



TOWN OF KILLINGLY

OFFICE OF THE TOWN MANAGER

172 Main Street

Killingly, CT 06239

Tel: 860 779-5335 Fax: 860 779-5382

PUBLIC HEARING ON ITEMS 14(a), 14(b), 14(c) and 14(d) at 7:00 PM

Public Hearing – Virtual on WebEx

Phone – 1-408-418-9388

Access Code – 793 220 738

TOWN COUNCIL MEETING

DATE: Tuesday, June 9, 2020

TIME: 7:00 PM

PLACE: WebEx - Virtual

Public can view the meeting on Facebook Live. Go to www.killinglyct.gov click on Facebook Live

1. CALL TO ORDER
2. PRAYER
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. ROLL CALL
5. ADOPTION OF MINUTES OF PREVIOUS MEETINGS
None submitted
6. PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS
7. UNFINISHED BUSINESS FOR TOWN MEETING ACTION
8. CITIZEN'S STATEMENT AND PETITION
Pursuant to Governor's Executive Order 7B, all public comment can be emailed to publiccomment@killinglyct.gov or mailed to Town of Killingly, 172 Main Street, Killingly, CT 06239 on or before the meeting. All public comment received prior to the meeting will be posted on the Town's website www.killinglyct.gov.
9. COUNCIL/STAFF COMMENTS
10. APPOINTMENTS TO BOARDS AND COMMISSIONS
11. REPORTS FROM LIAISONS

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- a) Board of Education Liaison
 - b) Borough Council Liaison
12. DISCUSSION AND ACCEPTANCE OF MONTHLY BUDGET REPORTS
- a) Summary Report on General Fund appropriations for Town government
 - b) System Object Based on Adjusted Budget for the Board of Education
13. CORRESPONDENCE/COMMUNICATIONS/REPORTS
- a) Town Managers Report
14. UNFINISHED BUSINESS FOR TOWN COUNCIL ACTION
- a) Consideration and action on an Ordinance amending Chapter 2, 8.1, 12.5 and 15 of the Code of Ordinances for Board and Commissions
 - b) Consideration and action on an Ordinance amending Chapter 14 of the Code of Ordinances for the revision the Property Tax Relief Policy for Public Safety Volunteers
 - c) Consideration and action on an Ordinance amending Chapter 14 of the Code of Ordinances for the revision the Property Tax Relief Policy for the Exemption of Ambulance-type Vehicles
 - d) Consideration and action on an Ordinance amending Chapter 6 of the Code of Ordinances for the revision of the Town Council term of office to reflect the revised Town Charter language
 - e) Consideration and action on an Ordinance Appropriating \$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 Authorizing the Issuance of Bonds and Notes in the Same Amount.
15. NEW BUSINESS
- a) Consideration and action on a resolution to endorse submission of the Neighborhood Assistance Act applications for The Arc of Eastern Connecticut and United Services, Inc.
 - b) Consideration and action on a resolution to approve a Memorandum of Understanding between the Town and the Killingly Town Hall Employee Bargaining Unit
16. COUNCIL MEMBER REPORTS AND COMMENTS
17. EXECUTIVE SESSION
18. ADJOURNMENT

Note: Town Council meeting will be live streamed on Facebook and televised on Channel 22



TOWN OF KILLINGLY

FINANCE DEPARTMENT

172 Main Street, Killingly, CT 06239

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

Finance Department Budget Review

May 31, 2020

To: Mary Calorio, Town Manager

May 2020 Revenues

The Town's fiscal year 2019-2020 collections appear to be within expectations at 95.18% of the overall budget for General Town revenue. In the prior year, May 2019 revenue collections represented 96.86%. Tax Collections for the May 2020 collections have not finished posting to the accounts however overall collections remain stable.

Intergovernmental grants for Municipal Grant in Aid (\$706,717) will be received in June 2020 and our final installment on Education Cost Sharing (ECS) was received this month in April 2020. Based on current 2020 State budget communications all revenues as budgeted by the Town for State grants due to the Town's General Fund remain intact. At the current time, due to impact of the COVID-19 situation it is likely that revenue collections will slow or be delayed as we continue through the last quarter of the fiscal year, however the Town's current cash position should provide the Town with the ability to continue to operate and satisfy any necessary obligations over the next few months.

May 2020 Expenditures

Budget to actual results for total Town operations and debt service expenditures are currently at 72.96% for the month of May 2020, compared to 78.69% in the prior year (May 2019).

Current Month Discussion:

As of May 31, 2020, Town Hall cleaning supplies and Material and supplies accounts are trending slightly over budget, however these items are related to additional supplies and disinfectants purchased related to COVID-19 and will be offset by FEMA reimbursement. To date, the Town has not incurred any significant costs related to COVID-19. FEMA funds will be available at a 75% reimbursement rate for eligible costs.

Legal services as of May 2020 are also slightly over budget. Year to date legal costs are related to are related to labor, tax appeals and land use matters. The Town will be able to manage these expenses with overall budget from savings expected in other line items. Transfer will be requested as part of our year end transfers as we close out the fiscal year.

May 2020 Expenditures (Continued)

Prior Month Discussion:

Below is a summary discussion of expenditure line items with significant year to date utilization outlined in the prior month(s) budget reports, but remain within budgeted expectations:

1. **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.
2. **Town Manager – Materials and Supplies**
Several office chairs within the Town Manager office suite needed repair and as such new chairs were purchased. While a transfer will be needed to cover these additional costs, it is anticipated that these costs will be offset by savings in other line items of this departmental budget.
3. **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.
4. **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.
5. **Materials and Supplies - Cleaning**
The increased need related to materials and supplies for cleaning costs both at the Town Hall and Library is still being evaluated. Beginning in February cleaning services for the Town are being provided by a part time custodian. As the Town transitioned from the use of an external contractor for these services, additional supplies and equipment were needed for startup at the Town Hall. The Library is transitioning to a part time custodian in March 2020. We are currently monitoring both the departmental budget for both the Town Hall building and the Library for potential savings in other areas that may be available to offset these costs and will continue to evaluate whether a future transfer will be needed.
6. **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.
7. **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.

May 2020 Expenditures (Continued)

Prior Month Discussion (Continued):

8. 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.
9. 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.
10. 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.
11. Public Library - Contractual Services
Costs related to data processing are renewed annually and are within budget expectations.
12. 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.
13. 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.
14. 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 May, 2020

REVENUE ITEM	Fiscal Year 2019-2020		
	Budget	May	Percent
TAXES			
Current Property Taxes	35,335,858	34,453,062	97.50%
Back Taxes	750,000	407,064	54.28%
Penalty Fees	11,260	4,991	44.33%
Tax Interest	360,668	206,229	57.18%
Supplemental Motor Vehicle	350,000	374,732	107.07%
Remediation Financing	(150,595)	(75,298)	50.00%
TOTAL	\$36,657,191	35,370,781	96.49%
LICENSES & PERMITS			
Building Permits	215,000	137,150	63.79%
P&Z Permits	14,000	11,843	84.60%
Other Permits	8,000	3,565	44.56%
Airplane Tax	1,800	2,050	113.89%
TOTAL	\$238,800	\$154,608	64.74%
FINES & FEES			
Library Fines & Fees	14,500	17,075	117.76%
Alarm Reg Fees and Fines	1,500	5,700	380.00%
Animal Control Fines & Fees	500	2,150	429.90%
TOTAL	\$16,500	\$24,924	151.06%
USE OF MONEY & PROPERTY			
Interest Income	80,000	233,142	291.43%
Louisa E. Day Trust	60	-	0.00%
Thomas J. Evans Trust	30	-	0.00%
Communication Tower Lease	110,000	91,529	83.21%
TOTAL	\$190,090	\$324,671	170.80%
STATE GRANTS IN LIEU OF TAXES			
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%
	\$433,222	591,529	136.54%
OTHER STATE GRANTS			
Pequot/Mohegan Fund Grant	94,184	107,606	114.25%
Municipal Grants - In - Aid	706,717	-	0.00%
Adult Education	104,002	109,445	105.23%
TOTAL	\$904,903	\$217,051	23.99%

TOWN OF KILLINGLY
Estimated Revenue Detail
Monthly Report Through May, 2020

REVENUE ITEM	Fiscal Year 2019-2020		
	Budget	May	Percent
CHARGES OF SERVICE			
Community Development	100,000	32,259	32.26%
Town Clerk	166,000	142,807	86.03%
Conveyance Tax	200,000	224,490	112.24%
Elderly Housing - Sewer PILOT	20,939	-	0.00%
Recreation	124,500	51,829	41.63%
District Collections	15,275	12,672	82.96%
TOTAL	626,714	464,057	74.05%
OTHER REVENUES			
Miscellaneous	50,000	231,503	463.01%
Sewer Assessment Fund	15,000	-	0.00%
Sewer Operating Fund	1,231,695	1,068,695	86.77%
PILOT - Telecommunications	50,000	262	0.52%
School Capital Contribution	267,579	274,440	102.56%
TOTAL	1,614,274	1,574,899	97.56%
GENERAL TOWN REVENUE	\$40,681,694	\$38,722,521	95.18%
SCHOOL			
Educational Cost Sharing	15,245,633	15,290,829	100.30%
Vocational Agriculture	645,347	645,347	100.00%
Non-Public School - Health	-	22,871	100.00%
Tuition:			
Regular	1,548,612	1,612,201	104.11%
Special Ed-Voluntary	200,000	41,759	20.88%
Vocational-Agriculture	818,760	663,878	81.08%
F-1 Tuition Student	310,460	78,000	25.12%
TOTAL	\$18,768,812	18,354,885	97.79%
Fund Balance	300,000		0.00%
TOTAL REVENUES	59,750,506	57,077,406	95.53%

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through May, 2020

Expenditure	Fiscal Year 2019-20			Percent
	Budget	Transfers	May	
<u>GENERAL GOVERNMENT</u>				
Town Council				
Personnel Services	11,100	-	7,188	64.75%
Contractual Services	34,100	-	19,569	57.39%
Materials and Supplies	1,000	-	615	61.46%
Total	<u>\$46,200</u>	<u>\$0</u>	<u>\$27,371</u>	<u>59.25%</u>
Town Manager				
Personnel Services	263,300	-	215,824	81.97%
Contractual Services	27,300	-	24,402	89.38%
Materials and Supplies	2,500	-	3,211	128.45%
Total	<u>\$293,100</u>	<u>\$0</u>	<u>\$243,437</u>	<u>83.06%</u>
Legal Services				
Contractual Services	79,200	-	81,938	103.46%
Total	<u>\$79,200</u>	<u>\$0</u>	<u>\$81,938</u>	<u>103.46%</u>
Town Clerk				
Personnel Services	156,940	1,600	142,861	90.11%
Contractual Services	30,100	-	22,030	73.19%
Materials and Supplies	1,800	-	1,799	99.97%
Total	<u>\$188,840</u>	<u>\$1,600</u>	<u>\$166,690</u>	<u>87.53%</u>
Finance				
Personnel Services	231,840	2,490	213,772	91.23%
Contractual Services	54,650	-	51,863	94.90%
Materials and Supplies	1,700	-	1,035	60.87%
Total	<u>\$288,190</u>	<u>\$2,490</u>	<u>\$266,670</u>	<u>91.74%</u>
Assessor				
Personnel Services	173,455	1,100	155,859	89.29%
Contractual Services	7,560	-	4,107	54.33%
Materials and Supplies	1,500	-	921	61.37%
Total	<u>\$182,515</u>	<u>\$1,100</u>	<u>\$160,887</u>	<u>87.62%</u>
Revenue Collection				
Personnel Services	188,140	1,650	170,639	89.91%
Contractual Services	35,500	-	21,767	61.32%
Materials and Supplies	2,300	-	1,350	58.70%
Total	<u>\$225,940</u>	<u>\$1,650</u>	<u>\$193,756</u>	<u>85.13%</u>
Registration/Elections				
Personnel Services	56,065	-	19,829	35.37%
Contractual Services	16,450	-	11,581	70.40%
Materials and Supplies	500	-	349	69.83%
Total	<u>\$73,015</u>	<u>\$0</u>	<u>\$31,759</u>	<u>43.50%</u>

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through May, 2020

Expenditure	Fiscal Year 2019-20			
	Budget	Transfers	May	Percent
Town Comm. & Service Agencies				
Contractual Services	72,214	-	63,078	87.35%
Total	\$72,214	\$0	\$63,078	87.35%
Planning and Development				
Personnel Services	237,275	5,760	216,017	88.88%
Contractual Services	6,210	-	3,855	62.08%
Materials and Supplies	1,100	-	976	88.74%
Total	\$244,585	\$5,760	\$220,848	88.22%
Information Technology				
Contractual Services	193,000	-	161,888	83.88%
Total	\$193,000	\$0	\$161,888	83.88%
Town Hall Building				
Personnel Services	0	5,400	5,064	93.77%
Contractual Services	86,880	(5,400)	65,419	80.29%
Materials and Supplies	2,700	-	3,321	123.01%
Capital Outlay	11,006	-	11,006	100.00%
Total	\$100,586	\$0	\$84,810	84.32%
Economic Development				
Personnel Services	129,205	1,695	119,003	90.91%
Contractual Services	7,700	-	5,476	71.12%
Materials and Supplies	500	-	219	43.78%
Total	\$137,405	\$1,695	\$124,698	89.65%
Highway Division Supervision				
Personnel Services	222,910	-	169,193	75.90%
Contractual Services	11,000	-	6,099	55.45%
Materials and Supplies	750	-	662	88.21%
Capital Outlay	7,313	-	7,313	100.00%
Total	\$241,973	\$0	\$183,267	75.74%
Engineering				
Personnel Services	332,510	3,435	247,458	73.66%
Contractual Services	16,000	-	2,947	18.42%
Materials and Supplies	8,700	-	5,996	68.91%
Capital Outlay	11,074	-	11,074	100.00%
Total	\$368,284	\$3,435	\$267,475	71.96%
Central Garage				
Personnel Services	225,470	-	197,645	87.66%
Contractual Services	126,700	-	70,211	55.42%
Materials and Supplies	286,000	-	181,317	63.40%
Capital Outlay	6,067	-	6,067	100.00%
Total	\$644,237	\$0	\$455,240	70.66%
Highway Maintenance				
Personnel Services	821,000	-	674,686	82.18%
Contractual Services	54,250	-	40,567	74.78%
Materials and Supplies	316,000	-	271,647	85.96%
Capital Outlay	331,738	-	331,738	100.00%
Total	\$1,522,988	\$0	\$1,318,638	86.58%

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through May, 2020

Expenditure	Fiscal Year 2019-20			
	Budget	Transfers	May	Percent
Highway Winter Maintenance				
Personnel Services	115,000	-	44,350	38.57%
Contractual Services	9,000	-	7,775	86.39%
Materials and Supplies	294,500	-	282,328	95.87%
Total	\$418,500	\$0	\$334,453	79.92%
Recreation Admin. & Program				
Personnel Services	387,710	4,700	336,851	85.84%
Contractual Services	52,500	-	45,112	85.93%
Materials and Supplies	20,750	-	9,780	47.13%
Capital Outlay	3,053	-	3,053	100.00%
Total	\$464,013	\$4,700	\$394,797	84.23%
Parks and Grounds				
Personnel Services	158,675	2,425	135,592	84.17%
Contractual Services	54,620	-	42,015	76.92%
Materials and Supplies	42,900	-	25,975	60.55%
Capital Outlay	17,713	-	17,713	100.00%
Total	\$273,908	\$2,425	\$221,296	80.08%
Public Library				
Personnel Services	411,368	9,330	367,231	87.29%
Contractual Services	141,850	(7,800)	115,084	85.85%
Materials and Supplies	10,750	-	10,565	98.28%
Capital Outlay	2,301	-	2,301	0.00%
Total	\$566,269	\$1,530	\$495,181	87.21%
Civic & Cultural Activities				
Contractual Services	3,500	-	-	0.00%
Total	\$3,500	\$0	\$0	0.00%
Community Center				
Personnel Services	17,500	-	14,672	83.84%
Contractual Services	78,000	-	53,352	68.40%
Materials and Supplies	9,000	-	7,647	84.97%
Total	\$104,500	\$0	\$75,672	72.41%
Other Town Buildings				
Contractual Services	15,080	-	12,380	82.10%
Materials and Supplies	750	-	670	89.27%
Total	\$15,830	\$0	\$13,050	82.44%
Building Safety & Inspections				
Personnel Services	258,160	3,000	226,172	86.60%
Contractual Services	6,350	-	4,135	65.12%
Materials and Supplies	1,950	-	1,216	62.37%
Capital Outlay	13,924	-	12,916	92.76%
Total	\$280,384	\$3,000	244,439	86.26%
Animal Control				
Contractual Services	54,092	-	54,092	100.00%
Materials and Supplies	60	-	57	95.00%
Total	\$54,152	\$0	54,149	99.99%

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through May, 2020

Expenditure	Fiscal Year 2019-20			
	Budget	Transfers	May	Percent
Law Enforcement				
Personnel Services	334,500	-	187,250	55.98%
Contractual Services	711,610	-	57,735	8.11%
Materials and Supplies	13,000	-	9,140	70.31%
Capital Outlay	25,500	-	11,000	0.00%
Total	\$1,084,610	\$0	\$265,125	24.44%
Community Development				
Personnel Services	163,270	1,435	132,858	80.66%
Contractual Services	11,450	12,000	16,029	68.36%
Materials and Supplies	1,150	-	403	35.05%
Total	\$175,870	\$13,435	\$149,290	78.86%
Human Service Subsidies				
Contractual Services	469,173	5,000	407,727	85.99%
Total	\$469,173	\$5,000	\$407,727	85.99%
Employee Benefits				
Contractual Services	1,592,850	-	1,290,157	81.00%
Total	\$1,592,850	\$0	\$1,290,157	81.00%
Insurance				
Contractual Services	725,000	-	663,995	91.59%
Total	\$725,000	\$0	\$663,995	91.59%
Special Reserves & Programs				
Contractual Services	352,000	(47,820)	160,443	52.75%
Total	\$352,000	(\$47,820)	\$160,443	52.75%
General Town Operating Expenditures	\$11,482,831	\$0	\$8,822,221	76.83%
Debt Service	3,508,900	-	2,021,330	57.61%
Total	\$3,508,900	\$0	\$2,021,330	57.61%
Solid Waste Disposal Fund Subsidy	321,191	-	321,191	100.00%
	321,191	\$0	\$321,191	100.00%
Due To CNR Education	291,978	-	291,978	100.00%
	291,978	\$0	\$291,978	100.00%
Teachers Retirement	98,333	-	-	0.00%
	98,333	\$0	\$0	0.00%
TOTAL OPERATIONS & DEBT SERVICE	\$15,703,233	\$0	\$11,456,720	72.96%
General Fund - Education	44,047,273	-	34,292,607	77.85%
	44,047,273	\$0	\$34,292,607	77.85%
Total Expenditures	\$59,750,506	\$0	\$45,749,327	76.57%

MEMO: Steve Rioux, Superintendent of Schools

FROM: Christine Clark, Manager of Business Affairs *CC*

RE: Monthly Financial Report (April 2020)

DATE: May 8, 2020

Attached please find the financial report for the month of April, the tenth month of fiscal year 2019-2020, which reflects expenditures and encumbrances of \$34,538,128 or 78.41% of the \$44,047,273 budget.

1. **BUDGET STATUS:** The closure of school due to the COVID 19 pandemic on March 16 and the introduction of remote learning have impacted and will continue to impact the budget as we proceed to the fiscal year-end. As a result of the changes in the learning environment, spending is unlike any previous year. As with last month's report, projections to 6/30/20 have been prepared using the following assumptions: salaries will be paid to all contracted employees, benefits will continue to be funded, contractual obligations for services or services which continue regardless of student attendance will be paid, costs for outplacements will continue as contracted, and supplies and equipment purchases will be modified and perhaps reduced. It is now known that school will not reopen this academic year. Based on these assumptions, it is projected that approximately \$1.6M of the 2019-2020 budget would be unexpended. Should additional unanticipated needs associated with remote learning or government mandates arise, this balance would be subject to change. Based on a review of the system object report, there are several account groups worthy of note for their potential status as follows:

SALARIES:

The expenditures include twenty-two payroll periods (out of 26) or 84.62% for our full year (twelve month) employees. Salary accounts for Central Administration (5111) and Finance/HR/Computer (5114) are at the expected expenditure levels. School Administration (5112) salaries are slightly higher due to acting principal pay at Killingly Central School for twenty-three days.

