on an agreed MOU between the Town and BOE (memo attached). The site provides sufficient space for current recreational programming with adjacent playing fields and courts. The site also allows for space for the future construction of an auxiliary gym as program needs expand.

**FINANCIAL SUMMARY:** The appropriation amount provides for the removal renovation of Westfield Avenue school to include the relocation of the Community Center. The project would be bonded. This appropriation request is subsequent to extensive study and planning by the Permanent Building Commission. Attached is the projected impact to debt service and mil rate.

**RESOLUTION TO INTRODUCE AND SET A DATE FOR A PUBLIC HEARING AND SPECIAL TOWN MEETING, TO BE ADJOURNED TO MACHINE VOTE, ON AN ORDINANCE APPROPRIATING \$16,100,000 FOR IMPROVEMENTS TO WESTFIELD AVENUE SCHOOL, INCLUDING RENOVATIONS NEEDED TO SERVE AS A COMMUNITY CENTER, AND AUTHORIZING THE ISSUANCE OF BONDS AND NOTES IN THE SAME AMOUNT**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the following ordinance be introduced and set down for a public hearing and a Special Town Meeting on Tuesday, February 11, 2020. The Public Hearing will begin at 7:00 p.m., and the Town Meeting will convene immediately following the Public Hearing, in the Town Meeting Room of the Killingly Town Hall, 172 Main Street, Killingly, Connecticut; said Special Town Meeting to be adjourned to a machine vote to be held on Tuesday, February 18, 2020, between the hours of 6:00AM and 8:00PM, at the Killingly High School, 226 Putnam Pike, Killingly, CT:

**ORDINANCE APPROPRIATING \$16,100,000 FOR IMPROVEMENTS TO WESTFIELD AVENUE SCHOOL, INCLUDING RENOVATIONS NEEDED TO SERVE AS A COMMUNITY CENTER, AND AUTHORIZING THE ISSUANCE OF BONDS AND NOTES IN THE SAME AMOUNT**

**BE IT HEREBY ORDAINED,**

**Section 1.** That the Town of Killingly appropriate SIXTEEN MILLION ONE HUNDRED THOUSAND DOLLARS (\$16,100,000) for costs associated with improvements to Westfield Avenue School, including (1) renovation of the areas utilized by the Board of Education for Central Administration Offices and the EASTCONN program of Westfield Avenue School to include roof replacement, repair of the brick veneer, boiler replacement, new HVAC controls, windows and doors, fire panel, ADA compliant restrooms, replace exterior lighting, and (2) renovation of the former Vo-Ag wing and rear hall of the building to serve as a Community Center, including expansion of the parking lot and lighting, installation of HVAC system, painting, flooring, ceilings, ADA bathrooms, installation of administration offices and staff breakroom/restroom. The appropriation may be spent for design and construction costs, site improvements, engineers' and other consultants' fees, administrative fees, legal fees and other professional fees, equipment, materials, net temporary interest and other financing costs, and other costs related to the project and its financing. The Killingly Permanent Commission on Public Buildings shall determine the particulars and scope of the project and may reduce or modify the project, and the entire appropriation may be expended on the project as so reduced or modified.

**Section 2.** That the Town issue bonds or notes in an amount not to exceed SIXTEEN MILLION ONE HUNDRED THOUSAND DOLLARS (\$16,100,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

or desirable to enable the Town to complete the project and to issue bonds, notes or temporary notes to finance the aforesaid appropriation.

**Section 9.** That this Ordinance shall become effective on a date fifteen (15) days after publication of the title of this Ordinance in a newspaper having a general circulation in the Town of Killingly after final adoption by the voters of the Town at a Special Town Meeting and referendum called for such purpose.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 14<sup>th</sup> day of January 2020

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 January 14, 2020, 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)

Opinion of Probable Construction Costs

**New Construction option** 43,000 SF and 72,000 SF Indoor Field

New Construction includes site development, building, indoor field and recreation sport fields:

TASK		
1	PREMANUFACTURED METAL BUILDING (Community Center)	\$16,125,000
2	AIR SUPPORTED SPORTS DOME (Indoor Soccer Field)	\$4,000,000
3	SITE DEVELOPMENT COSTS: Utilities, Grading, Buildings, Parking / Pedestrian circulation	\$550,000
4	FIELD CONSTRUCTION (Front and Side Fields per sketch)	\$650,000
CONSTRUCTION SUBTOTAL		<b>\$21,325,000</b>
CONSTRUCTION CONTINGENCY (10%)		\$2,132,500
<b>CONSTRUCTION TOTAL</b>		<b>\$23,457,500.00</b>
SOFT COST SUBTOTAL (20%)		\$4,265,000
A/E Design, Construction, Bid and CA; Design Contingency; Printing and Legal Fees; Material Testing		