Analysis of the Teachers' Salaries (5113) accounts as of 4/30/20 shows a budget surplus of approximately \$188K, based on the assumption that only contracted salaries will be paid. Several mid-year vacancies and replacements have been included within the estimates, which may be subject to change through the next two months.

Secretarial/Clerical (5121) salaries are projected to exceed the budget by approximately \$(38,000) as previously anticipated, with \$26,000 due to transportation clerical and dispatching needs. The need for substitute clerical help at Killingly High School contributes \$11,000 of the additional expenditures.

Previously expected to be over expended, Para-Professional (5122) salaries based on current staffing and contracted hours alone, are now expected to yield a projected surplus of approximately \$136,000. The majority of this balance is due to non-contracted hours for bus aides of \$115,000 which will not be expended.

Medical/Health (5123) salaries are projected to exceed the budget by \$(25,000) 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.

Transportation (5125) salaries have been projected based on current staffing and contracted hours, resulting in an anticipated surplus of \$57,000. Also related to transportation services are unexpended balances in Temporary (5128) salaries of approximately \$70,000 which had been budgeted for substitute and temporary bus drivers. Due to the challenges in transportation staffing, we were unable to retain substitutes and instead contracted services with outside providers as discussed in the OTHER section under Pupil Transportation (5510). The budget surplus here partially offsets the line item deficit of \$(119,000) anticipated in Pupil Transportation (5510).

Substitutes (5126) salaries are expected to decrease substantially since school will remain closed, resulting in a line item balance of \$112,000. Some substitute teachers have been contracted for the remainder of the year and will continue to be paid.

BENEFITS:

Health/Dental Insurance (5210)- Without regard to the school closure, contributions to the self-insurance fund for health/dental insurance for all enrolled employees will continue to be made. As previously anticipated, a substantial line item surplus of \$463,000 is still expected due to budgeted insurance packages which were not taken by employees and enrollment changes through the year. A small provision has been made for possible enrollments within the last two months of the year due to qualifying events in employees' families, such as the loss of insurance benefits due to COVID 19 job loss.

H S A Contributions (5212)- As of the end of January most H.S.A. account holders have received 100% of their annual contributions, with the exception of employees who have frozen accounts to which the contributions cannot be made and newly hired employees. Any additional contributions should not reduce the \$56,000 line item balance by more than \$5,000 by year-end.

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.

FICA (5220) and Medicare (5225)- Payroll taxes computed on projected salaries reflect balances of \$39,830 and \$28,540 commensurate with the savings in salaries. Any additional salaries paid will result in increases to the payroll taxes.

Workers' Compensation (5260)- Premiums for the full year have been paid and the 2018-2019 payroll audit completed, resulting in a line item balance of \$37,457.

OTHER:

In general, the balances in the services accounts (53XX through 55XX) reflect the anticipated decrease in services due to the school closure. Where services are still necessary or already contracted, they will continue to be paid. Some provisions have been made for additional expenses for remote learning, such as repairs to devices which have been distributed to students' homes as reflected in a new object line (5432) Technology-Related Repairs/Maintenance.

Pupil Transportation (5510)- As of 4/30/20 payments to outside transportation providers are projected to exceed the line item budget of \$20,000 by \$(119,000). Although the services are not being utilized during the school closure, we have contracted the services and anticipate the continued need for the services upon the reopening of school. Three daily runs are included in the projected costs. While the transportation needs were budgeted, the extent of outsourcing was not anticipated. As noted in the Transportation (5125) salaries section, Temporary (5128) salaries were budgeted to cover these needs. Since they will be unexpended, the surplus of \$70,000 is available to partially offset the line item deficit in Pupil Transportation.

Tuition (5560)- Tuition for three magnet schools, including Eastconn's Quinebaug Middle College, Arts at the Capitol Theater, and Windham's CH Barrows STEM, along with hospital tuition for an in-district student is projected to total \$417,887, resulting in a line item deficit of \$(30,609). Included are the base tuition charges and additional charges for special education and related services. Any changes in enrollment or services during the next two months will affect the projection.

Local and Agency Placement Tuition (5561) and (5562)- Local and agency outplacements per the April 30 report reflect balances of \$(621,427) and \$139,311 respectively. The first payments of excess cost reimbursement of \$372,674 and \$54,186 were made in February and are reflected in the April 30 balances. The final excess cost reimbursement amounts were provided by the State during April based on the March 1 filing of placements and their estimated costs. The caps on the reimbursements were 29.11%, or conversely, we are receiving 70.89% of the calculated entitlement. Any changes in the placement costs going forward will directly affect the bottom line since the excess cost reimbursement has been determined and will remain fixed, regardless of actual

expenditures through year-end. The line item budget impact is calculated based on current enrollments and actual excess cost reimbursement as follows:

As of April 30, 2020	
Budgeted Local Placement Costs	\$4,032,482
Total Projected Local Placement Costs	\$5,058,382
Excess Cost Reimbursement-Local Placements	\$477,475
Net Local Placements	\$ (548,425)
Budgeted Agency Placement Costs	\$383,500
Total Projected Agency Placement Costs	\$328,375
Excess Cost Reimbursement-Agency Placements	\$87,594
Net Agency Placements	\$142,719
Net Outplacements	\$ (405,706)

In general, the balances in the Supplies (56XX) and Equipment (57XX) line items reflect the anticipated decrease in expenditures due to the school closure. Some provisions have been made for additional expenses for remote learning.

Vehicles (5732)- In January two student transportation vehicles (one 81 passenger school bus and one 31 passenger wheelchair bus) were ordered totaling \$212,665. Student transportation vehicles have been budgeted within the Town's capital non-recurring fund. The Town's allocation for 2019-2020 purchases was \$204,000. The excess, or \$8,665, was encumbered from the Board's budget, resulting in a line item deficit of \$(5,048).

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

From: 100-110-10-10050-5612 KHS- Instructional Supplies	\$ 202.44
To: 100-110-10-10050-5530 KHS- Communications	\$ 202.44

To transfer KHS English department funds for purchase of (3) distance learning audio books

From: 100-115-15-10160-5580 Ag-Ed- Travel	\$ 2,000.00
From: 100-115-15-10160-5810 Ag-Ed- Dues and Fees	\$ 1,165.00
To: 100-115-15-10160-5641 Ag-Ed- Textbooks	\$ 2,000.00
To: 100-115-15-10160-5731 Ag-Ed- Instructional Equipment	\$ 1,165.00

To transfer Ag-Ed department funds for purchase of (15) Equine Science textbooks and (16) new chairs for the Biotech classroom

From: 100-110-10-10080-5420 KHS- Contracted Maintenance Services	\$ 624.00
From: 100-110-10-10080-5430 KHS- Repairs/Maintenance Services	\$ 2,500.00
From: 100-110-10-10080-5580 KHS- Travel	\$ 350.00
To: 100-110-10-10080-5612 KHS- Instructional Supplies	\$ 2,174.00
To: 100-110-10-10080-5731 KHS- Instructional Equipment	\$ 1,300.00

To transfer KHS Physical Education/Health department funds for purchase of weight room speaker replacement, file cabinet, batteries for electronic equipment, and classroom supplies

3. **2018-2019 STATUS:** A request for the transfer of \$436,849 which reflects 1% of the 18-19 budget appropriation to the Unexpended Education Funds Account was made in July 2019. A request has been made to the Town Council to increase the maximum allowable contribution to the fund from 1% of the prior year appropriation to 2% and to increase the maximum balance of the account from \$1,750,000 to \$2,250,000.

4. **SUBSTANTIAL DONATIONS:** In accordance with BOE policy, the following substantial donations were reported to the Business Office during April 2020:

KHS Golf	\$ 1,000.00	Tillinghast Funeral Home	Donation
KHS Golf	\$ 500.00	Gerardi Insurance	Donation
KHS Golf	\$ 1,500.00	Dale Smith Golf Fund	Donation

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

Killingly Public Schools System Object

Report # 95531

Statement Code: Sys Object

Account Number / Description	Adopted Budget 7/1/2019 - 6/30/2020	Transfers 7/1/2019 - 6/30/2020	Revised Budget 7/1/2019 - 6/30/2020	Encumbrances 7/1/2019 - 4/30/2020	Requisitions	Expenditures 7/1/2019 - 4/30/2020	Amount Remaining 7/1/2019 - 4/30/2020	Percent Expended
111 Central Administration	\$336,305.00	\$0.00	\$336,305.00	\$0.00	\$0.00	\$283,084.16	\$53,220.84	84.17 %
112 School Administration	\$1,737,408.21	\$0.00	\$1,737,408.21	\$0.00	\$0.00	\$1,495,833.72	\$241,574.49	86.10 %
113 Teachers' Salaries	\$15,240,569.58	\$0.00	\$15,240,569.58	\$0.00	\$0.00	\$10,810,485.11	\$4,430,084.47	70.93 %
114 Finance/HR/Computer	\$376,440.14	\$0.00	\$376,440.14	\$0.00	\$0.00	\$316,615.27	\$59,824.87	84.11 %
115 Tutoring	\$122,120.00	\$0.00	\$122,120.00	\$0.00	\$0.00	\$60,611.64	\$61,508.36	49.63 %
119 Co-Curricular Stipends	\$323,253.34	\$0.00	\$323,253.34	\$0.00	\$0.00	\$209,316.45	\$113,936.89	64.75 %
120 Non-Certified Salaries	\$164,861.28	\$0.00	\$164,861.28	\$0.00	\$0.00	\$113,576.72	\$51,284.56	68.89 %
121 Secretarial/Clerical	\$1,176,668.43	\$0.00	\$1,176,668.43	\$0.00	\$0.00	\$1,030,908.22	\$145,760.21	87.61 %
122 Para-Professionals	\$2,212,933.11	\$0.00	\$2,212,933.11	\$0.00	\$0.00	\$1,631,486.41	\$581,446.70	73.73 %
123 Medical/Health	\$446,000.01	\$0.00	\$446,000.01	\$0.00	\$0.00	\$342,262.18	\$103,737.83	76.74 %
124 Operations & Maintenance	\$1,687,893.34	\$0.00	\$1,687,893.34	\$0.00	\$0.00	\$1,377,971.35	\$309,921.99	81.64 %
125 Transportation	\$1,088,938.92	\$0.00	\$1,088,938.92	\$0.00	\$0.00	\$796,441.67	\$292,497.25	73.14 %
126 Substitutes	\$381,869.00	\$0.00	\$381,869.00	\$0.00	\$0.00	\$239,140.06	\$142,728.94	62.62 %
127 Student Services	\$18,100.00	\$0.00	\$18,100.00	\$0.00	\$0.00	\$11,014.74	\$7,085.26	60.85 %
128 Temporary	\$150,700.00	\$0.00	\$150,700.00	\$0.00	\$0.00	\$51,755.26	\$98,944.74	34.34 %
130 Overtime	\$178,000.00	\$0.00	\$178,000.00	\$0.00	\$0.00	\$130,402.69	\$47,597.31	73.26 %
131 Computer Maintenance	\$207,690.00	\$0.00	\$207,690.00	\$0.00	\$0.00	\$145,392.66	\$62,297.34	70.00 %

Killingly Public Schools System Object

Report # 95531

Account Number / Description	Adopted Budget 7/1/2019 - 6/30/2020	Transfers 7/1/2019 - 6/30/2020	Revised Budget 7/1/2019 - 6/30/2020	Encumbrances 7/1/2019 - 4/30/2020	Requisitions	Expenditures 7/1/2019 - 4/30/2020	Amount Remaining 7/1/2019 - 4/30/2020	Percent Expended
1200 Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
210 Health/Dental Insurance	\$5,647,213.06	\$0.00	\$5,647,213.06	\$0.00	\$0.00	\$4,330,162.99	\$1,317,050.07	76.68 %
212 HSA Contributions	\$447,100.00	\$0.00	\$447,100.00	\$0.00	\$0.00	\$385,766.67	\$61,333.33	86.28 %
213 Life Insurance	\$27,326.78	\$0.00	\$27,326.78	\$0.00	\$0.00	\$22,443.48	\$4,883.30	82.13 %
214 Benefits- Early Retirees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
215 Post-Employment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
217 Disability Insurance	\$6,564.96	\$0.00	\$6,564.96	\$1,087.38	\$0.00	\$5,436.90	\$40.68	99.38 %
218 HRA Funding	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,170.07	\$(170.07)	117.01 %
220 FICA	\$418,974.36	\$0.00	\$418,974.36	\$0.00	\$0.00	\$305,032.26	\$113,942.10	72.80 %
225 Medicare	\$367,671.93	\$0.00	\$367,671.93	\$0.00	\$0.00	\$254,612.05	\$113,059.88	69.25 %
230 ERIP Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
231 Pension	\$126,159.00	\$0.00	\$126,159.00	\$0.00	\$0.00	\$0.00	\$126,159.00	0.00 %
232 Annuity Contributions	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$6,692.40	\$307.60	95.61 %
250 Unemployment Compensation	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$41,818.56	\$8,181.44	83.64 %
260 Workers' Compensation	\$360,000.00	\$0.00	\$360,000.00	\$0.00	\$0.00	\$322,536.99	\$37,463.01	89.59 %
322 Instructional Improvement	\$29,200.00	\$1,300.00	\$30,500.00	\$1,559.00	\$833.00	\$12,242.33	\$16,698.67	45.25 %
323 Pupil Services	\$96,994.00	\$0.00	\$96,994.00	\$3,222.72	\$0.00	\$78,357.83	\$13,113.45	86.48 %

Killingly Public Schools System Object

Report # 95531

Account Number / Description	Adopted Budget 7/1/2019 - 6/30/2020	Transfers 7/1/2019 - 6/30/2020	Revised Budget 7/1/2019 - 6/30/2020	Encumbrances 7/1/2019 - 4/30/2020	Requisitions	Expenditures 7/1/2019 - 4/30/2020	Amount Remaining 7/1/2019 - 4/30/2020	Percent Expended
1324 Field Trips	\$111,510.00	\$0.00	\$111,510.00	\$0.00	\$0.00	\$85,003.38	\$26,506.62	76.23 %
326 Testing	\$36,060.00	\$(4,920.00)	\$31,140.00	\$5,644.00	\$0.00	\$8,358.94	\$17,137.06	44.97 %
330 Professional/Technical Services	\$452,971.24	\$(2,044.50)	\$450,926.74	\$42,112.26	\$0.00	\$331,721.31	\$77,093.17	82.90 %
410 Utilities	\$1,273,333.00	\$0.00	\$1,273,333.00	\$1,452.00	\$0.00	\$851,945.09	\$419,935.91	67.02 %
420 Contracted Maintenance Services	\$1,196,178.16	\$2,832.20	\$1,199,010.36	\$47,323.80	\$0.00	\$1,082,484.33	\$69,202.23	94.23 %
430 Repairs & Maintenance Services	\$471,272.00	\$3,765.56	\$475,037.56	\$35,452.42	\$0.00	\$293,762.37	\$145,832.77	69.30 %
432 Technology-Related Repairs/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$5,180.00	\$0.00	\$0.00	—
440 Rentals	\$17,500.00	\$3,798.98	\$21,298.98	\$3,374.15	\$0.00	\$8,542.97	\$9,381.86	55.95 %
510 Pupil Transportation	\$20,000.00	\$0.00	\$20,000.00	\$26,000.00	\$0.00	\$90,132.67	\$(96,132.67)	580.66 %
520 Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—
529 Other Insurance & Judgments	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$14,000.00	\$4,000.00	77.78 %
530 Communications	\$0.00	\$252.44	\$252.44	\$202.44	\$0.00	\$50.00	\$0.00	100.00 %
531 Postage	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$0.00	\$25,722.25	\$277.75	98.93 %
532 Telephone	\$77,620.00	\$0.00	\$77,820.00	\$49.98	\$0.00	\$51,473.22	\$26,296.80	66.21 %
540 Advertising	\$11,700.00	\$0.00	\$11,700.00	\$0.00	\$0.00	\$7,088.80	\$4,611.20	60.59 %
550 Printing & Binding	\$27,086.50	\$256.00	\$27,342.50	\$1,476.20	\$0.00	\$9,644.74	\$16,221.56	40.67 %
560 Tuition	\$387,275.00	\$0.00	\$387,275.00	\$10,282.50	\$0.00	\$407,604.46	\$(30,608.96)	107.90 %

Killingly Public Schools

System Object

Account Number / Description	Adopted Budget 7/1/2019 - 6/30/2020	Transfers 7/1/2019 - 6/30/2020	Revised Budget 7/1/2019 - 6/30/2020	Encumbrances 7/1/2019 - 4/30/2020	Requisitions	Expenditures 7/1/2019 - 4/30/2020	Amount Remaining 7/1/2019 - 4/30/2020	Percent Expended
561 Local Placement Tuition	\$4,032,482.00	\$0.00	\$4,032,482.00	\$1,152,084.39	\$12,455.40	\$3,501,824.70	\$(621,427.09)	115.41 %
562 Agency Placement Tuition	\$383,500.00	\$0.00	\$383,500.00	\$96,015.95	\$0.00	\$148,173.17	\$139,310.88	63.67 %
580 Travel	\$59,806.00	\$3,180.00	\$62,986.00	\$0.00	\$0.00	\$37,772.83	\$25,213.17	59.97 %
590 Other Purchased Services	\$123,296.00	\$0.00	\$123,296.00	\$0.00	\$0.00	\$97,730.58	\$25,565.42	79.27 %
611 Instructional Supplies- Warehouse	\$55,000.00	\$0.00	\$55,000.00	\$0.00	\$0.00	\$27,214.36	\$27,785.64	49.48 %
612 Instructional Supplies	\$375,684.29	\$(2,099.73)	\$373,584.56	\$22,247.60	\$210.34	\$239,132.48	\$112,204.48	69.97 %
613 Custodial & Maintenance Supplies	\$234,500.00	\$(7,600.80)	\$226,899.20	\$9,914.10	\$701.25	\$81,570.88	\$135,414.22	40.32 %
620 Heat Energy	\$251,100.00	\$0.00	\$251,100.00	\$0.00	\$0.00	\$220,675.84	\$30,424.16	87.88 %
626 Motor Fuels & Oils	\$224,300.00	\$0.00	\$224,300.00	\$0.00	\$0.00	\$113,919.64	\$110,380.36	50.79 %
627 Transportation Supplies	\$142,300.00	\$0.00	\$142,300.00	\$352.63	\$883.90	\$115,054.00	\$26,893.37	81.10 %
641 Textbooks	\$44,790.00	\$(759.00)	\$44,031.00	\$2,204.85	\$0.00	\$11,473.45	\$30,352.70	31.07 %
642 Library Books/Periodicals	\$38,678.00	\$505.00	\$39,183.00	\$7,929.16	\$0.00	\$26,290.87	\$4,962.97	87.33 %
691 Office Supplies	\$25,341.40	\$100.80	\$25,442.20	\$0.00	\$0.00	\$13,218.13	\$12,224.07	51.95 %
692 Health Supplies	\$16,500.00	\$(1,022.56)	\$15,477.44	\$0.00	\$0.00	\$12,631.47	\$2,845.97	81.61 %
695 Computer Software & Supplies	\$16,994.00	\$3,497.90	\$20,491.90	\$5,571.29	\$0.00	\$34,237.69	\$(19,317.08)	194.27 %
730 Non-Instructional Equipment	\$48,578.85	\$2,916.29	\$51,495.14	\$0.00	\$399.00	\$19,043.25	\$32,451.89	36.98 %
731 Instructional Equipment	\$125,988.65	\$(1,484.97)	\$124,503.68	\$2,248.40	\$0.00	\$69,343.15	\$52,912.13	57.50 %

Killingly Public Schools System Object

Report # 95531

Account Number / Description	Adopted Budget 7/1/2019 - 6/30/2020	Transfers 7/1/2019 - 6/30/2020	Revised Budget 7/1/2019 - 6/30/2020	Encumbrances 7/1/2019 - 4/30/2020	Requisitions	Expenditures 7/1/2019 - 4/30/2020	Amount Remaining 7/1/2019 - 4/30/2020	Percent Expended
5732 Vehicles	\$30,000.00	\$0.00	\$30,000.00	\$8,665.00	\$0.00	\$26,383.80	\$(5,048.80)	116.83 %
5734 Computer Hardware	\$71,400.00	\$(5,457.90)	\$66,942.10	\$1,628.00	\$0.00	\$39,077.75	\$26,236.35	60.81 %
5810 Dues & Fees	\$98,840.46	\$(414.38)	\$98,426.08	\$0.00	\$0.00	\$73,012.79	\$25,413.29	74.18 %
5890 Other Objects	\$85,530.00	\$3,398.67	\$88,928.67	\$9,373.17	\$0.00	\$50,468.25	\$29,087.25	67.29 %
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	\$1,499,773.39	\$20,662.89	\$33,038,354.45	\$9,509,145.16	78.41 %
GRAND TOTAL	\$44,047,273.00	\$0.00	\$44,047,273.00	\$1,499,773.39	\$20,662.89	\$33,038,354.45	\$9,509,145.16	78.41 %

Town of Killingly
Town Manager's Report
June 9, 2020

1. Update – COVID-19

Governor Lamont's Update from June 1st at 7:00pm. For comparison, I've also included the data from last month's report of May 7th at 7:30pm. A county-by-county breakdown includes:

June 1st at 7pm County	COVID-19 Cases		COVID-19 Deaths		COVID-19 Hospitalizations
	Confirmed	Probable	Confirmed	Probable	
Fairfield County	15,003	706	990	298	157
Hartford County	9,752	693	944	310	100
Litchfield County	1,333	67	114	22	4
Middlesex County	1,084	59	117	36	21
New Haven County	11,088	391	822	151	160
New London County	1,033	58	66	23	9
Tolland County	768	77	45	13	2
Windham County	376	12	12	1	1
<i>Pending address validation</i>	233	7	0	0	0
Total	40,670	2,070	3,110	854	454

	Laboratory-Confirmed COVID-19 Cases	Laboratory-Confirmed COVID-19 Hospitalizations	Laboratory-Confirmed COVID-19-Associated Deaths
May 7th at 7:30pm County	Laboratory-Confirmed COVID-19 Cases	Laboratory-Confirmed COVID-19 Hospitalizations	Laboratory-Confirmed COVID-19-Associated Deaths
Fairfield County	12,679	469	977
Hartford County	6,750	340	867
Litchfield County	1,114	20	104
Middlesex County	764	45	104
New Haven County	8,678	468	643
New London County	742	35	49
Tolland County	522	5	46
Windham County	250	3	5
<i>Pending address validation</i>	285	0	2
Total	31,784	1,385	2,797

Attached are several graphs containing the counts for Killingly and the requested impacts by age group. For several additional graphs and tables containing more data, including a list of cases in every municipality and data broken down by age, gender, race, and other factors, visit www.ct.gov/coronavirus.

The Town Hall successfully opened to the public on May 26th. Overall, we have not seen much foot traffic in the building. Many are still utilizing remote services. Staff will be returning to regular reporting schedule on Monday June 8th. I continue to monitor the situation to determine when we can safely expand public hours.

Executive Order 7TT amended the prohibitions on large gatherings effective June 1st. Indoor gatherings up to and including 10 people are now permissible provided proper social distancing or protections are implemented. With this modification, I'm exploring what required changes will need to be made in the Town Meeting Room to allow for the Council and Board/Commission members to be able to meet in person. The room would only be available to the members and staff of the Council or Board/Commission that is meeting. The meetings would still be required to be live streamed on either Facebook Live or Channel 22 for the public. For Board/Commission meetings, I will ask that only the primary Council Liaison physically attend the meeting. The alternate will be able to watch the meeting on the live stream. This will assist in keeping the number of people in the room at or below 10. If the primary liaison is unable to attend the alternate can physically attend in their place.

These are our first steps toward resuming our normal meetings. I hope to have all modifications in place by the beginning of July. Some of the smaller subcommittees will be able to meet in this format during June as the modifications will not be as complex for those groups.

2. Summer Camp

The Recreation Department has developed a summer camp program that will meet the rigorous State's Camp guidelines per COVID-19. The Summer Camp will be for 60 participants that will be selected through a lottery. The Recreation Department is currently accepting applications for the lottery selection. Camp will operate from June 29th – August 7th. Tracy Mason, Recreation Director, and staff have worked diligently to coordinate and staff this program. This program is vital to many of our working families as it provides safe, fun and affordable childcare during the summer months.

3. Road Work

Next week, there are several road projects beginning. Much of this work is funded through the Town Aid Road grant funding. Chip sealing will start on Monday (6/8) on Tucker District Road, South Frontage Road, Ross Road and Brickhouse Road. Milling and paving will occur on West Palmer. The property owner at 42 Maple Street will also have the permanent pavement completed on Maple Street. All of this work is weather dependent.

4. Meetings Attended

I have been regularly attending the weekly emergency response conferences for the following groups:

Governor's Update

State Department of Health

Local Department of Health

Region 4 Department of Homeland Security and Emergency Management

Law Enforcement

Connecticut COVID-19 Response



Get answers.

Get help.

Get involved.

Connecticut COVID-19 Data Tracker

DAILY DATA REPORT FOR CONNECTICUT

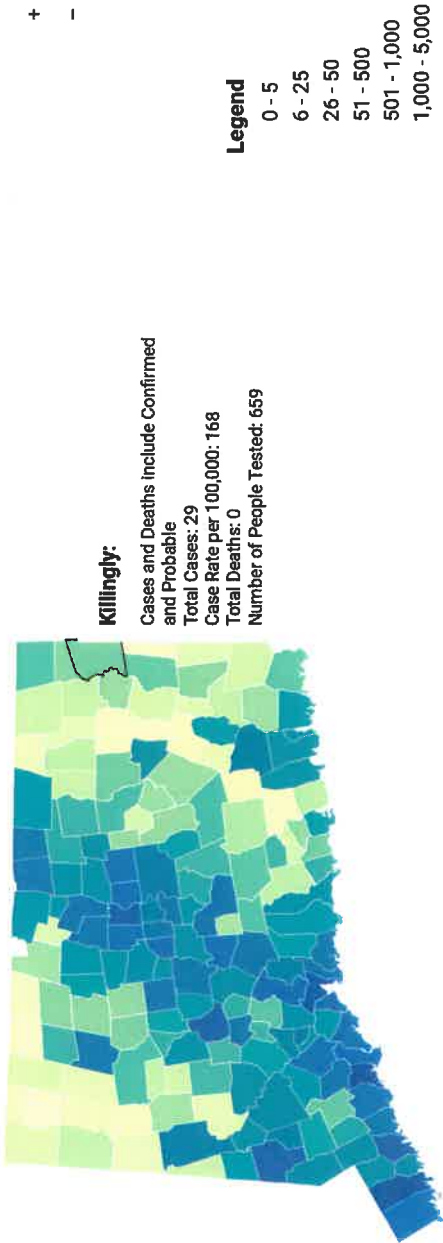
LAST UPDATE: JUNE 1, 2020 | 4:00 P.M.

Data on the COVID-19 emergency and response, and supplemental information is provided by **COVID-19 portal** (<https://data.ct.gov/stories/s/COVID-19-data/wa3g-tfvc/>). All data are also hosted on **data.ct.gov**, (<https://data.ct.gov/>) Connecticut's open data portal.

Town Map

Total Cases by Town

Click town for additional information



Cases and Deaths include Confirmed plus Probable.
Source: [CT Department of Public Health](#) • [Get the data](#) • Created with [Datawrapper](#)

Connecticut Summary

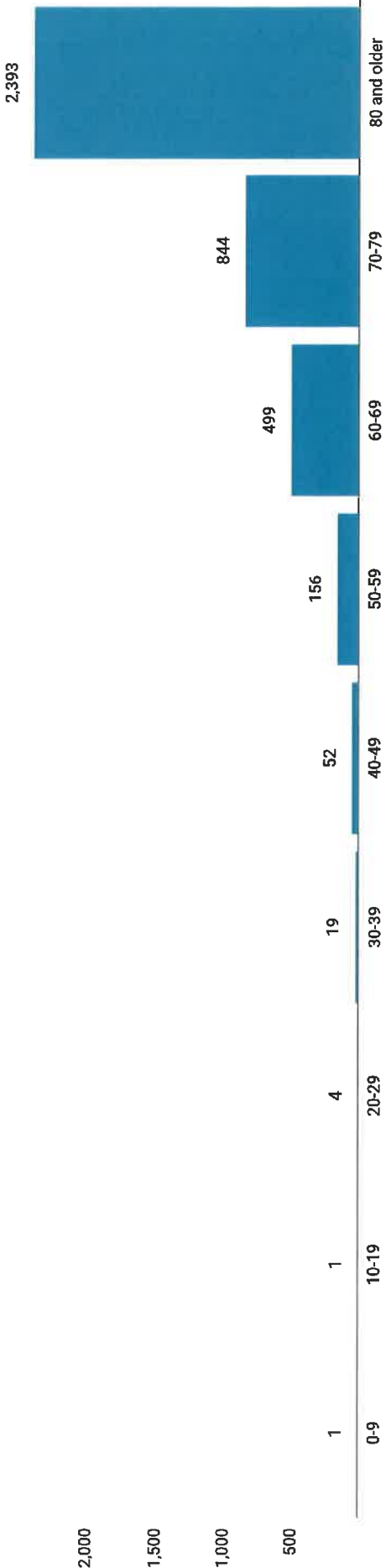
Summary for the most recent day of reporting. Total includes confirmed plus probable cases.

Measure	Total	Change	Direction
Total COVID-19 Cases	42,740	539	+
Total COVID-19-Associated Deaths	3,964	20	+
Patients Currently Hospitalized with COVID-19	454	27	-
COVID-19 PCR Tests Reported	259,320	9,274	+

Charts represent the date the data were reported to the CT DPH. Cases and deaths are cumulative over time. Hospitalization data are collected by CT Hospital Association
Source: CT Department of Public Health • Get the data • Created with Datawrapper

Age Group Chart
Cases, Deaths, and Rates by Age Groups

Total Number of Deaths



Source: CT Department of Public Health • Get the data • Created with Datawrapper

Connecticut Summary

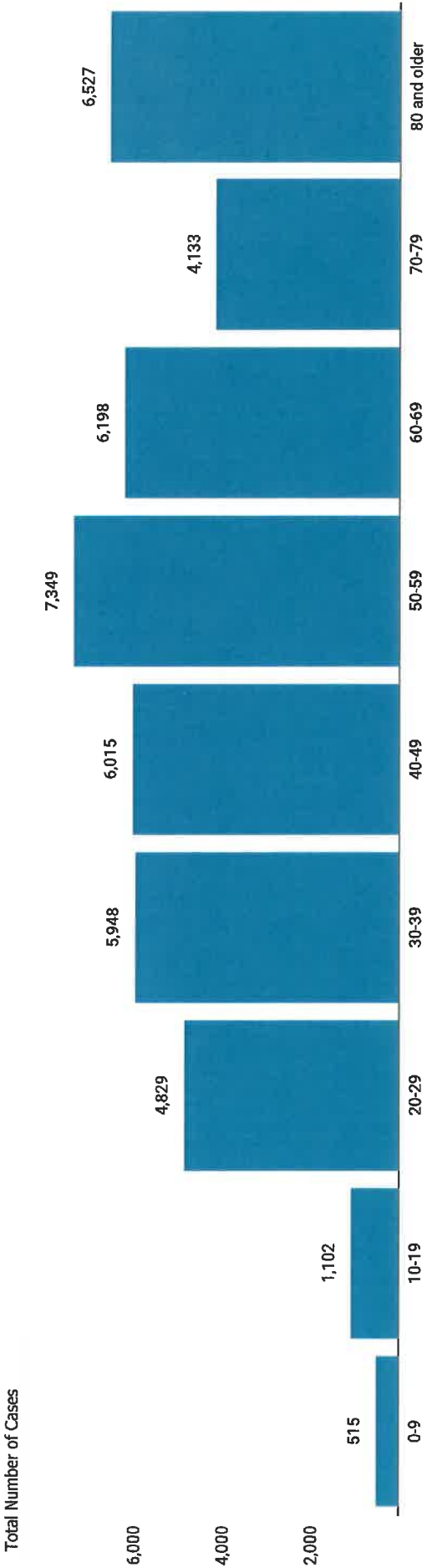
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Age Group Chart

Cases, Deaths, and Rates by Age Groups



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AGENDA ITEM COVER SHEET

ITEM: Consideration and action on an Ordinance amending Chapter 2, 8.1, 12.5 and 15 of the Code of Ordinances for Board and Commissions

ITEM SUBMITTED BY: Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF: June 9, 2020

TOWN MANAGER APPROVAL:

ITEM SUMMARY: Chapter 2 of the Code of Ordinances includes the formation and duties of many of the Town's Boards and Commissions. Previously, the Town Charter also contained some of the formation and duties for a couple of the Boards and Commissions. The Charter Revision which passed in November 2019 revised the Charter to remove the specific language on the formation and duties of Boards and Commissions. The intent was to reincorporate those into the Code of Ordinances. The proposed amendments incorporate these changes and alphabetizes the Boards and Commissions within the document. The amendments to Chapters 8.1, 12.5 and 15 are all to move the formation and duties of Commissions to Chapter 2. The Town Attorney also recommended the removal of special commissions that have expired. The Ordinance subcommittee reviewed the proposed amendments at its February 6, 2020 meeting and voted to recommend this to the full Council for adoption. This item had been scheduled for a public hearing on April 14, 2020 which was not held due to Governor Lamont's Executive Orders. The Town Council re-scheduled the public hearing for this amendment to June 9, 2020 at your regular Town Council meeting on May 12, 2020.

FINANCIAL SUMMARY: N/A

STAFF RECOMMENDATION: Approval of the Ordinance

TOWN ATTORNEY REVIEW: Reviewed

COUNCIL ACTION DESIRED: Action on the Ordinance

SUPPORTING MATERIALS:

- Ordinance

ORDINANCE

AN ORDINANCE AMENDING CHAPTERS 2, 8.1, 12.5 AND 15 OF THE CODE OF ORDINANCES FOR BOARDS AND COMMISSIONS

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, the following amendments as shown in underline or strike through to Chapters 2, 8.1, 12.5 and 15 of the Town of Killingly Code of Ordinances be adopted:

Chapter 2

ADMINISTRATION¹

- Art. I. In General**
- Art. II. Officers and Employees**
 - ~~Division 1 — Generally~~
 - ~~Division 2 — Social Security~~
- Art. III. Killingly Agriculture Commission and Right to Farm**
- Art. IV. Conservation Commission**
- Art. V. Economic Development Commission**
- Art. VI. Historic District Commission**
- Art. VII. Housing Authority**
- Art. VIII. Inland Wetlands and Watercourses Commission**
- Art. IX. Permanent Commission on Public Buildings**
- Art. X. Planning and Zoning Commission**
- Art. XI. Public Safety Commission**
- Art. XII. Board of Recreation**
- Art. XIII. Regional Planning**
 - Division 1 Generally
 - Division 2 Regional Resource Recovery Authority
- Art. XIV. Zoning Board of Appeals**
- Art. XV. Water Pollution Control Authority**
- ~~**Art. X. — Special Commission on Consolidation of Services**~~
- ~~**Art. XI. — Special Commission on the Maintenance of Buildings**~~
- Art. XVI. Open Space Land Acquisition Fund**
- Art. XVII. Capital Reserve Fund**
 - Division 1 General Conditions of Use
 - Division 2 Disbursements
- Art. XVIII. Procurement Code**

ARTICLE I. IN GENERAL

Section 2-1 Board of Education; number^{2 3}

The board of education of the town shall consist of nine (9) members. (Ord. of 5-2-1898)

¹ Cross references -- Building official, § 4-2; building-board of appeals, § 4-3; courts, Chapter 5; elections, Chapter 6; historic district commission, § 8.1-18 et seq.; library department created, § 9-1; taxation, Chapter 14; water pollution control authority, § 15-18; water pollution hearing board, § 15-23; inland wetlands regulations, App. A; subdivision regulations, App. B; zoning regulations, App. C.

⁵ Charter reference—Board of education, § 401.

⁶ State law reference—Authority to determine number, G.S. § 9-203.

Section 2-2 Town Seal

The design shown in this section shall be the official Seal of the Town of Killingly.



(Ord. of 9-13-05)

~~Section 2-3—2-16—Reserved~~

ARTICLE II. OFFICERS AND EMPLOYEES

~~DIVISION 1—GENERALLY~~

~~Section 2-17—Sick leave~~

~~The town shall grant on account of sickness or accident disability, to its covered employees who have furnished satisfactory proof of such sickness or accident disability, sick leave with pay.~~

~~Such sick leave shall be excluded from wages for which social security contributions are made in accordance with section 209(b) of the Social Security Act and permitted in Connecticut P.A. 79-529, section 2. (Ord. of 4-18-80)~~

Section 2-18-3 Defense of town employees

The town shall defend and save harmless from any judgments rendered against them all members of any town boards or commissions, its officers, servants, agents and employees who are sued or against whom a claim is made arising from the conduct of their official duties on behalf of the town, provided that such individual was acting in the performance of his duties and within the scope of his employment and that such claim does not arise as a result of any willful or wanton act of such employee.

Notwithstanding any of the foregoing, this section shall not in any way enlarge the liability of the Town of Killingly or the members of any boards or commissions, its officers, servants, agents and employees nor shall it obviate or lessen any defense available to the town or any of the aforementioned individuals; and the town expressly reserves the defense of governmental immunity and all other proper defenses to any such action.

This section shall not apply to physical injury to a person caused by an employee to a fellow employee while both employees are engaged in the scope of their employment for such municipality or for any other individual or office named in this section if the employee or other individual suffering such injury has a right to benefits of compensation under Chapter 568 by reason of such injury.

(Ord. of 3-11-86)

~~Sections 2-19—2-29—Reserved~~

~~DIVISION 2—SOCIAL SECURITY~~

~~Section 2-30—Application for; excluded employees~~

~~The town shall apply for membership in and participate in the Old Age and Survivors Insurance System under Title II of the Social Security Act as amended, in accordance with sections 7-452 through 7-459, General Statutes, for all its employees with the exception of employees of an emergency nature and the employees excluded by section 7-454, General Statutes. (Ord. of 5-7-52)~~

~~Section 2-31—Withholding~~

~~The town treasurer is hereby authorized and directed to make deductions from the wages of the employees participating in the Old Age and Survivors Insurance System as provided by section 7-456 of the General Statutes and to forward the amount thereof with the contribution of the town to the state retirement commission in the manner and form prescribed by law. (Ord. of 5-7-52)~~

~~Sections 2-32—2-48—Reserved.~~

Article III

KILLINGLY AGRICULTURE COMMISSION AND RIGHT TO FARM ORDINANCE

Section 2-~~134~~10 Agriculture Commission; Established; Composition

- a) There shall be an Agriculture Commission composed of five (5) regular members and up to three (3) alternate members who shall be residents of the Town. ~~Insofar as practical,~~ Members shall be appointed in accordance with the Connecticut General Statutes by majority vote of the Town Council and shall be representative of all groups interested in the management, protection and regulation of agriculture as defined by Connecticut General Statutes 1-1(q), particularly those directly involved in agriculture. Members of the Commission may be removed in accordance with Section 811 of the Killingly Town Charter. In addition to the five (5) regular members and three (3) alternate members, the Town Manager, or a designated representative, shall be an ex-officio member of the Commission.
- b) To establish the commission, the Town Council shall initially appoint two (2) regular members to serve for three (3) years; two (2) regular members to serve for two (2) year terms; one (1) regular member to serve for one (1) year. Thereafter, members will be appointed for three (3) year terms or to fill an unexpired term in case of a vacancy. The alternate members shall be appointed for three (3) year terms.
- c) Within thirty (30) days after appointment of the original members, and annually thereafter, the regular members shall elect from its membership a chairperson, vice-chairperson and secretary.