**TOTAL PROJECT COST** **\$27,722,500.00**

APPROXIMATE SQUARE FOOT, OVERALL BUILDING COSTS: \$375/SF

AIR SUPPORTED DOME COSTS: AWAITING TO BE CONFIRMED BY MANUFACTURER

EXCLUSIONS: ENVIRONMENTAL SITE HAZARDS, UNSUITABLE SOILS OR BLASTING, BUILDING COMMISSIONING & FINANCING COSTS

Opinion of Probable Construction Costs

**"Renovate as New" option** 43,827 SF

Renovation includes upgrades, replacement and reconfiguration of the following major systems:

DIVISION	TASK	
1	GENERAL CONDITIONS (Contractor OH+P, bonds mobilization)	
2	DEMOLITION & EXISTING CONDITIONS (Abatement & demolition for renovation/reconfigurations)	
3	CONCRETE WORK (Repairs)	
4	MASONRY (Repairs, repointing)	
6	WOOD (Reconfiguration, repairs)	
7	ROOFING (Replacement)	
8	DOORS, WINDOWS AND HARDWARE (Replacement)	
9	FINISHES (Exterior maintenance and Interior Design upgrades)	
11 & 12	FURNISHINGS & EQUIPMENT (FF+E)	
14	ELEVATOR (Modernization and Improve Accessibility)	
21	FIRE SUPPRESSION (Code compliance and reconfiguration as needed)	
22	PLUMBING (Replacements)	
23	HVAC (System replacement and Ventilation, AC)	
26	ELECTRICAL (System upgrades: Service, FA, Security, Data, Lighting)	
32	SITE WORK (Parking and pedestrian improvements, maintenance and accessibility)	
<b>CONSTRUCTION SUBTOTAL</b>		<b>\$16,350,000</b>
CONSTRUCTION CONTINGENCY (10%)		\$1,635,000
<b>CONSTRUCTION TOTAL</b>		<b>\$17,985,000.00</b>
SOFT COST SUBTOTAL (20%)		\$3,270,000
A/E Design, Construction, Bid and CA; Design Contingency; Printing and Legal Fees; Material Testing		
<b>TOTAL PROJECT COST</b>		<b>\$21,255,000.00</b>

APPROXIMATE SQUARE FOOT, OVERALL RENOVATION COSTS: \$380/SF

EXCLUSIONS: ENVIRONMENTAL SITE HAZARDS, UNSUITABLE SOILS OR BLASTING, BUILDING COMMISSIONING & FINANCING COSTS

**Mr. Steven Rioux**  
Superintendent of Schools  
srioux@killinglyschools.org



**Mr. Paul Brenton**  
Assistant Superintendent  
pbrenton@killinglyschools.org

December 18, 2019

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

RE: Shared Building Use with KPRD

Dear Ms. Calorio,

On December 11, 2019 the Killingly Board of Education passed a motion authorizing the shared use of Westfield Avenue with the Killingly Parks and Recreation Department, contingent on an agreed Memorandum of Understanding (MOU) between the Board and Town. As Superintendent of Schools, I respectfully request to draft a MOU in partnership with you, as Town Manager, for each governing body to consider.

If you have any further questions, please contact my office at any time.

Sincerely,

A handwritten signature in blue ink that reads "Steve Rioux".

Steve Rioux  
Superintendent of Schools

Cc: Mr. Craig Hanford, Board Chairperson  
Mr. Jason Anderson, Town Council Chairperson

**Town of Killingly  
Projected Debt Service and Mil Rate Impact**

Total Budget excluding WPCA Budget for 2019-2020										\$ 59,978,906
Total Debt Service Per Fiscal Year	FY 20 Issuance \$5.1M GO	% of Budget	PROPOSED			Total with Proposed New Debt	% of Budget	Increase to Debt Service	Based on 10/1/18 GL Impact to Mil Rate	
			School, Town Bridge Projects	KMS Project	Westfield/ KCC Project					\$8M GO Westfield/ KCC Project
\$ 2,519,632.50	4.20%	4.20%				\$ 2,519,632.50	4.20%			
\$ 2,441,217.50	4.07%	4.07%	\$ 470,862.00			\$ 2,912,079.50	4.76%			
\$ 2,343,910.00	3.91%	3.91%	\$ 443,573.00	\$ 634,688.00	\$ 685,463.00	\$ 4,107,634.00	6.52%	\$ 1,320,151.00	1.02	
\$ 2,294,837.50	3.83%	3.83%	\$ 430,823.00	\$ 619,688.00	\$ 669,263.00	\$ 4,692,489.50	7.23%	\$ 1,966,829.00	1.52	
\$ 2,019,262.50	3.37%	3.37%	\$ 418,073.00	\$ 604,688.00	\$ 653,063.00	\$ 4,360,086.50	6.59%	\$ 1,922,751.00	1.49	
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Set out below are draft schedules of proceedings in connection with a referendum, based on the assumption that actions by the various boards involved will be taken at regular meetings, and the form of each ordinance.