Section 2-~~132~~11 Agriculture Commission Duties

- a) The Agriculture Commission shall be an advisory commission to the Town Council and other Town officials on matters related to farming.
- b) The general duties of the Commission shall be to:
 - 1. Foster agricultural viability and preservation of agricultural land in Killingly.
 - 2. Serve as a conduit between local farmers and non-profit agencies, civic organizations, municipal boards, commissions and committees, elected officials, and non-farm residents.
 - 3. Advocate for agriculture before land use and other relevant boards, commissions and/or committees.
 - 4. Act as a resource for agricultural information.
 - 5. Promote keeping Town-owned farmland in agricultural production.
 - 6. Serve as a resource for information and non-binding advice for residents, established town committees and departments concerning the resolution of agriculture related issues.
- c) The Commission shall provide for education and outreach services as follows:
 - 1. To increase awareness of agricultural enterprises in the community.
 - 2. To promote the value of viable agriculture to the Town in the areas of employment, property taxes, environment and farmland preservation.
 - 3. To provide information and guidance on agriculture-related issues such as zoning, inland wetlands, public works and others to town departments and other boards, committees and residents as necessary.
 - 4. To support young farmers by supporting local, regional, and state vocational agricultural education and 4-H programs.
 - 5. To recognize and support new farming operations.
 - 6. To act as a sounding board and provide review to Town departments, boards and committees concerning the impact of proposed Town policies on agricultural activities.
 - 7. To promote opportunities for Killingly' s agricultural products and service providers to collaborate and coordinate activities with each other and with other product and service providers in the region.
 - 8. To encourage and promote generally accepted management practices for farming and celebrate successful ones.
- d) The Commission shall investigate educational opportunities as follows:
 - 1. To identify opportunities to preserve and expand agriculture in Killingly.
 - 2. To promote opportunities for residents and local businesses to support agriculture.
 - 3. To provide information regarding available financial support related to agricultural viability.

Section 2-~~133~~12 Right to Farm Policy; Preamble

- a) Agriculture plays a significant role in Killingly' s character and way of life. Killingly' s Right to Farm ordinance has been adopted to encourage preservation of agriculture, promote agriculture-based economic opportunities, and seek to protect prime farmland within Killingly by allowing agricultural uses and related activities to function with minimal conflict from abutters and Town agencies.
- b) Killingly recognizes the importance of farming to its historical, cultural, social, scenic, and ecological value. It also recognizes the value it brings to its tax base, and economic development through food security and other agricultural products.
- c) Pursuant to the powers conferred by Connecticut General Statutes (CGS), Section 7-148 (c) (7) (e), (8), and (10) (A), and in furtherance of the goals of CGS Section 19a-341, the Town of Killingly adopts this ordinance to

- recognize the importance of protecting prime farmland, to identify those parcels for which preservation is a priority, and to foster farming as a way of life by declaring this municipality's support of the farmer's right to farm.
- d) The definitions applicable to this policy are defined by the Connecticut State Definition of Agriculture CGS 1-1 (q)

Section ~~2-134~~13 Right to Farm Policy

- a) Notwithstanding, any general statute or municipal ordinance or regulation pertaining to nuisances to the contrary, no agricultural or farming operation, place, establishment or facility, or any of its appurtenances, or the operation thereof, shall be deemed to constitute a nuisance, either public or private, due to alleged objectionable:
1. Odor from livestock, manure, fertilizer or feed.
 2. Noise from livestock, or farm equipment used in normal, generally acceptable farming procedures.
 3. Dust created during plowing or cultivation operations.
 4. Use of herbicides and pesticides, provided such use and the method of their application conform to practices approved by the Commissioner of Energy and Environmental Protection, or, where applicable, Commissioner of Health Services or
 5. Water pollution from livestock or crop production activities, except the pollution of public or private drinking water supplies, provided such activities conform to acceptable management practices for pollution control approved by the Commissioner of Energy and Environmental Protection; provided such agricultural or farming operation, place, establishment or facility has been in operation for one year or more, and has not been substantially changed and such operation follows generally accepted agricultural practices.
- b) Inspection and approval of the agricultural or farming operation, place, establishment or facility by the Commissioner of Agriculture or his designee shall be prima facie evidence that such operation follows generally accepted agricultural practices.
- c) The provisions of this ordinance shall not apply whenever a nuisance results from negligence or willful or reckless misconduct in the operation of any such agricultural or farming operation, place, establishment or facility, or any of its appurtenances.
- d) Nothing contained in this ordinance shall restrict the power of the Killingly Planning and Zoning Commission under Chapter 124 of the General Statutes. The Commission is urged to adopt regulations consistent with this ordinance and to make the permanent preservation of farmland within this municipality, a criterion in its planning and policy decisions. (Ord. of 10-9-12; Effective: 10-26-12)

Sections 2-14 - 2-19 Reserved

ARTICLE IV. CONSERVATION COMMISSION⁴

Section ~~12-5-21~~ 2-20 Statutory Authority

This article, establishing a conservation commission (hereinafter called "the commission") for the town is enacted pursuant to the provisions of Section 7-131A of the General Statutes of Connecticut, and amendments thereto. (Ord. of 2-13-90)

Section ~~12-5-22~~ 2-21 Purpose

The purpose of this article is to promote the development, conservation, supervision and regulation of natural resources, including water resources within the town, and other such purposes and objectives as set forth by the state statute and this article. (Ord. of 2-13-90)

Section ~~12-5-23~~ 2-22 Conformance to Statute

The commission shall conform to and have such powers, purposes and objectives as set forth in Chapter 97, Section 7-131A of the general statutes and as provided in this article. (Ord. of 2-13-90)

Section ~~12-5-24~~ 2-23 Terms of office; compensation; vacancies

The commission created by this article shall consist of five (5) regular members, all of whom shall be electors of the town holding no salaried town office. All members shall serve without compensation but shall be reimbursed for necessary expenses incurred in the performance of official duties. The members are to be appointed by the town manager with the advice and consent of the town council for five-year terms. The initial terms of appointment shall be fixed so that the terms of one-fifth (1/5) of the members shall expire each year. Any vacancy shall be filled for the

⁴ Editor's note—An ordinance adopted Feb. 13, 1990, did not specifically amend this Code; hence, inclusion of said ordinance as §§ 2-20 to 2-29 was at the editor's discretion.

unexpired portion of the term by appointment of the town manager with the advice and consent of the town council. There shall be two (2) alternate members appointed for three- year terms. (Ord. of 2-13-90)

Section ~~12.5-25~~ 2-24 Appointment; election of officers; removal of members

The members shall be appointed within thirty (30) days of the effective date, March 1, 1990, of this article.

(a) Appointment.

(b) **Election of officers.** Within thirty (30) days after appointment of the original members, and annually thereafter, the regular members shall meet and elect from its membership a chairman, secretary and other necessary officers.

(c) **Removal of members.** A member of the commission may be removed for cause by the town manager with advice and consent of the town council. If the member requests a public hearing, that member shall be removed only after a public hearing is held. The public hearing will give the member an opportunity to be heard in person or by counsel before the town manager. At least ten (10) days prior to the public hearing, the member shall have been given a copy of the charges against him/her. In the event of removal, a record of the proceedings, together with the charges and findings thereon, shall be filed in the office of the town clerk.

(Ord. of 2-13-90)

Section ~~12.5-26~~ 2-25 Quorum

The presence of three (3) members of the commission shall constitute a quorum to conduct business and no action shall become valid unless authorized by a vote of the majority of the total membership present and voting. (Ord. of 2-13-90)

Section ~~12.5-27~~ 2-26 Powers and Duties

The commission shall have such powers and shall be subject to such limitations as shall from time to time be prescribed under the General Statutes of Connecticut. The commission shall adopt rules and procedure not inconsistent with the provisions of said statutes and this article. The commission shall be empowered to conduct researches into the utilization and possible utilization of land areas of the municipality and may coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare and distribute books, maps, charts, plans and pamphlets as necessary for its purposes. It shall keep an index of all open areas, publicly or privately owned, including open marshlands, swamps and other wetlands, for the purpose of obtaining information on the proper use of such areas, and may from time to time recommend to the planning and zoning commission, the inland wetlands and watercourses commission, the board of recreation and the town council plans and programs for the development and use of such areas. (Ord. of 2-13-90)

Section ~~12.5-28~~ 2-27 Annual Report

The commission shall make an annual report to the town council summarizing the commission's activities. (Ord. of 2-13-90)

Section ~~12.5-29~~ 2-28 Appropriations

Acting through the town manager and pursuant to the town's personnel rules and procedures and subject to town council appropriation, the commission may utilize staff and clerical assistance and employ consultants, and may accept money gifts or expend the same for the purposes provided for under state statute and this article.

(Ord. of 2-13-90)

Section ~~12.5-30~~ 2-29 Meeting Attendance

Three (3) consecutive unexcused absences shall require notification to the member that he shall be recommended to the town manager for removal unless a proper explanation acceptable to the commission is received within twenty-one (21) days from notification.

ARTICLE VIII. ECONOMIC DEVELOPMENT COMMISSION⁵

Section ~~2-141~~ 2-30 Statutory authority

This article, establishing an economic development commission (hereinafter called the commission) for the Town of Killingly, is enacted pursuant to the provisions of section 7-136 of the General Statutes of Connecticut, and amendments thereto. (Ord. of 7-23-87, § 1)

⁵ Editor's note -- Codification of §§ 1-11 of a non-amendatory ordinance adopted July 23, 1987, as Article V, §§ 2-30 -- 2-40, has been at the editor's discretion.

Section 2-142 2-31 Purpose

The purpose of this article is to promote and develop the economic resources of the town and other such purposes and objectives as set forth by state statute and this article. (Ord. of 7-23-87, § 2)

Section 2-143 2-32 Conformance to Statute

The commission shall conform to and have such powers, purposes and objectives as set forth in chapter 97, section 7-136 of the general statutes and as provided in this article. (Ord. of 7-23-87, § 3)

Section 2-144 2-33 Terms of office; compensation; vacancies

The commission created by this article shall consist of five (5) regular members and two (2) alternate members, all of whom shall be electors of the Town of Killingly holding no salaried town office. All members shall serve without compensation but shall be reimbursed for necessary expenses incurred in the performance of official duties. The members are to be appointed by the town manager for five-year terms, except that the alternate members shall be appointed for three-year terms. The initial terms of appointment, except for the two (2) alternate member positions, shall be fixed so that the terms of one-fifth of the members shall expire each year. Any vacancy shall be filled for the unexpired portion of the term by appointment of the town manager. (Ord. of 7-23-87, § 7; Ord. of 4-9-91, §§ 1 -- 3)

Section 2-145 2-34 Appointment

The members shall be appointed within thirty (30) days of the effective date of this article. (Ord. of 7-23-87, § 8)

Section 2-146 2-35 Quorum

The presence of three (3) members of the commission shall constitute a quorum to conduct business and no action shall become valid unless authorized by a vote of the majority of the total membership present and voting. (Ord. of 7-23-87, § 9)

Section 2-147 2-36 Election of officers

Within thirty (30) days after appointment of the original members, and annually thereafter, the regular members shall meet and elect from its membership a chairman, secretary and other necessary officers. (Ord. of 7-23-87, § 10)

Section 2-148 2-37 Powers and duties

The commission shall have such powers and shall be subject to such limitations as shall from time to time be prescribed under the General Statutes of Connecticut. The commission shall adopt rules of procedure not inconsistent with the provisions of said statutes and this article. The commission shall be empowered to conduct research into the economic conditions and trends of the town, shall make recommendations to appropriate officials and agencies of the town regarding action to improve the economic condition and development, shall seek to coordinate the activities of and cooperate with unofficial bodies organized to promote such economic development and may advertise and may prepare, print and distribute books, maps, charts and pamphlets which in its judgment will further official purposes. (Ord. of 7-23-87, § 4)

Section 2-149 2-38 Annual Report

The commission shall make an annual report to the town manager and the town council summarizing the commission's activities and recommendations for improving economic conditions and development of the town. (Ord. of 7-23-87, § 5)

Section 2-150 2-39 Appropriations

Acting through the town manager and pursuant to the town's personnel policies and procedures and subject to town council appropriation, the commission may utilize staff and clerical assistance and employ consultants, and may accept money gifts or expend the same for the purposes provided for under state statute and this article. The council may appropriate a sum to the commission not to exceed one-twentieth of one per cent of the last-completed grand list of taxable property. (Ord. of 7-23-87, § 6)

Section 2-151 2-40 Removal of members

A member of the commission may be removed for cause by the town manager. If the member requests a public hearing, that member shall be removed only after a public hearing is held. The public hearing will give the member an opportunity to be heard in person or by counsel before the town manager. At least ten (10) days prior to the public hearing, the member shall have been given a copy of the charges against him/her. In the event of removal, a record of the proceedings, together with the charges and findings thereon, shall be filed in the office of the town clerk. (Ord. of 7-23-87, § 11)

Sections 2-41 – 2-49 Reserved

ARTICLE VI. HISTORIC DISTRICT COMMISSION

Section ~~8.1-18~~ 2-50 Historic District Commission—Established; composition

An historic district commission (hereinafter called "the commission") is hereby established to promote the purpose set forth in this article and to perform all functions as shall from time to time be prescribed under the General Statutes of Connecticut and as provided in this article. Said commission shall consist of five (5) regular members and three (3) alternate members, all of whom shall be electors of the town holding no salaried town office and all shall serve without compensation. The members shall be appointed within thirty (30) days of the effective date of this article by the town council. The historic district shall be represented on the commission by at least one (1) regular member who shall be a resident of the district.

(Ord. of 1-13-87, § 3; Ord. of 3-8-88, § 3; Ord. of 4-12-88, § 3; Ord. of 8-9-88, § 3)

Section ~~8.1-19~~ 2-51 Same—Terms

The terms of the original members of the commission shall be arranged in such manner that the term of at least one (1) regular member and one (1) alternate member shall expire each year. Their successors shall be appointed by the town council for terms respectively of five (5) years for regular members and three (3) years for alternate members except that an appointment to fill a vacancy shall be for the duration of the unexpired term. (Ord. of 1-13-87, § 4; Ord. of 3-8-88, § 4; Ord. of 4-12-88, § 4; Ord. of 8-9-88, § 4)

Section ~~8.1-20~~ 2-52 Same— Election of Officers

Within thirty (30) days after appointment of the original members of the commission, and annually thereafter, the regular members shall meet, and elect officers as specified in the Act. Alternate members shall not participate in the vote for election of officers of the commission.

(Ord. of 1-13-87, § 5; Ord. of 3-8-88, § 4; Ord. of 4-12-88, § 4; Ord. of 8-9-88, § 5)

Section ~~8.1-21~~ 2-53 Same— Powers and limitations

The commission shall have such powers and shall be subject to such limitations as shall from time to time be prescribed under the General Statutes of Connecticut. The commission shall be empowered specifically to determine the appropriateness or inappropriateness of the external, visual aspects only of all erection, alteration, restoration, movement, or razing of all buildings and structures within the historic district. The style, material, size, and location of outdoor advertising signs and bill posters within the historic district shall also be under the control of the commission. The commission shall adopt rules of procedure and regulations not inconsistent with the provisions of said statutes and this article. The commission may, subject to appropriation, employ clerical and technical assistance or consultants and may accept money gifts or expend the same for the purposes of the Act and this article. (Ord. of 1-13-87, § 6; Ord. of 3-8-88, § 6; Ord. of 4-12-88, § 6; Ord. of 8-9-88, § 6)

Section ~~8.1-22~~ 2-54 Same— Liaison with other town offices; furnishing Certificates of Appropriateness for properties within the district; Annual Reports

Said commission and other town offices or officers whose areas of concern may overlap or affect each other should maintain liaison for information and coordination in matters with which the commission may be dealing. With particular regard to such liaison between the commission and the building inspector of the town, the latter official will require a certificate of appropriateness from the commission prior to the issuance of any building permit for properties within the historic district which might affect the exterior architectural or visual aspects of such properties.

The commission should make reports at least annually. Such reports may be included in the annual town report and should be issued to all owners of real property in the district. The report should also be available to any other residents of the town. (Ord. of 1-13-87, § 7; Ord. of 3-8-88, § 7; Ord. of 4-12-88, § 7; Ord. of 8-9-88, § 7)

Section ~~8.1-23~~ 2-55 Same—Standards of appropriateness

Anticipating future new construction and change in the historic district, the exterior architectural aspect of which may require the approval of the commission under certain conditions specified in the Act and which the commission may in accordance with the Act decide to be detrimental and inappropriate to the interest of said historic district, the commission shall make known the standards of appropriateness or inappropriateness which it proposes to follow in passing upon proposals for new construction or change. Such standards of criteria shall not be such as to bind the historic district to any uniform or necessarily traditional style in new construction but shall look both to the protection of the old and to the interest and distinctiveness of those communities in the future when other generations will view styles and developments of the present day also as history.

(Ord. of 1-13-87, § 8; Ord. of 3-8-88, § 8; Ord. of 4-12-88, § 8; Ord. of 8-9-88, § 8)

Section 8-1-24 2-56 ~~Same~~ Meetings with residents

For the purpose of encouraging the responsiveness, securing the support, and drawing on the resources of interested residents of the historic district who are not members of the historic district commission, and apart from the provision in the Act for formal appeals from the commission decisions by aggrieved parties, and other than the required public hearings by the commission upon applications for certificates of appropriateness, the commission shall hold meetings with residents of the historic district if and when at least fifty (50) per cent of the owners of real property in the district make written petition for such meeting to discuss matters of policy or other matters that may be at issue between property owners and the commission. The commission shall call meetings so requested, shall not be bound by the meetings, but in formulating policy shall be responsive to the sentiments of the community insofar as its best judgment suggests and the powers and limitations derived from the General Statutes permit. (Ord. of 1-13-87, § 9; Ord. of 3-8-88, § 9; Ord. of 4-12-88, § 9; Ord. of 8-9-88, § 9)

Sections 2-57 – 2-59 Reserved

ARTICLE VII. HOUSING AUTHORITY

Section 2-60 Established

There shall be a Housing Authority established in accordance with general statutes Chapter 128.

Section 2-61 Responsibilities

Said Authority shall have all the powers and duties relating to housing imposed upon housing authorities by Chapter 128 of the General Statutes, as amended. It shall further be the duty of the Housing Authority to investigate and to conduct research on the condition of housing within the Town, and to coordinate the activities of the various other municipal departments, agencies, and authorities as they pertain to housing. Said Authority shall serve as a liaison and coordinating body between the Town and federal and state agencies and private enterprise in order to provide adequate housing within the Town and shall have such other powers and duties as the Council may prescribe. In the event of any conflict between the specific provisions of this Ordinance and the several federal governmental laws and regulations imposed upon local agencies with regard to housing such federal laws and regulations shall prevail.

Section 2-62 Membership

The authority created by this article shall be composed of five (5) members appointed by the town council and shall consist of members drawn from citizens at large. Members shall serve for overlapping terms of three (3) years. One member shall be a tenant commissioner as defined in Conn. Gen. Stat. Sec. 8-41

ARTICLE VIII. INLAND WETLANDS AND WATERCOURSES COMMISSION^{6 7}

Section 2-49 2-70 Established

There shall be an inland wetlands and watercourses commission established in accordance with general statutes sections 22a-36 through 22a-45. (Ord. of 3-14-74, § 1)

Section 2-50 2-71 Responsibilities

The commission established by this article shall have all the powers and responsibilities authorized under sections 22a-36 through 22a-45 of the general statutes. (Ord. of 3-14-74, § 2)

Section 2-54 2-72 Membership

- (a) *The commission created by this article shall be composed of seven (7) members appointed by the town council and shall consist of members drawn from citizens at large or from applicable town boards and commissions.*
- (b) *Following the expiration of the original terms of appointment, all appointments or reappointments shall be for a period of three (3) years. In addition, the town council shall appoint two (2) alternate members to the inland wetlands and watercourses commission. Such alternates shall serve for terms of two (2) years and shall have those powers and responsibilities of regular members at those times when a regular member is absent or unable to act for any reason. (Ord. of 3-14-74, § 3; Ord. of 6-28-77)*

⁶ Cross references – Regulations for the protection and preservation of inland wetlands and watercourses, App. A.

⁷ State law reference -- Authority to establish, G.S. 22a-42(c).

Section 2-52 2-73 Vacancies

Any vacancy in the membership of the commission created by this article which may occur through death, resignation or otherwise shall be filled for the unexpired term of such member by the town council. In the event that a commission member misses three (3) consecutive meetings, the town council may remove the member and fill the vacancy thus created. (Ord. of 3-14-74, § 4)

Section 2-53 2-74 Aquifer Protection

(1) Designation and membership

- (a) In accordance with the provisions of Conn. Gen. Stat. §22a-354a, et seq. as amended, the Inland Wetlands and Watercourses Commission is designated as the Aquifer Protection Agency (hereinafter the "Agency") of the Town of Killingly to replace the Planning and Zoning Commission following the registration of all applications related to the Elmville Well Field. The staff of the Planning and Development Department shall serve as the staff of the Agency.
- (b) Members of the Inland Wetlands and Watercourses Commission shall serve coexisting terms on the Agency. The membership requirements of the Agency shall be the same as those of the Inland Wetlands and Watercourses Commission including, but not limited to the number of members, terms, method of selection and removal of members, and filling of vacancies.
- (c) At least one member of the Agency and/or staff of the Agency shall complete the course in technical training formulated by the Commissioner of Environmental Protection of the State of Connecticut, pursuant to Conn. Gen. Stat. § 22a-354v.

(2) Regulations to be adopted

- (a) The Agency shall adopt regulations in accordance with Conn. Gen. Stat. § 22a- 354p and R.C.S.A. § 22a- 354i-3. Said regulations shall provide for:
 - i. The manner in which boundaries of aquifer protection areas shall be established and amended or changed.
 - ii. Procedures for the regulation of activity within the area.
 - iii. The form for an application to conduct regulated activities within the area.
 - iv. Notice and publication requirements.
 - v. Criteria and procedures for the review of applications.
 - vi. Administration and enforcement.

(3) Inventory of Land Use

- (a) In order to carry out the purposes of the Aquifer Protection Program, the Agency will conduct an inventory of land use within the area to assess potential contamination sources.
- (b) Not later than three months after approval by the Commissioner of the Connecticut Department of Environmental Protection of Level B Mapping of aquifers, the Agency will inventory land uses overlying the mapped zone of contribution and recharge areas of such aquifers in accordance with guidelines established by the Commissioner pursuant to Conn. Gen. Stat. § 22a-354f. Such inventory shall be completed not more than one year after authorization of the Agency. [Conn. Gen. Stat. § 22a-354e] (Ord. of 5-11-10)

Sections 2-75 – 2-79 Reserved

ARTICLE IX. PERMANENT COMMISSION ON PUBLIC BUILDINGS^{8*}

Section 2-152 2-80 Purpose

There is hereby established a Killingly Permanent Commission on Public Buildings for the purpose of consolidating the design and construction of all public buildings and building projects with a projected total cost of twenty-five thousand dollars (\$25,000.00) or more under one commission in order to provide the town with the best possible buildings and facilities at the lowest possible cost through the increased cooperation of all town officers, boards, commissions, and agencies. (Ord. of 8-8-95)

Section 2-153 2-81 Membership

The Commission shall be composed of five (5) permanent members who are electors of the town to be appointed by majority vote of the town council, not more than three (3) of whom shall be members of the same political party. All of said permanent members of the Commission shall hold office as follows:

- (1) Within thirty (30) days from the effective date of this article, three (3) members shall be appointed to serve until December 15, 1997; and two (2) members shall be appointed to serve a term until December 15, 1999. The terms

⁸ Cross reference – Buildings and building regulations, Ch. 4; regulations for the protection and preservation of inland wetlands and watercourses, App. A.

- of each member shall commence on the day following their appointment, and each existing member of said Commission shall hold office until a successor is appointed and duly qualified.
- (2) As each term shall expire, the Town Council, by majority vote, shall appoint an elector of the Town to serve a four-year term running from December 16th of the odd number year until December 15th four (4) years later.
 - (3) Any vacancy shall be filled by a majority vote of the Council to complete the unexpired term of the vacating member.
 - (4) The then Chairman of the Town Council or a Council member designated in writing by the Chairman, the Town Manager or his written designee on the Town staff, and the Superintendent of Schools or his designee shall be ex-officio members of the Commission without the power to vote.
 - (5)
 - a. The Council may, by majority vote, appoint up to four (4) temporary members to the Commission to represent the "user's interest" and/or general citizens' interest in the project. Such temporary members shall serve until final completion and approval of the project by the Council and shall serve with vote only on matters relating to the specific assignment for which they were appointed. No more than two (2) members of such temporary members shall be of the same political party.
 - b. The Council may, upon the same terms and conditions as aforesaid, appoint such additional temporary members in multiples of two (2) to the Commission as it deems expedient and proper. All such temporary members shall be electors of the Town.
 - (6) Each permanent member appointed by the Council shall be qualified by experience or training to contribute to the overall knowledge and ability of the Commission to carry out its mission.
 - (7) The Council shall also appoint two (2) alternate members, no more than one (1) of whom shall be of the same political party, who shall serve for a term of four (4) years from the effective date of this Article to December 15, 1999. The alternates shall have the same qualifications as the permanent members, and whenever a permanent or temporary member is absent, the Chairman of the Commission shall designate an alternate to act. Vacancies and appointment of successor alternates shall be as set forth for the permanent members.
 - (8) Avoidance of conflicts of interest. The provisions of section 1203 of the Town Charter regarding conflicts of interest shall apply to all members, whether permanent or temporary, of the Commission on Public Buildings. It is expressly found by the Town Council that for the purposes of this Article, participation by an employee of a contractor or subcontractor who has no direct financial interest in the business shall not be a violation of said Section, provided no such individual shall have participated or have voted, or shall participate or vote on any aspect of the contract which directly affects his or her employer, but shall be free to participate and vote on contractual or general matters even if he or she is employed by a contractor or subcontractor, who is working on a Town project, provided that the contract on said project was awarded as part of a public bid. (Ord. of 8-8-95)

Section ~~2-154~~ 2-82 Powers and duties

- (a) *Officers; rules and regulations.* The Commission shall appoint its own Chairman and Secretary and establish its own rules and regulations for the conduct of its meetings. A copy of said rules and regulations shall be filed with the Town Clerk.
- (b) *Responsibility; limitation.* The Commission shall be responsible for the design and construction of only such public buildings or building projects as may be specifically authorized by resolution of the Council. A building project shall be defined as a project that involves the construction or renovation of a building requiring an architectural design and construction by the building trades. Building projects shall not include maintenance work such as the routine upkeep of plant or equipment; repair or replacement of equipment based on technical specifications such as boilers, chillers, other HVAC equipment, security and other similar equipment or repair or replacement of roofs except when required by Connecticut General Statutes. Building projects proposed in the capital improvement program and approved with an appropriation in the annual Capital Budget shall be presented to the Town Council prior to any expenditure of the appropriation for consideration of a resolution to specifically authorize responsibility for the design and construction of such public building or building projects to the Commission. The Commission may decline jurisdiction over any project if it feels that its assistance and oversight is unnecessary as to that particular project. It shall not decline jurisdiction over any project which requires as a matter of law a building commission to oversee it, and it shall give ten (10) days' prior notice to the Council of any proposed declination of jurisdiction.

Additional Duties The commission will assume the following additional duties:

- (1) The commission shall assure that the provisions of Section 2-206 of the Code of Ordinances are complied with. Prior to commencement of performance, and at any time after commencement of performance of the contract by the contractor, the commission may require submission of relevant documents and other relevant information related to the employment of tradesmen and laborers in performance of any specific contract with the town. The commission shall submit to the Town Manager its requests for documents and other information and the Town Manager shall obtain such documents and other information from the contractor and transmit

the same to the commission. If the commission determines that a contractor is not in compliance with Section 2-206 O of the Code of Ordinances, it shall make a report of its findings to the Town Manager for transmittal to the Town Council with its recommendations as to whether corrective action should be required of the contractor, or whether the contract should be terminated.

- (2) If called by the commission, there will be a pre-bid conference with the Purchasing Agent, the architect of the project and/or, if applicable, the project engineer, to ensure that the procurement regulations of the Town are included in the bid document.
 - (3) Prior to the monthly meeting of the commission, each contractor shall submit a copy of his monthly payroll and list of work force composition to the Town Manager or his designee for transmittal to the commission for the purpose of checking that the payroll is in compliance with area prevailing wages or rates and that residents of the Town are employed as tradesmen and laborers.
 - (4) If the commission so decides, the apparent successful bidder and his major subcontractors shall attend a pre-award conference and submit a list of key personnel prior to award of the contract.
 - (5) The commission shall hold a pre-construction conference with the designated contractor or subcontractor, at which time any contractor or subcontractor claiming to have key personnel must present a list of those key personnel.
 - (6) If during construction, there is a dispute between the commission and the contractor or the subcontractor as to key personnel, there shall be a meeting to resolve said dispute with the commission and the contractor or subcontractor.
 - (7) It shall be the duty of the Purchasing Agent to report to the commission all contracts pertaining to tradesmen and laborers. (Ord. of 12-11-07)
- (c) Feasibility studies.
- (1) Upon the request of any other Town board, officer, agency, or Commission, the Commission may assist, without prior Council approval, such other town officer, board, agency, or commission in the development of feasibility studies of buildings or building projects which are a part of the Town's Capital Improvement Program. Any cost to be incurred, in excess of monies previously allocated by the Council for such studies, must be approved by the Council prior to making the study. All contracts for such studies must be in writing and approved by the Council prior to execution by the Town Manager.
 - (2) Reserved.
- (d) Design phase.
- (1) The Commission shall study sites and building locations for such public buildings or building projects as may be assigned by the Council. In considering such sites and locations, the Commission shall coordinate and review its study with the Planning and Zoning Commission, the Inland Wetlands Commission, and other appropriate municipal land use agencies.
 - (2) Any appropriation needed for architectural or other professional services shall be requested of the Council and no expenditure shall be made unless and until said appropriation has been approved.
 - (3) The Commission shall select an architect, where necessary, for each public building or building project and for such other professional service as may be required. Except as may otherwise be provided by State statutes, comparative selection shall be made by inviting firms or individuals through adequate public notice of interviews for determination of their qualifications for the specific building or building project. The comparative selection process may be altered or waived by the Public Building Commission with the approval of the Town Council. The Commission shall recommend any proposed contract with architects or other third parties to the Town Council. All such contracts shall be subject to review by the Town Manager's office and the Town Attorney.
 - (4) The Commission shall prepare schematic design and reasonable cost estimates for each building or building project. The Commission shall also obtain the written approval of the schematic design from State and Federal agencies, commissions, boards, etc. where they are required by law. Written site plan review comments of the Planning and Zoning Commission, Inland Wetlands Commission, Water Pollution Control Authority and other applicable Town boards, commissions, agencies, officers, and committees shall also be obtained. The schematic design with reasonable cost estimates, together with the written approvals where required and written comments of the various town boards, commissions, and committees, shall be submitted to the council for its approval before proceeding with the design development phase of the building or building project.
 - (5) "Schematic design" is defined as the phase at which drawings graphically describe the scale and relationship of project components of the building or building project. It also shall represent the point at which no greater than fifteen (15) per cent of the estimated total fee for professional services for the building or building project shall be incurred.
 - (6) The Commission shall consider the necessary appropriations required for each public building or building project in whole or in part and make recommendations to the Council so that the necessary appropriations may be made by the Council. The Commission shall also advise the Council of any and all possibilities of available reimbursement of monies to the Town for the building or building project.

- (7) Design development is defined as the point at which the documents fix and illustrate the size, arrangement and character of the project, stipulate the kinds of materials to be used, the type of structural system, mechanical and electrical systems and equipment, site development, and other information essential to a more detailed description of the building or building project. It also shall represent the point at which no greater than thirty-five (35) per cent of the estimated total fee for professional services for the building or building project shall be incurred.
 - (8) Upon completion of the design development phase of any building or building project, the Commission shall review it with the Council before proceeding with the construction phase.
- (e) Construction phase:
- (1) The Commission (subject to the applicable provisions of the Charter) shall prepare construction documents and seek competitive bids for construction of each building project. All bids obtained shall be referred to the Council with recommendations for its acceptance or rejection.
 - (2) The Commission shall arrange for supervision of each project during construction. Such supervision shall include, but is not necessarily limited to, observing the work and materials as often as may be necessary with respect to the quality, suitability and adherence to the contract drawings, specifications and other contract documents so as to protect the Town against defects and deficiencies in the work of the contractor and materials supplied by the contractor.
 - (3) The Commission shall make application for State or Federal funds for each project that may be eligible for such funds. In those cases where another agency, officer, board, or commission of the Town government is required by law to or in good practice should make such application, the commission shall request such action be taken and said appropriate agency, officer, board or commission shall make such application. All applications for State or Federal funds shall be coordinated through the Town Manager.
 - (4) During the construction of each building project, the Commission shall make, in coordination with the Town Manager's office, a quarterly accounting to the Council of the financial receipts, commitments, and expenditures to date. The Commission shall notify the Council in writing during the initial 95% of construction of any building project when the remaining contingency on said project shall be reduced to less than one percent (1%) of the balance of construction and shall recommend procedures to address use of the remaining contingency.
 - (5) Subsequent to substantial completion of each building project, the commission shall render to the council a written report concerning said project and an accounting to date of all income and expenses made under the related appropriation.
 - (6) Upon approval of the commission's final accounting by the council at the final completion of each building project, the commission shall turn the project over to the appropriate town body and shall notify such body and the council of such acts in writing.
 - (7) This article shall take effect on August 25, 1995 but shall not affect the continuing existence or validity of any previously established building committees. (Ord. of 8-8-95, Amending Ord. 2-9-2010)

ARTICLE ~~V~~-X. PLANNING AND ZONING COMMISSION⁹

Section ~~2-86~~ 2-90 Created

Chapter 124 of the General Statutes of the state, 1958 Revision as amended, is hereby adopted and a combined planning and zoning commission is hereby created in and for the town. (Ord. of 9-13-73, § 1)

Section ~~2-87~~ 2-91 Powers

The commission created by this article, in addition to those powers granted to the town planning commission in section 804 of the town charter shall exercise the powers of chapter 124 of the general statutes of the state and shall have jurisdiction over all areas of the town. (Ord. of 9-13-73, § 2; Ord. of 7-14-87)

Section ~~2-88~~ 2-92 Composition; terms; officers; rules; record of proceedings

The planning and zoning commission shall consist of five (5) members whose appointments shall be made pursuant to the provisions of chapter 124 of the general statutes of the state and the town charter. Three (3) alternates shall be designated in accordance with chapter 124 of the general statutes of the state and each shall serve for a three (3) year term. The commission shall elect a chairman, vice-chairman and secretary from its members, shall adopt rules for the transaction of business and shall keep a public record of its activities.

(Ord. of 9-13-73, § 3)

⁹ Cross references -- Subdivision regulations, App. B; zoning regulations, App. C.

Section ~~2-89~~ 2-93 Vacancies

Vacancies on the planning and zoning commission arising from resignation or dismissal shall be filled by the town council for the unexpired portion of the term. (Ord. of 9-13-73, § 4)

Section ~~2-69~~ 2-94 Alternate members¹⁰

- (a) *There shall be named to the planning commission of the town three (3) alternate members.*
- (b) *Such alternates shall be appointed by the town council and shall serve for terms of three (3) years.*
- (c) *Such alternates shall be eligible to act if a regular member of the planning commission is absent or disqualified in accordance with sections 8-19a and 8-21 of the general statutes, 1958 Revision, as amended.*
- (d) *Should any vacancy occur among the alternate members of the planning commission, the town council shall fill such vacancy.* (Ord. of 7-12-73, §§ I – IV)

Sections 2-95–2-99 Reserved

ARTICLE ~~IV.5~~ XI. PUBLIC SAFETY COMMISSION

Section ~~2-78~~ 2-100 Established; composition

- (a) There shall be a commission on public safety, composed of five (5) residents of the town to serve as an advisory commission to the town council on matters relating to public safety. Said five (5) members shall be persons who have expressed a concern and interest for and/or demonstrated expertise in public safety and issues related thereto. They shall be appointed by majority vote of the council subject to the rules of minority representation as set forth in the General Statutes of the State of Connecticut.
- (b) In addition to the five (5) regular members of the commission, the chairman of the town council, or designated representative, and the town manager, or a designated representative, shall be ex officio members of the commission. (Ord. No. 96-004, 4-9-96)

Section ~~2-79~~ 2-101 Terms of members; filling of vacancies; removal

- (a) Within forty-five (45) days after adoption of this article, three (3) members shall be appointed to serve until April 30, 2000, and two (2) members to serve until April 30, 1998. Thereafter, all members shall be appointed for a term of four (4) years.
- (b) In the event of any vacancy, the council shall appoint, by majority vote, a successor to fill the unexpired portion of the vacant term.
- (c) Members of the commission may be removed or suspended by the town council in accordance with the provisions of the town charter.
- (d) There shall be two (2) alternate members appointed for two-year terms. Said members shall be appointed within forty-five (45) days following the adoption of this Ordinance No. 96-004. (Ord. No. 96-004, 4-9-96)

Section ~~2-80~~ 2-102 Compensation

The members of the commission shall receive no compensation for their services as such but shall be reimbursed for their necessary expenses incurred in the performance of their duties with approval of the majority of the commission and provided for within their budget appropriation. (Ord. No. 96-004, 4-9-96)

Section ~~2-81~~ 2-103 Duties

- (a) The commission shall appoint its own chairperson and secretary and establish its own rules and procedures for the conduct of its meetings. A copy of said rules and procedures shall be filed annually with the town clerk and the town council as defined in the Charter of the Town of Killingly.
- (b) The commission may make an annual budgetary appropriation request of the town council for the purpose of effectively carrying out its official duties.
- (c) The commission may interact as necessary with other town boards and commissions having an impact on public safety issues and may seek to coordinate the activities of and cooperate with responsible organizations concerned with promoting public safety. The commission may utilize the facilities of the Connecticut Safety Commission and the National Safety Council in promoting the objective of a community safety program.
- (d) The commission shall be responsible to the council on matters relating to public safety and, as such, shall:
 - (1) Research and evaluate all public safety issues referred to them from the town council, the town manager or from other such municipal officials such as the police chief and the fire marshal;
 - (2) Research and evaluate current and future public safety needs;

¹⁰ State law reference -- Authority to provide for alternate members, G.S. § 8-19a

- (3) Define and report on policies which establish a standard to be used in addressing and remediating public safety hazards;
- (4) Make recommendations to the town council regarding measures to be taken to address identified hazards within the community;
- (5) Support, supplement and conduct public safety education programs, support, stimulate and assist citizen groups in understanding and cooperating with municipal programs for public safety and stimulate public interest and support for official programs of safety and accident prevention.
- (e) Neither the commission nor any of its members shall give directives to the town manager or any of his administrative staff either publicly or privately.
- (f) The commission shall provide the council with an annual written report on or before September first of each fiscal year concerning commission activities and shall present short- and long-range recommendations for action to the town council and other appropriate officials of the town.
- (g) The commission shall assume any other matters relating to public safety as may be assigned to it by the council in such areas, but not limited to, vehicular safety, pedestrian safety, fire safety, water safety, and safety within public buildings. (Ord. No. 96-004, 4-9-96)

Section 2-104 – 2-119 Reserved

ARTICLE XII. BOARD OF RECREATION

Section 2-120 Created

There shall be a Board of Recreation. (Referendums of 11-6-73 and 11-3-81)

Section 2-121 Powers

The Board shall have all the powers and duties conferred or implied by the Town Council on recreation commissions and park commissions

Section 2-122 Composition; terms; officers; rules; record of proceedings

The Board of Recreation shall consist of five (5) members and shall serve for terms of two (2) years. Thereafter, the Council shall appoint, alternately, members to such Board. In addition to those members appointed by the Council, one member of the Council and one member of the Board of Education shall be appointed by such respective bodies to the Board of Recreation. Said appointees to serve indefinite terms at the pleasure of the Council and Board of Education respectively and to have voting powers. The Town Manager shall also serve but shall have no power to vote under any circumstances.