**Schedule for Referendum February 18**

<b>Date</b>	<b>Action</b>
Tuesday, January 14	Town Council introduces Bond Ordinance and sets public hearing, town meeting and referendum dates. <i>Advocacy limitations commence.</i>
Monday, January 20	Planning and Zoning Commission C. G. S. § 8-24 approval
Posted <u>not later than</u> Friday, January 17; published <u>not later than</u> Saturday, January 18	Notice of Public Hearing, Special Town Meeting and Referendum. Must publish ordinance in full.
Tuesday, February 11	Town Council Public Hearing and Meeting to act on Bond Ordinance
Tuesday, February 11	Special Town Meeting held to introduce and discuss Bond Ordinance
Tuesday, February 18	Referendum held
Published post-Referendum	Notice of Passage ordinance title only
Fifteenth day after publication	Effective Date

**Schedule for Referendum March 17**

<b>Date</b>	<b>Action</b>
Tuesday, February 11	Town Council introduces Bond Ordinance and sets public hearing, town meeting and referendum dates. <i>Advocacy limitations commence.</i>
Monday, February 17	Planning and Zoning Commission C. G. S. § 8-24 approval
Posted <u>not later than</u> Friday, February 14; published <u>not later than</u> Saturday, February 15	Notice of Public Hearing, Special Town Meeting and Referendum. Must publish ordinance in full.
Tuesday, March 10	Town Council Public Hearing and Meeting to act on Bond Ordinance
Tuesday, March 10	Special Town Meeting held to introduce and discuss Bond Ordinance
Tuesday, March 17	Referendum held
Published post-Referendum	Notice of Passage ordinance title only
Fifteenth day after publication	Effective Date

Agenda Item #15(j)

**AGENDA ITEM COVER SHEET**

**ITEM:** Consideration and action on a resolution to authorize the Town Attorney to resolve the Big Y Foods tax appeal by entry into a stipulated judgment

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

**FOR COUNCIL MEETING OF:** January 14, 2020

**TOWN MANAGER APPROVAL:**



**ITEM SUMMARY:** This item would authorize the Town Attorney to enter into a stipulated judgment to resolve the Big Y Foods tax appeal.

**FINANCIAL SUMMARY:** N/A

**STAFF RECOMMENDATION:** Approval of the Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

- Resolution

Agenda Item #15(k)

**AGENDA ITEM COVER SHEET**

**ITEM:** Consideration and action on a resolution to authorize the Town Attorney to resolve the Dayville Properties tax appeal by entry into a stipulated judgment

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

**FOR COUNCIL MEETING OF:** January 14, 2020

**TOWN MANAGER APPROVAL:**



**ITEM SUMMARY:** This item would authorize the Town Attorney to enter into a stipulated judgment to resolve the Dayville Properties tax appeal.

**FINANCIAL SUMMARY:** N/A

**STAFF RECOMMENDATION:** Approval of the Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

- Resolution

Agenda Item #15(l)

**AGENDA ITEM COVER SHEET**

**ITEM:** Consideration and action on a resolution to authorize the Town Attorney to resolve the Rogers Corporation tax appeal by entry into a stipulated judgment

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

**FOR COUNCIL MEETING OF:** January 14, 2020

**TOWN MANAGER APPROVAL:**



**ITEM SUMMARY:** This item would authorize the Town Attorney to enter into a stipulated judgment to resolve the Rogers Corporation tax appeal.

**FINANCIAL SUMMARY:** N/A

**STAFF RECOMMENDATION:** Approval of the Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

- Resolution

Agenda Item #15(m)

**AGENDA ITEM COVER SHEET**

**ITEM:** Consideration and action on a resolution to authorize the Town Attorney to resolve the Target tax appeal by entry into a stipulated judgment

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

**FOR COUNCIL MEETING OF:** January 14, 2020

**TOWN MANAGER APPROVAL:**



**ITEM SUMMARY:** This item would authorize the Town Attorney to enter into a stipulated judgment to resolve the Target tax appeal.

**FINANCIAL SUMMARY:** N/A

**STAFF RECOMMENDATION:** Approval of the Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

- Resolution