ARTICLE ~~VI~~ XIII. REGIONAL PLANNING.¹¹

DIVISION 1 GENERALLY

Section ~~2-105~~ 2-130 Regional Council of Governments

The town hereby adopts sections 4-124i through 4-124p of the Connecticut General Statutes as amended, providing for the formation of a regional council of governments, and does hereby join such regional council of governments when and as such council is duly established in accordance with said statutes, upon the adoption of said statutes by not less than sixty (60) per cent of all municipalities within the Northeastern Connecticut Planning Region as defined by the secretary of the office of policy and management or his designee and upon certification by the secretary of the office of policy and management or his designee that a regional council of governments has been duly established.

In the absence of the chairman of the town council as the town's representative to the regional council of governments, the town council shall by majority vote designate one of its members as the chairman's alternate.¹² (Ord. of 4-14-87; Ord. of 1-12-88)

Section ~~2-106~~ 2-131 Adoption of State Law

Pursuant to the provisions of chapter 127 of the general statutes, the town hereby adopts the provisions of such chapter and elects to participate in the regional planning agency now or henceforth existing under authority of such

¹¹ State law reference -- Regional planning, G.S. § 8-31a et seq.

¹² Editor's note -- Inclusion of certain substantive provisions of an ordinance adopted April 14, 1987, as § 2-105 was at the editor's discretion. Said ordinance further provided that: "When the regional council of governments is duly established and the transition period called for in section 4-124-1c of the Connecticut General Statutes as amended has been completed, then the town does hereby rescind sections 2-106 thru 2-108 of the Killingly Code of Ordinances which created the town's participation in the Northeastern Connecticut Regional Planning Agency.

chapter in the Northeast Regional Planning Agency as defined by the Connecticut Development Commission pursuant to the provisions of such chapter.¹³ (Ord. of 4-23-68, § 1)

Section ~~2-107~~ 2-132 Appointment of representatives

- (a) The Town of Killingly, having a population of sixteen thousand one hundred twenty-seven (16,127), according to the federal census of 2000, shall have two (2) representatives of the agency.
- (b) The town council shall appoint to the agency one elector of the town who shall serve for a term of two (2) years. The planning commission of the town, duly constituted, shall appoint one elector to the agency for a term of two (2) years.
- (c) Appointees shall serve for the term of their office and until their successors shall have been appointed. Appointees may be reappointed. Terms of office shall commence when the appointment is made or from the first organization meeting of the agency, whichever is later.¹⁴ (Ord. of 4-23-68, § 2; Ord. of 6-26-74)

Section ~~2-108~~ 2-133 Vacancies

Vacancies created by resignation or inability to serve shall be filled by the town council for the remainder of the unexpired term, any representative who is absent from three (3) consecutive regular meetings of the regional planning agency and any intervening duly called special meetings thereof shall be considered to have resigned from such body, except that the requirements of this section may be waived by the town council for good cause.¹⁵ (Ord. of 4-23-68, § 3; Ord. of 6-26-74)

Sections 2-134 - 2-139 Reserved

DIVISION 2 REGIONAL RESOURCE RECOVERY AUTHORITY¹⁶

Section ~~2-111~~ 2-140 Created

There is hereby created a regional resources recovery authority pursuant to section 7-273aa of the Connecticut General Statutes, to be known as the Northeastern Connecticut Regional Resource Recovery Authority, principal office address being P.O. Box 198, Brooklyn, Connecticut 06234, subject to the modifications and limitations set forth in this division. The Northeastern Connecticut Regional Resource Recovery Authority shall have all the powers and duties of a municipal authority and of a regional authority pursuant to chapters 103b, 446d (formerly 361a) and 446e (formerly 351b) of the Connecticut General Statutes. The first members of the authority are: The Town of Canterbury, Canterbury Town Hall, P.O. Box 26, Canterbury, Connecticut 06331, whose initial representative's term of office shall be one (1) year; the Town of Killingly, Killingly Town Hall, 127 Main Street, Danielson, Connecticut 06239, whose initial representative's term of office shall be two (2) years; the Town of Plainfield,

Plainfield Town Hall, 8 Community Avenue, Plainfield, Connecticut 06374, whose initial representative's term of office shall be three (3) years; the Town of Pomfret, Pomfret Town Office Building, R.F.D. #1, Pomfret Center, Connecticut 06259, whose initial representative's term of office shall be one (1) year; the Town of Putnam, Putnam Town Hall, 126 Church Street, whose initial representative's term of office shall be two (2) years; and the Town of Thompson, Thompson Municipal Building, North Grosvenordale, Connecticut 06255, whose initial Representative's term of office shall be three (3) years. In the event that any of the above named municipalities do not adopt this ordinance [this division], the terms of office of the initial representatives as shown above shall be redefined according to section ~~2-142~~ 2-143 of this division for any of the above named municipalities which adopt this ordinance [this division]. (Ord. of 10-14-86, § 1; Ord. of 2-10-87, §§ 1, 2)

Section ~~2-112~~ 2-141 Appointment of representatives

Membership in the authority shall consist of those municipalities that adopt this joint ordinance [this division] as set forth in section ~~2-145~~ 2-146. The representative to the authority from each member town shall be appointed by the board of selectmen of each municipality except for the representative of the Town of Killingly which shall be appointed by the town council. The board of selectmen or town council of each member town shall be authorized to appoint an alternate representative who shall be authorized to attend meetings and vote in the place of an absent representative. Representatives shall serve without compensation but may be reimbursed by the authority for necessary expenses incurred in conducting authority business. Any representative may be removed with or without cause by a majority vote of the board of selectmen or town council of the town which appointed the representative. (Ord. of 10-14-86, § 2; Ord. of 2-10-87, § 3)

¹³ Note -- See the editor's note following § 2-105.

¹⁴ Note -- See the editor's note following § 2-105.

¹⁵ Note -- See the editor's note following § 2-105.

¹⁶ Editor's note -- A nonamendatory ordinance of Oct. 14, 1986, §§ 1 -- 7, has been codified as division 2, §§ 2-111 -- 2-117, at the discretion of the editor.

Section ~~2-113~~ 2-142 Number of representatives

Each member municipality shall be entitled to one (1) representative on the authority and to one (1) alternate, who may vote only in the absence of the regular representative. Representatives and alternates shall serve for three-year terms, except that the initial appointments shall be for one-, two- or three-year terms based on alphabetical assignment of those municipalities comprising the authority. Thereafter, initial terms for representatives of new municipal members shall rotate among one (1), two (2) and three (3) years in the order of adoption of the joint ordinance. All initial terms shall be deemed to begin on the day the authority is created. (Ord. of 10-14-86, § 3)

Section ~~2-114~~ 2-143 Voting and quorum

The Northeastern Connecticut Resource Recovery Authority shall operate with one hundred (100) voting units which shall be assigned to member municipalities in proportion to each municipality's share of the total population of all members of the authority as determined by the votes. Each municipality shall have a minimum of one (1) vote. The distribution of voting units among members shall be recomputed following each decennial federal census and upon the withdrawal or termination of any member municipality or the admission of a new member. Action by the authority shall require the affirmative action of at least sixty (60) per cent of the total voting units present and voting at a duly called meeting of the authority at which a quorum is present. The presence, at a meeting, of representatives from a majority of the member municipalities shall be necessary for a quorum. (Ord. of 10-14-86, § 4)

Section ~~2-115~~ 2-144 Liabilities of member towns

A member municipality shall not assume any liabilities or responsibilities of the Northeastern Connecticut Regional Resource Recovery Authority or created by the action of said authority, or be responsible for payment of any expenses of said authority unless an appropriation for the municipality's proportionate share of such expenses has been approved by the municipality or a contract setting forth such liabilities and responsibilities for expenses has been approved by the municipality. (Ord. of 10-14-86, § 5)

Section ~~2-116~~ 2-145 Effective date

This ordinance [this division] shall take effect when it has been adopted by five (5) or more towns in the Northeastern Connecticut Planning Region. (Ord. of 10-14-86, § 6)

Section ~~2-117~~ 2-146 Withdrawal from Authority

No municipality may withdraw its membership in the authority without a vote of its legislative body to withdraw from the authority and giving at least six (6) month's notice to each of the other participating municipalities and to the Northeastern Connecticut Regional Resource Recovery Authority. Such withdrawal of membership will not in any manner relieve the municipality of liabilities or responsibilities assumed prior to withdrawal, including, without limitation, contracts and agreements to supply municipal solid waste, to pay tipping fees or other charges, and to make landfill space available. (Ord. of 10-14-86, § 7; Ord. of 2-10-87, § 4)

Sections 2-147 – 2-149 Reserved

ARTICLE ~~VII~~ XIV. ZONING BOARD OF APPEALS¹⁷

Section ~~2-125~~ 2-150 Created

The provisions of chapter 124 of the general statutes of the state, 1958 Revision as amended, are hereby adopted and a zoning board of appeals is hereby created in and for the town. (Ord. of 9-13-73, § I; Ord. of 7-14-87)

Section ~~2-126~~ 2-151 Composition

The board created by this article shall consist of five (5) regular members and three (3) alternates who shall be electors of the town and shall not be members of any other board or commission. (Ord. of 9-13-73, § II)

Section ~~2-127~~ 2-152 Terms—Regular members

Regular members of the board created by this article shall be appointed to serve by the town council for terms of five (5) years. Annually the council shall appoint one member to such board. (Ord. of 9-13-73, § III)

Section ~~2-128~~ 2-153 Same—Alternate members

Alternate members of the board created by this article shall be appointed to terms of three (3) years. (Ord. of 9-13-73, § IV)

¹⁷ Cross reference -- Zoning regulations, App. C.

Section 2-129 2-154 Vacancies

Any vacancy on the board created by this article shall be filled by the town council. (Ord. of 9-13-73, § V)

Section 2-130 2-155 Power and duties

The board created by this article shall have all powers and duties of chapter 124 of the general statutes of the state, as amended, and all of its actions and proceedings, all appeals there from shall be subject to and in accordance with the provisions of such chapter 124 as amended. (Ord. of 9-13-73, § 6)

Sections 2-156 – 2-159 Reserved

ARTICLE XV. WATER POLLUTION CONTROL AUTHORITY

Section 2-160 Created

Pursuant to the general statutes of the state, chapter 103, section 7-246, as amended, and the Killingly Town Charter, Section 810, there is created an authority, to be known as the Water Pollution Control Authority of the Town of Killingly. Said Water Pollution Control Authority shall be an operating department of the Town, and the Superintendent of the Water Pollution Control Authority shall be appointed by the Town Manager with the advice and consent of the Water Pollution Control Authority and shall report to the Town Manager or his/her designee as to the day to day operation of the department. For purposes of employment and personnel policies, the employees of the Water Pollution Control Authority shall be employees of the Town of Killingly.

Section 2-161 Composition; terms; vacancies

The Authority created by this section shall consist of five (5) regular members to be appointed by the town council for terms of three (3) years and two (2) alternate members to be appointed by the town council for terms of two (2) years. Any vacancy shall be filled for the unexpired portion of the term by appointment by the town council.

Section 2-162 Officers; Compensation; Quorum

The Authority created by this section shall elect from its membership a chairman and secretary and shall appoint legal counsel, and other necessary personnel. The members of the authority shall serve without compensation but shall be reimbursed for necessary expenses. The presence of three (3) members of the authority will constitute a quorum to conduct business and not action of such authority shall be valid unless authorized by a vote of the majority of the members of the authority.

Section 2-163 Powers

The Authority created by this section shall conform to and have such powers, purposes and objectives as set forth in chapter 103 of the general statutes, as amend, except as specifically otherwise set forth herein.

Section 2-164 Records; annual report

The Authority shall maintain accurate accounting and financial records and shall make an annual report to the Town Manager and Council. Provided further that all functions regarding the issuance of bills and collection of revenues shall be performed by the Town Manager or his/her designee, and all funds shall be accounted for separately to the Authority in accordance with generally accepted municipal accounting principles.

Section 2-165 Annual Budget

- (a) The Authority shall file its budget with the Town Manager for submission to the Town Council no later than the first day of April, which budget shall include a detailed estimate of the expenditures to be made by the Authority and the revenue to be collected thereby in the ensuing fiscal year and such other information as may be required by the Council or the Manager.
- (b) The Council shall by resolution approve or reject such budget within fifty (50) days of receipt of the same. Should the budget be rejected by the Council, it shall be returned to the Authority together with a statement of the reason for the rejection. The Authority shall review the budget in light of the comments of the Council and shall resubmit the budget to the Council no later than five (5) days prior to the June meeting of the Council. The Council shall then approve the Authority's budget or amend and approve said budget. Should the Council fail to approve or amend and approve the last submitted budget by the close of the fiscal year, the last submitted budget shall be deemed to be approved by the Council.

Section 2-166 Removal of Members

A member of the authority may be removed in accordance with the provisions of Section 811 of the Killingly Town Charter.

Sections 2-167 – 2-169 Reserved

ARTICLE XVI. —SPECIAL COMMISSION ON CONSOLIDATION OF SERVICES

Section 2-164 Established; composition

- ~~(a) There shall be a seven (7) member Special Commission on Consolidation of Services to serve as an advisory commission to the Town Council and Board of Education on matters relating to the consolidation of operations.~~
- ~~(b) Said Commission shall sunset on June 30, 2016 unless otherwise extended by action of the Town Council and shall not be designated as a regular town commission.~~
- ~~(c) In addition to the seven (7) regular members of the commission, the Town Manager, or a designated representative, and the Superintendent of Schools, or a designated representative, shall be ex-officio members of the commission.~~

Section 2-165 Terms of members; filling of vacancies

- ~~(a) Within sixty (60) days after adoption of this article, the Town Council shall appoint the initial Commission members as follows:
 - ~~(1) Two (2) members who shall be current members of the Town Council.~~
 - ~~(2) Two (2) members who shall be current members of the Board of Education who shall have been recommended by the Board of Education.~~
 - ~~(3) Three (3) members who shall be citizens of the Town of Killingly and who shall have been jointly recommended by the Town Council and the Board of Education.~~
 - ~~(4) Each initial member shall serve until December 5, 2011.~~~~
- ~~(b) As each term shall expire, the Town Council shall reappoint or appoint new members maintaining the same apportionment among constituencies for terms of two (2) years commencing December 5, 2011.~~
- ~~(c) The Town Council shall appoint, from its membership, one (1) alternate member, and the Board of Education shall recommend for appointment, from its membership, one (1) alternate member; said alternate members shall serve from the effective date of this article until December 5, 2011; thereafter each term shall be for two (2) years.~~
- ~~(d) The Town Council shall fill any vacancy for the balance of the vacant term with an individual representing the constituency of the person who shall have created the vacancy.~~

Section 2-166 Duties

- ~~(a) The Commission shall appoint its own chairperson and vice chairperson and establish its own rules and procedures for the conduct of its meetings. A copy of said rules and procedures shall be filed annually with the Town Clerk.~~
- ~~(b) The Commission shall be responsible to both the Town Council and the Board of Education, in an advisory capacity, on matters relating to the consolidating of operations, including, but not limited to the following areas: facilities maintenance; central services; vehicle and equipment maintenance; energy conservation and library services.~~
- ~~(c) Neither the Commission nor any of its members shall give directives to the Town Manager, Superintendent of Schools or their administrative staff either publicly or privately.~~
- ~~(d) The Commission shall provide the Town Council and Board of Education with an annual written report on or before September first of each fiscal year concerning Commission activities and shall present short and long-range recommendations. —(Ord. No. C11-09; 4-12-11)~~

Article XI. —SPECIAL COMMISSION ON THE MAINTENANCE OF BUILDINGS

Section 2-167 Established; composition

- ~~a) There shall be a seven (7) member Special Commission to establish and oversee schedules for the maintenance of all Town of Killingly buildings, to advise the Town Council and Board of Education on the capital costs for such structural maintenance and to perform such other related matters for Town-owned buildings as may be requested by either the Town Council or Board of Education. Structural maintenance shall be defined as the routine upkeep of plant or building equipment; repair or replacement of equipment based on technical specifications such as boilers, chillers, other HVAC equipment, security and other similar equipment or the replacement of roofs except when a Building Commission is required by Connecticut General Statutes.~~

- ~~b) Said Committee shall sunset on December 31, 2013 unless otherwise extended by action of the Town Council and shall not be designated as a regular Town Committee.~~
- ~~c) In addition to the seven (7) regular members of the Commission, the Town Manager, or a designated representative, and the Superintendent of Schools, or a designated representative, shall be ex-officio members of the Committee.~~

~~Section 2-168—Terms of Members; filling of vacancies~~

- ~~a) Within forty-five (45) days after the effective date of this Article, the Town Council shall appoint the initial Committee members as follows:
 - ~~1. Two (2) members who shall be current members of the Town Council to be designated by the Town Council Chairperson in accordance with the Town Council's Rules of Procedure regarding appointment of liaisons to Boards and Commissions.~~
 - ~~2. Two (2) members who shall be current members of the Board of Education who shall be recommended by the Board of Education.~~
 - ~~3. One (1) member who shall be a current member of the Permanent Building Commission to be designated by the Permanent Building Commission Chairperson.~~
 - ~~4. Two (2) members who shall be citizens of the Town of Killingly to be appointed and who shall have been jointly recommended by the Town Council and the Board of Education.~~~~
- ~~b) Each initial member shall serve until November 11, 2011. As each term shall expire, the Town Council shall reappoint or appoint new members maintaining the same apportionment among constituencies for terms of two (2) years commencing December 1, 2012.~~
- ~~c) The Town Council shall appoint, from its membership, one alternate member, and the Board of Education shall recommend for appointment, from its membership, one alternate member; said alternate members shall serve from the effective date of this Article until December 31, 2011; thereafter each term shall be for two (2) years.~~
- ~~d) Vacancies—The Town Council shall fill any vacancy for the balance of the vacant term with an individual representing the constituency of the person who shall have created the vacancy.~~

~~Section 2-169—Duties~~

- ~~a) The Commission shall appoint its own chairperson, vice chairperson and secretary, and establish its own rules and procedures for the conduct of its meetings. A copy of said rules and procedures shall be filed annually with the Town Clerk.~~
- ~~b) The Commission shall be responsible to both the Town Council and the Board of Education, in an advisory capacity, on matters relating to the structural maintenance, schedule of capital funding for said maintenance and the review of schedules and contracts related to the structural maintenance of all Town-owned buildings. Neither the Commission nor any of its members shall give directions to the Town Manager, Superintendent of Schools or their administrative staff either publicly or privately. The administration of contracts to perform structural maintenance projects as herein defined shall be the responsibility of the Town Manager for buildings directly under the jurisdiction of the Town Council and shall be the responsibility of the Superintendent of Schools for buildings directly under the jurisdiction of the Board of Education.~~
- ~~c) The Commission shall provide the Town Council and Board of Education with an annual written report on or before September 1st of each fiscal year concerning Commission activities and shall present short and long-range recommendations. (Ord. No. C10-02; 10-12-10)~~

ARTICLE ~~XII~~. XVI Open Space Land Acquisition Fund

Section 2-170

Pursuant to the authority of Connecticut General Statute § 7-131r, there is hereby established the Killingly Open Space Land Acquisition Fund to be used solely for the purposes of the preservation of open space, the acquisition of land (or any interest in land, including but not limited to easements and development rights, associated surveying and legal fees) to be used for open space, natural resource protection, recreational or agricultural purposes. This fund is continuous and shall not lapse at the close of the municipal fiscal year.

Section 2-171

There shall be deposited into the Open Space Land Acquisition Fund such sums as the town may from time to time appropriate for that purpose. There shall also be deposited into the fund all payments in lieu of the provision of open space made pursuant to any regulations adopted by the Planning and Zoning Commission under the authority of Connecticut General Statutes §§ 8-25a and 8-25b and any other funds acquired by the town, whether by gift, bequest, grant or otherwise, for the purposes to be served by the fund. By separate action annually, Council may also transfer unexpended funds from any Conservation, Inland Wetlands and Watercourses Commission and Agriculture Commissions budgeted funds remaining at the end of the fiscal year. (Ord. No. C14-05; 5-13-14; Effec. 5-28-14)

Section 2-172

The Town Manager shall appoint an Open Space Land Acquisition Committee to consist of two citizens at large and one member of each of the following: Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Economic Development Commission, Board of Recreation, Conservation Commission, and Agriculture Commission. The persons appointed shall serve at the pleasure of the Town Council. The Open Space Land Acquisition Committee shall elect its chairperson and a secretary and shall meet periodically, but not less frequently than bi-annually. Its charge shall be to identify and/or review potential acquisitions of land or interests in land for open space, natural resource protection, recreational or agricultural purposes, to make recommendations to the Town Council regarding acquisition of such land and other proper uses of the Open Space Land Acquisition fund and to perform such other tasks relating to the use and administration of the fund as the Town Council may direct. (Ord. No. C14-05; 5-13-14; Effec. 5-28-14)

Section 2-173

Appropriations from the fund for the purposes for which it is created shall be made upon the recommendation of the Conservation Commission, the Open Space Land Acquisition Committee and the approval of the Town Council, and, where the proposed appropriation is for the purpose of acquiring land (or any interest in land, including but not limited to easements and development rights) upon review by the Planning and Zoning Commission pursuant to Connecticut General Statute § 8-24, by any Annual or Special Town Meeting after due warning. (Ord. No. C00-023; 8-8-00)

Section 2-174–2-180 Reserved

Article ~~XIII~~ XVII CAPITAL RESERVE FUNDS

DIVISION 1 GENERAL CONDITIONS OF USE

Section 2-181

1. Expenditures

- a. Capital Projects - Expenditures may be made from said Fund to fund, in whole or in part, Town capital projects. Uses may include but shall not be limited to: municipal infrastructure construction and improvements, municipal, school, parks and recreation facilities construction and improvements and the acquisition of land. Funds may be expended for contractual services, materials, supplies, equipment and professional services; however, said Fund shall not be expended for normal, routine operating expenses of the Town.
 - b. Information Technology - Expenditures may be made from said Fund to fund, in whole or in part, technology equipment, computer software or hardware and any other expenditures related to utilizing information technology in support of Town functions. Said expenditures shall be segregated from other expenditures described herein and shall be supported by revenues derived from fees, charges and inter-fund transfers associated with information technology.
 - c. Geographic Information System - Expenditures may be made from said Fund to fund, in whole or in part, technology equipment, computer software or hardware and other expenditures related to utilizing the town's geographic information system in support of Town functions. Said expenditure shall be segregated from other expenditures described herein and shall be supported by revenues derived from fees, charges and inter-fund transfers associated with geographic information technology.
2. The sources of revenue of the Capital Revenue Fund may be any of the following as the Town Council shall, from time to time, determine: General Fund appropriations and contributions from other Town funds, as may be authorized by the Town Council.
 3. The Town Finance Department will maintain an accounting of the activity of the Fund.
 4. In the event of the dissolution of the Fund, any balance remaining in the Fund shall be transferred to the Fund Balance of the General Fund.

DIVISION 2 DISBURSEMENTS

Section 2-182

1. All disbursements for Capital Projects and the Geographic Information System from this Fund shall be authorized by the Town Council upon a recommendation by the Town Manager.
2. All disbursements for information technology from this Fund shall be authorized by the Town Manager.
(Ord. No. C00-025, 9-12-00) (Ord. 8-12-03; Amending Ord. of 8-9-05)

Section 2-183 - 2-200 Reserved

Chapter 8.1**ARTICLE II. DAYVILLE HISTORIC DISTRICT, DANIELSON HISTORIC DISTRICT –
ACADEMY STREET, AND MISCELLANEOUS HISTORIC PROPERTIES¹⁸****~~Section 8.1-18 — Historic District Commission—Established; composition~~**

~~An historic district commission (hereinafter called “the commission”) is hereby established to promote the purpose set forth in this article and to perform all functions as shall from time to time be prescribed under the General Statutes of Connecticut and as provided in this article. Said commission shall consist of five (5) regular members and three (3) alternate members, all of whom shall be electors of the town holding no salaried town office and all shall serve without compensation. The members shall be appointed within thirty (30) days of the effective date of this article by the town council. The historic district shall be represented on the commission by at least one (1) regular member who shall be a resident of the district.~~

~~(Ord. of 1-13-87, § 3; Ord. of 3-8-88, § 3; Ord. of 4-12-88, § 3; Ord. of 8-9-88, § 3)~~

~~Section 8.1-19 — Same—Terms~~

~~The terms of the original members of the commission shall be arranged in such manner that the term of at least one (1) regular member and one (1) alternate member shall expire each year. Their successors shall be appointed by the town council for terms respectively of five (5) years for regular members and three (3) years for alternate members except that an appointment to fill a vacancy shall be for the duration of the unexpired term. (Ord. of 1-13-87, § 4; Ord. of 3-8-88, § 4; Ord. of 4-12-88, § 4; Ord. of 8-9-88, § 4)~~

~~Section 8.1-20 — Same — Election of Officers~~

~~Within thirty (30) days after appointment of the original members of the commission, and annually thereafter, the regular members shall meet, and elect officers as specified in the Act. Alternate members shall not participate in the vote for election of officers of the commission.~~

~~(Ord. of 1-13-87, § 5; Ord. of 3-8-88, § 4; Ord. of 4-12-88, § 4; Ord. of 8-9-88, § 5)~~

~~Section 8.1-21 — Same — Powers and limitations~~

~~The commission shall have such powers and shall be subject to such limitations as shall from time to time be prescribed under the General Statutes of Connecticut. The commission shall be empowered specifically to determine the appropriateness or inappropriateness of the external, visual aspects only of all erection, alteration, restoration, movement, or razing of all buildings and structures within the historic district. The style, material, size, and location of outdoor advertising signs and bill posters within the historic district shall also be under the control of the commission. The commission shall adopt rules of procedure and regulations not inconsistent with the provisions of said statutes and this article. The commission may, subject to appropriation, employ clerical and technical assistance or consultants and may accept money gifts or expend the same for the purposes of the Act and this article. (Ord. of 1-13-87, § 6; Ord. of 3-8-88, § 6; Ord. of 4-12-88, § 6; Ord. of 8-9-88, § 6)~~

~~Section 8.1-22 — Same — Liaison with other town offices; furnishing Certificates of Appropriateness for properties within the district; Annual Reports~~

~~Said commission and other town offices or officers whose areas of concern may overlap or affect each other should maintain liaison for information and coordination in matters with which the commission may be dealing. With particular regard to such liaison between the commission and the building inspector of the town, the latter official will require a certificate of appropriateness from the commission prior to the issuance of any building permit for properties within the historic district which might affect the exterior architectural or visual aspects of such properties.~~

~~The commission should make reports at least annually. Such reports may be included in the annual town report and should be issued to all owners of real property in the district. The report should also be available to any other residents of the town. (Ord. of 1-13-87, § 7; Ord. of 3-8-88, § 7; Ord. of 4-12-88, § 7; Ord. of 8-9-88, § 7)~~

~~Section 8.1-23 — Same—Standards of appropriateness~~

~~Anticipating future new construction and change in the historic district, the exterior architectural aspect of which may require the approval of the commission under certain conditions specified in the Act and which the commission may in~~

¹⁸ Editor's note—Codification of §§ 1–10 of a nonamendatory ordinance adopted Jan. 13, 1987, as article II, §§ 8.1-16-8.1-25, was at the editor's discretion. Said ordinance was effective April 1, 1987.

~~accordance with the Act decide to be detrimental and inappropriate to the interest of said historic district, the commission shall make known the standards of appropriateness or inappropriateness which it proposes to follow in passing upon proposals for new construction or change. Such standards of criteria shall not be such as to bind the historic district to any uniform or necessarily traditional style in new construction, but shall look both to the protection of the old and to the interest and distinctiveness of these communities in the future when other generations will view styles and developments of the present day also as history.~~
(Ord. of 1-13-87, § 8; Ord. of 3-8-88, § 8; Ord. of 4-12-88, § 8; Ord. of 8-9-88, § 8)

~~Section 8.1-24 — Same Meetings with residents~~

~~For the purpose of encouraging the responsiveness, securing the support, and drawing on the resources of interested residents of the historic district who are not members of the historic district commission, and apart from the provision in the Act for formal appeals from the commission decisions by aggrieved parties, and other than the required public hearings by the commission upon applications for certificates of appropriateness, the commission shall hold meetings with residents of the historic district if and when at least fifty (50) per cent of the owners of real property in the district make written petition for such meeting to discuss matters of policy or other matters that may be at issue between property owners and the commission. The commission shall call meetings so requested, shall not be bound by the meetings, but in formulating policy shall be responsive to the sentiments of the community insofar as its best judgment suggests and the powers and limitations derived from the General Statutes permit. (Ord. of 1-13-87, § 9; Ord. of 3-8-88, § 9; Ord. of 4-12-88, § 9; Ord. of 8-9-88, § 9)~~

Chapter 12.5

PLANNING AND DEVELOPMENT¹⁹

~~ARTICLE II. — CONSERVATION COMMISSION²⁰~~

~~Section 12.5-21 — Statutory Authority~~

~~This article, establishing a conservation commission (hereinafter called "the commission") for the town is enacted pursuant to the provisions of Section 7-131A of the General Statutes of Connecticut, and amendments thereto. (Ord. of 2-13-90)~~

~~Section 12.5-22 — Purpose~~

~~The purpose of this article is to promote the development, conservation, supervision and regulation of natural resources, including water resources within the town, and other such purposes and objectives as set forth by the state statute and this article. (Ord. of 2-13-90)~~

~~Section 12.5-23 — Conformance to Statute~~

~~The commission shall conform to and have such powers, purposes and objectives as set forth in Chapter 97, Section 7-131A of the general statutes and as provided in this article. (Ord. of 2-13-90)~~

~~Section 12.5-24 — Terms of office; compensation; vacancies~~

~~The commission created by this article shall consist of five (5) regular members, all of whom shall be electors of the town holding no salaried town office. All members shall serve without compensation but shall be reimbursed for necessary expenses incurred in the performance of official duties. The members are to be appointed by the town manager with the advice and consent of the town council for five year terms. The initial terms of appointment shall be fixed so that the terms of one-fifth (1/5) of the members shall expire each year. Any vacancy shall be filled for the unexpired portion of the term by appointment of the town manager with the advice and consent of the town council. There shall be two (2) alternate members appointed for three year terms. (Ord. of 2-13-90)~~

~~Section 12.5-25 — Appointment; election of officers; removal of members~~

~~The members shall be appointed within thirty (30) days of the effective date, March 1, 1990, of this article.~~

~~(a) Appointment.~~

~~(b) **Election of officers.** Within thirty (30) days after appointment of the original members, and annually thereafter, the regular members shall meet and elect from its membership a chairman, secretary and other necessary officers.~~

¹⁹ Cross references—Administration, Ch. 2; buildings and building regulations, Ch. 4; streets and sidewalks, Ch. 13; water generally, § 15-128 et seq.; inland wetlands and watercourses regulations, App. A; subdivisions, App. B.

²⁰ Editor's note—An ordinance adopted Feb. 13, 1990, did not specifically amend this Code; hence, inclusion of said ordinance as §§ 12.5-21—12.5-30 was at the editor's discretion.

~~(c) **Removal of members.**—A member of the commission may be removed for cause by the town manager with advice and consent of the town council. If the member requests a public hearing, that member shall be removed only after a public hearing is held. The public hearing will give the member an opportunity to be heard in person or by counsel before the town manager. At least ten (10) days prior to the public hearing, the member shall have been given a copy of the charges against him/her. In the event of removal, a record of the proceedings, together with the charges and findings thereon, shall be filed in the office of the town clerk.~~

~~(Ord. of 2-13-90)~~

Section 12.5-26—Quorum

~~The presence of three (3) members of the commission shall constitute a quorum to conduct business and no action shall become valid unless authorized by a vote of the majority of the total membership present and voting. (Ord. of 2-13-90)~~

Section 12.5-27—Powers and Duties

~~The commission shall have such powers and shall be subject to such limitations as shall from time to time be prescribed under the General Statutes of Connecticut. The commission shall adopt rules and procedure not inconsistent with the provisions of said statutes and this article. The commission shall be empowered to conduct researches into the utilization and possible utilization of land areas of the municipality and may coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare and distribute books, maps, charts, plans and pamphlets as necessary for its purposes. It shall keep an index of all open areas, publicly or privately owned, including open marshlands, swamps and other wetlands, for the purpose of obtaining information on the proper use of such areas, and may from time to time recommend to the planning and zoning commission, the inland wetlands and watercourses commission, the board of recreation and the town council plans and programs for the development and use of such areas. (Ord. of 2-13-90)~~

Section 12.5-28—Annual Report

~~The commission shall make an annual report to the town council summarizing the commission's activities. (Ord. of 2-13-90)~~

Section 12.5-29—Appropriations

~~Acting through the town manager and pursuant to the town's personnel rules and procedures and subject to town council appropriation, the commission may utilize staff and clerical assistance and employ consultants, and may accept money gifts or expend the same for the purposes provided for under state statute and this article. (Ord. of 2-13-90)~~

Section 12.5-30—Meeting Attendance

~~Three (3) consecutive unexcused absences shall require notification to the member that he shall be recommended to the town manager for removal unless a proper explanation acceptable to the commission is received within twenty-one (21) days from notification.~~

Sections 12.5-31 - 12.5-40—Reserved

Chapter 15

WATER, SEWERS AND SEWAGE DISPOSAL²¹

Section 15-18—Water Pollution Control Authority—Generally²²

- ~~(a) **Created.** Pursuant to the general statutes of the state, chapter 103, section 7-246, as amended, and the Killingly Town Charter, Section 810, there is created an authority, to be known as the Water Pollution Control Authority of the Town of Killingly.~~
- ~~(b) **Powers.** The Authority created by this section shall conform to and have such powers, purposes and objectives as set forth in chapter 103 of the general statutes, revision of 1958, and amendments thereto.~~
- ~~(c) **Composition; terms; vacancies.** The Authority created by this section shall consist of five (5) regular members to be appointed by the town council for terms of three (3) years and two (2) alternate members to be appointed by the town council for terms of two (2) years. Any vacancy shall be filled for the unexpired portion of the term by appointment by the town council.~~

²¹ Cross references—Buildings and building regulations, Ch. 4; garbage, trash and refuse, Ch. 8; inland wetlands regulations, App. A; subdivision regulation, App. B; zoning regulations, App. C.

²² Cross reference—Administration generally, Ch. 2.

- ~~(d) **Officers.** The authority created by this section shall elect from its membership a chairman and secretary and shall appoint legal counsel, and other necessary personnel.~~
- ~~(e) **Compensation.** The members of the authority created by this section shall serve without compensation but shall be reimbursed for necessary expenses.~~
- ~~(f) **Quorum.** The presence of three (3) members of the authority created by this section will constitute a quorum to conduct business and no action of such authority shall be valid unless authorized by a vote of the majority of the members of the authority.~~
- ~~(g) **Records; annual report.** The authority created by this section shall maintain accurate accounting and financial records and shall make an annual report to the town manager and council.~~
- ~~(h) **Removal of members.** A member of the authority created by this section may be removed in accordance with the provisions of Section 8-11 of the Killingly Town Charter.~~
- ~~(i) The Water Pollution Control Authority shall submit an annual operating budget in accordance with the provisions of Section 8-10 of the Killingly Town Charter.~~
- ~~(Ord. of 8-25-70, §§ 1-8; Ord. of 6-26-74; Ord. of 4-10-79; Ord. of 9-14-82, §§ 1, 2; Ord. of 10-12-82, § 1; Amending Ord. of 5-10-05)~~

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

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 9th day of June 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 June 9, 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 an Ordinance amending Chapter 14 of the Code of Ordinances for the revision the Property Tax Relief Policy for Public Safety Volunteers

ITEM SUBMITTED BY:

Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF:

June 9, 2020

TOWN MANAGER APPROVAL:



ITEM SUMMARY:

Chapter 14 Section 14-45 through 14-50 provides a property tax abatement for qualifying volunteer. The State of Connecticut increased the allowable maximum benefit from \$1,000 to \$1,500 in fiscal years 2020 and 2021 and up to \$2,000 for fiscal year 2022 and thereafter. To adopt these higher benefits, the Town must modify the local ordinance. The proposed amendments reference the CT State Statute for maximum limits and converts the tiered calculation to a percentage of those maximums rather than state a dollar value. The Ordinance subcommittee reviewed the proposed amendments at its February 6, 2020 meeting and voted to recommend this to the full Council for adoption. This item had been scheduled for a public hearing on April 14, 2020 which was not held due to Governor Lamont's Executive Orders. The Town Council re-scheduled the public hearing for this amendment to June 9, 2020 at your regular Town Council meeting on May 12, 2020.

FINANCIAL SUMMARY:

N/A

STAFF RECOMMENDATION:

Approval of the Ordinance

TOWN ATTORNEY REVIEW:

Reviewed

COUNCIL ACTION DESIRED:

Action on the Ordinance

SUPPORTING MATERIALS:

- Ordinance

ORDINANCE

AN ORDINANCE AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES FOR REVISION THE PROPERTY TAX RELIEF POLICY FOR PUBLIC SAFETY VOLUNTEERS

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF

KILLINGLY that, the following amendments as shown in underline or strike through to Chapter 14 of the Town of Killingly Code of Ordinances be adopted:

DIVISION 1 PROPERTY TAX RELIEF POLICY FOR PUBLIC SAFETY VOLUNTEERS

Sections 14-45 Purpose

The purpose of this Ordinance is to provide property tax relief for public safety volunteers pursuant to Section 12-81w ~~(24)~~ of the Connecticut General States, as amended, said Ordinance being effective commencing with the October 1, 2000 Grand List and subject to review after one year of implementation. This program will be granted in the form of an ~~exemption~~ abatement pursuant to the aforementioned State Statutes,

Sections 14-46 Qualifications

Any volunteer member in good standing of the fire departments and ambulance services located in the Town of Killingly with one or more years of active service who owns real property located in the Town of Killingly or who is liable for the payment of taxes shall be entitled to tax relief in accordance with this Ordinance.

Annually on or before December 15, the individual fire chiefs or president of each volunteer fire department and ambulance service located in the Town of Killingly shall submit a certified eligibility list to the Town Assessor. Such list shall contain the name, address, and amount of the exemption expressed in terms of equivalent tax dollars for each member.

The program will be subject to funding authorized in the annual budget process. In the event the program is not funded or is funded at less than 100%, then the program shall be implemented proportionately to the funding allocated to the program.

Section 14-47 Member Eligibility

The following criteria would be used to determine a member's status as a "member in good standing" with Killingly area Fire Departments and Ambulance Service:

a¹. Active fire department members would earn points for every call, drill, training session, meeting and work detail they attend as follows:

- 5 points per drill/training session
- 3 points per fire call
- 3 points per EMS call
- 2 points per department meeting attended
- 1 point per service call/work detail

An active volunteer fire department member will be considered to be in good standing and eligible for tax relief based upon his/her attendance at calls, drills, training, and meetings each year. Attendance requirements vary from department to department, based upon the call volume of a particular department.

Attendance requirements are as follows:

- | | |
|---|----------------------------|
| 1. Departments with 800 or more calls per year: | 10% attendance is required |
| 2. Departments with 600 - 799 or more calls per year: | 15% attendance is required |
| 3. Departments with 400 - 599 or more calls per year: | 20% attendance is required |
| 4. Departments with less than 400 calls per year: | 25% attendance is required |

b. Active volunteer members of the KB Ambulance Corp, Inc would earn eligibility points as follows:

- 1. provide fifty (50) hours of scheduled ambulance duty coverage per quarter
- 2. attend eighty (80) percent of all ambulance corps meetings
- 3. attend eighty (80) percent of all ambulance corps training sessions
- 4. participate in one (1) public event the ambulance service provides medical coverage for, for example: Springtime Festival, July 4th, EMS week, school visits, etc.

¹ History – Ordinance C17-06 amended Section 14-47a replacing "To be considered a Member in good standing, a member of area fire department would have to obtain a total of twenty-five (25%) percent of the total points possible" approved at TCM 8-8-17.

The criteria used for KB Ambulance Corps, Inc. personnel is necessary because this facility has scheduled duty shifts during the evening for volunteer coverage. Also, paid employees provide daytime coverage. Thus, volunteer personnel are not able to respond to all dispatched ambulance calls.

- c. Eligibility also includes the following:
1. any volunteer member located in the Town of Killingly with one or more years of active service;
 2. amount of exemption based on member's years of active service;
 3. years of active service as a member in good standing may be transferred between fire departments located in the Town of Killingly;
 4. Chief or administrative officer of the individual fire departments or ambulance service determine the criteria for member qualification as Member in Good Standing

Section 14-48 Property Eligibility

- a. ~~exemption~~ **abatement** may only be applied to taxable property located in the Town of Killingly and in the ownership of the eligible member as of October 1 preceding the December 15 filing of the eligible list with the Assessor;
- b. an ~~exemption~~ **abatement** under this ordinance shall be applicable to any real or personal property in common with one or more other persons. Leased vehicles or property owned by corporations including, but not limited to, LLC's and trusts are not considered the property of the eligible member;
- c. the ~~exemption~~ **abatement** cannot exceed the total assessment of the eligible property.

Section 14-49 Tax Relief

Tax relief shall be in the form of an abatement of property taxes due for any fiscal year in accordance with CGS Section 12-81w, as amended. The below percentages shall be applied to the maximum allowable abatement.

1-2	Years Active Service as a Member in Good Standing	\$200 20% Equivalent tax dollars
3-5	Years Active Service as a Member in Good Standing	\$400 40% Equivalent tax dollars
6-10	Years Active Service as a Member in Good Standing	\$600 60% Equivalent tax dollars
11-15	Years Active Service as a Member in Good Standing	\$800 80% Equivalent tax dollars
16+	Years Active Service as a Member in Good Standing	\$1,000 100% Equivalent tax dollars

Section 14-50 Exemption

~~Calculation of the exemption is pursuant to the provisions of subdivision (21) of CGS Section 12-81.
(Ord. & Exhibit A adopted 11-8-00)~~

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

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 9th day of June 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 June 9, 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 an ordinance amending Chapter 14 of the Code of Ordinances for the revision the Property Tax Relief Policy for the Exemption of Ambulance-type Vehicles

ITEM SUBMITTED BY: Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF: June 9, 2020

TOWN MANAGER APPROVAL:



ITEM SUMMARY: Connecticut State Statute 12-81c allows for a municipal option to exempt from personal property taxation ambulance type vehicles for non-profit entities and persons with disabilities. While, Killingly has not adopted this local option, we have not taxed KB Ambulance for personal property. KB Ambulance Service is a non-profit ambulance and would qualify under this statute for this exemption. My recommendation would be for Killingly to formally adopt this exemption. The Ordinance subcommittee reviewed the proposed amendments at its March 5, 2020 meeting and voted to recommend this to the full Council for adoption. The ordinance was introduced to the Town Council at your regular meeting on April 14, 2020 and a public hearing was scheduled for June 9, 2020.

FINANCIAL SUMMARY: The Town has not assessed personal property taxes to KB Ambulance. Based on the current mill rate and vehicles owned by KB Ambulance the exemption equates to \$3,069 in taxes. Currently, there are no vehicles matching the eligibility requirements under this proposed amendment that is owned by a resident.

STAFF RECOMMENDATION: Approval of the Ordinance

TOWN ATTORNEY REVIEW: Reviewed

COUNCIL ACTION DESIRED: Action on the Ordinance

SUPPORTING MATERIALS:

- Ordinance

ORDINANCE

AN ORDINANCE AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES FOR REVISION THE PROPERTY TAX RELIEF POLICY FOR THE EXEMPTION OF AMBULANCE-TYPE VEHICLES

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, the following amendments as shown in underline or strike through to Chapter 14 of the Town of Killingly Code of Ordinances be adopted:

DIVISION 5 PROPERTY TAX EXEMPTIONS FOR ANY AMBULANCE-TYPE MOTOR VEHICLE

Section 14-80 Purpose

To provide a personal property tax exemption, pursuant to Connecticut General Statutes, Section 12-81c, for any ambulance-type motor vehicle which is used exclusively for:

- a. Any ambulance type motor vehicle which is used exclusively for the purpose of transporting any medically incapacitated individual, except any such vehicle used to transport any such individual for payment
- b. Any property owned by a nonprofit ambulance company; and
- c. Any motor vehicle adapted for use by a person with disabilities

For purposes of this section, the following terms shall have the meaning indicated:

Ambulance-type Vehicle – Any motor vehicle specifically equipped or modified in a significant way for the purpose of transporting medically incapacitated individuals, including but not limited to the inclusion of lifts, the equipping with stretchers, beds or other special seating, and significant modification to accommodate medical or emergency equipment, such as oxygen.

Motor Vehicle Adapted for Use by a Person with Disabilities - The vehicle must be owned by a person with disabilities or owned by the parent or guardian of such person and used as the primary means of transportation for a person with disabilities. At a minimum the vehicle must be equipped with automatic transmission and full hand controls for the operation of gas and brakes. Modifications intended to render the vehicle more comfortable, but not necessary to permit it to be operated by its owner, shall not be sufficient to satisfy the requirements of this definition. The owner of the vehicle must present a valid Connecticut driver's license with restriction codes "C" - Mechanical Aid and "E" - Auto Transmission.

Used Exclusively - The vehicle is used and devoted primarily and inherently for the purpose of transporting medically incapacitated individuals and does not mean vehicles used partly for transporting medically incapacitated individuals and partly for other purposes.

Section 14-81 Application

Applications for said exemption shall be filed with the Assessor's Office in such manner and including such information as required by the Assessor's Office, not later than November 1 following the assessment date with respect to which such exemption is claimed or for vehicles purchased on or after October 2 and on or before July 31 of the assessment year for which such exemption is requested, not later than 30 days after such purchase.

Section 14-82 Effective Date

This article shall be applicable with respect to the assessment year which commenced October 1, 2019. Applications for exemptions relative to the assessment year which commenced on said October 1, 2019, shall be made not later than 30 days following the effective date of this article or, for vehicles purchased after said effective date but on or before July 31, 2020, not later than 30 days after such purchase.

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

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 9th day of June 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 June 9, 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 an ordinance amending Chapter 6 of the Code of Ordinances for the revision of the Town Council term of office to reflect the revised Town Charter language

ITEM SUBMITTED BY: Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF: June 9, 2020

TOWN MANAGER APPROVAL:

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

ITEM SUMMARY: In November, the Town approved the revision to the Town Council term of office effective starting with the election year of 2021. This proposed revision changes the Ordinance to reflect the exact language approved for the Town Charter. The Ordinance subcommittee reviewed the proposed amendments at its March 5, 2020 meeting and voted to recommend this to the full Council for adoption. The ordinance was introduced to the Town Council at your regular meeting on April 14, 2020 and a public hearing was scheduled for June 9, 2020.

FINANCIAL SUMMARY: N/A

STAFF RECOMMENDATION: Approval of the Ordinance

TOWN ATTORNEY REVIEW: Reviewed

COUNCIL ACTION DESIRED: Action on the Ordinance

SUPPORTING MATERIALS:

- Ordinance

ORDINANCE #

AN ORDINANCE AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES FOR THE
REVISION OF THE TOWN COUNCIL TERM OF OFFICE

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, the following amendments as shown in underline or strike through to Chapter 6 of the Town of Killingly Code of Ordinances be adopted:

Sec. 6-2. Representation on council (*Effective ~~November 3, 2015~~ November 5, 2019*)

The nine (9) members of the town council are to serve for terms of ~~two (2)~~ four (4) years; one (1) member is to be elected from each of the voting districts, and four (4) are to be elected at-large. Commencing with the municipal election year 2021, all town council seats shall transition to staggered four-year terms as follows: the four (4) at-large seats shall be elected for a four (4) year term and the five (5) District seats will be elected for a two (2) year term. In the municipal election of 2023, the five (5) District seats shall be elected for a four (4) year term; and each council seat expiring shall be elected for a four (4) year term in each municipal election thereafter.
(Ord. of 3-18-77, § 6; Ord. No. 98-001, 2-10-98; Ord. No. 14-13, 12-2014)

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

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 9th day of June 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 June 9, 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 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:

June 9, 2020

TOWN MANAGER APPROVAL:



ITEM SUMMARY:

The Council tabled this item at their May 12, 2020 Council Meeting to have me explore the possibility of including this item on the Presidential Primary ballot in August. I've forwarded the question to the Town Attorney for review. The question can not be put on the Primary Ballot for several reasons. The Presidential Primary is open to only the party affiliated voters. Therefore, voters can only vote on ballot in which they are party affiliated with. The referendum vote for this project would be open to all residents regardless of party affiliation. The State would also have to approve the use of polling location. The referendum would have to be conducted on separate machines, with separate staff and possibly in a separate location. The State would have to approve all of that. I'm evaluating with staff if the Town would have sufficient polling machines and staff to manage two votes on the same day. This is a very fluid conversation as the requirements continually change based on guidance from the State, Department of Health and CDC recommendations.

As we have previously outlined with the project, further delay in the approval of this project will result in the requirement to re-evaluate the project costs. The current project costs assume current construction pricing. Further delay will add additional inflation costs to this pricing. The architect has outlined the increase for each year of delay is 5%. Based on this information the project cost would need to be increased by \$830,000 for a one-year delay. If the State were to allow a separate voting to occur, the project dollar number will still need to be increased to recognize this additional cost. This would require the Town Council restart their process on this project. This requires the project to be reintroduced to the Council with the new cost numbers, advertisement of the revised project and the Council to set a public hearing and machine vote dates. A machine vote requires 30 days public notification. If the project is reintroduced at the July 14th Council meeting, the earliest a machine vote can be scheduled for is August 18th which will not meet the August 11th primary date.

I have included the project presentation slides prepared by Silver, Petrucelli & Associates which outlines the project and cost estimations.

FINANCIAL SUMMARY:

The project has an estimated State School Construction Grant reimbursement rate of 59.7% or \$9,131,563. The Town estimates bonds will be issued for the remaining balance of approximately \$7,500,000. The bonds would likely be issued during fiscal year 2021/2022. This would result in a budgetary impact for fiscal year 2022/2023. The debt issuance is anticipated to impact the mill rate by 0.50 mills.

STAFF RECOMMENDATION:

Approval of the Ordinance

TOWN ATTORNEY REVIEW:

Reviewed

COUNCIL ACTION DESIRED:

Action on the Ordinance

SUPPORTING MATERIALS:

- Ordinance
- Project Presentation
- Day Pitney Memo

Agenda Item #14(e)

Ordinance #X20-

ORDINANCE APPROPRIATING \$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 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 FIVE HUNDRED FIFTY THOUSAND DOLLARS (\$16,550,000) for costs associated with improvements to Killingly Memorial School, including removal of portable structures, site reconfiguration, upgrades to existing structure, addition of an elevator, and construction of an approximately 18,950 square foot addition, substantially as described as Site Concept A3, dated September 25, 2019, prepared by Silver/Petrucelli & Associates. The appropriation may be spent for design and construction costs, site improvements, demolition, 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 FIVE HUNDRED FIFTY THOUSAND DOLLARS (\$16,550,000) 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.

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 Engineer, the Board of Education, the Killingly Permanent Commission on Public Buildings and other proper officers and officials of the Town are each authorized to take any other action which is necessary 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 the adoption of this Ordinance in reliance on the provisions of Executive Order No. 7S, without submission to voters at Special Town Meeting and Referendum, is necessary to permit the orderly operation of the Town of Killingly and that there is a need to act immediately and during the duration of the public health and civil preparedness emergency in

order to avoid endangering public health and welfare, prevent significant financial loss, and that action is otherwise necessary for the protection of persons and property within the municipality.

Section 10. 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 a majority of the Town Council.

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 9th day of June 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 June 9, 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)



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



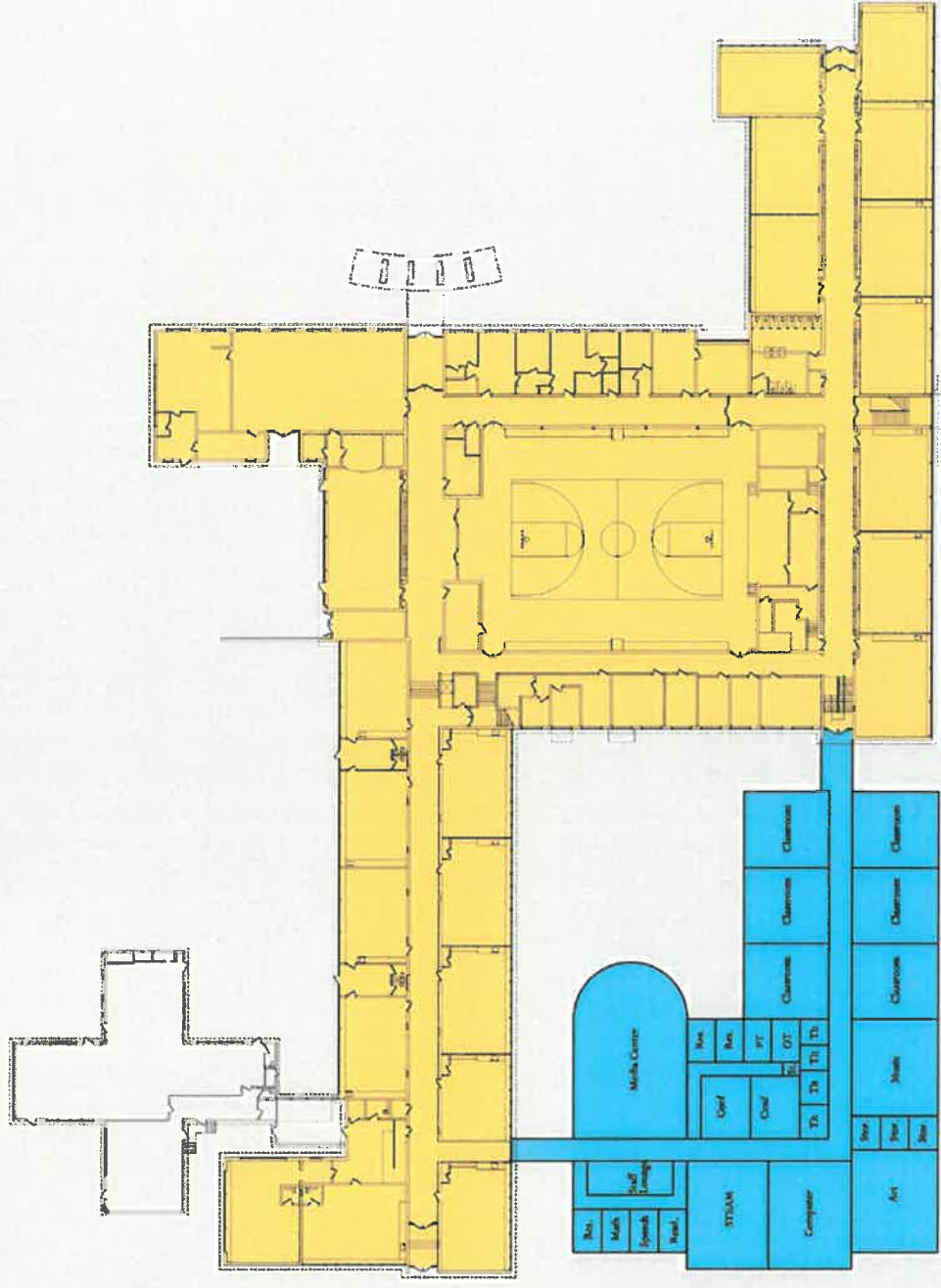
Program Sheet

Killingly Memorial School (KMS) Portable Removal Concept PRELIMINARY SPACE PROGRAM 10-Sep-19					
SPACE COMPONENT	DELIVERED SQUARE FOOTAGE (ADDITION)				
	No.	Proposed NSF	Actual NSF	Notes:	
Program					
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			
Subtotal		7,430			
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			
Subtotal		6,300			
Total Area		13,730			
Circulation (20%)		2,746			
Total Net square footage		16,476			
Structure 15%		2,471			
Total Gross square footage		18,947			

Existing Site



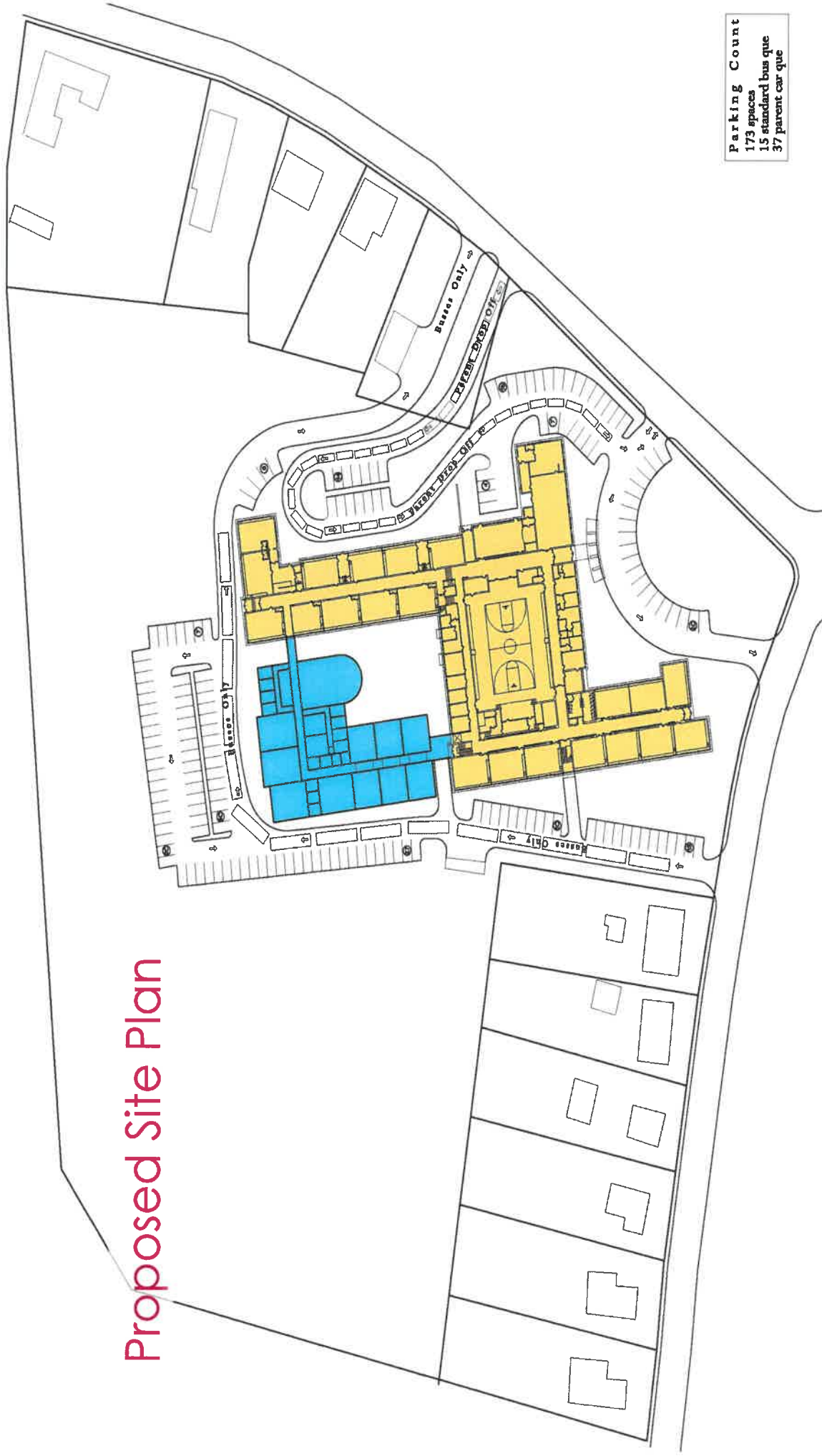
Proposed Concept Floor Plan



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

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
\$7,414,187

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
Construction Cost \$5,475,000
Construction Contingency 10%, Soft Costs 20%, 2020 Inflation 3% \$1,806,750
Furniture, fixtures and equipment (FF+E) \$125,000
Total Project Cost \$7,406,750
State Reimbursement: 72% \$4,522,860
Cost to Town \$2,883,890

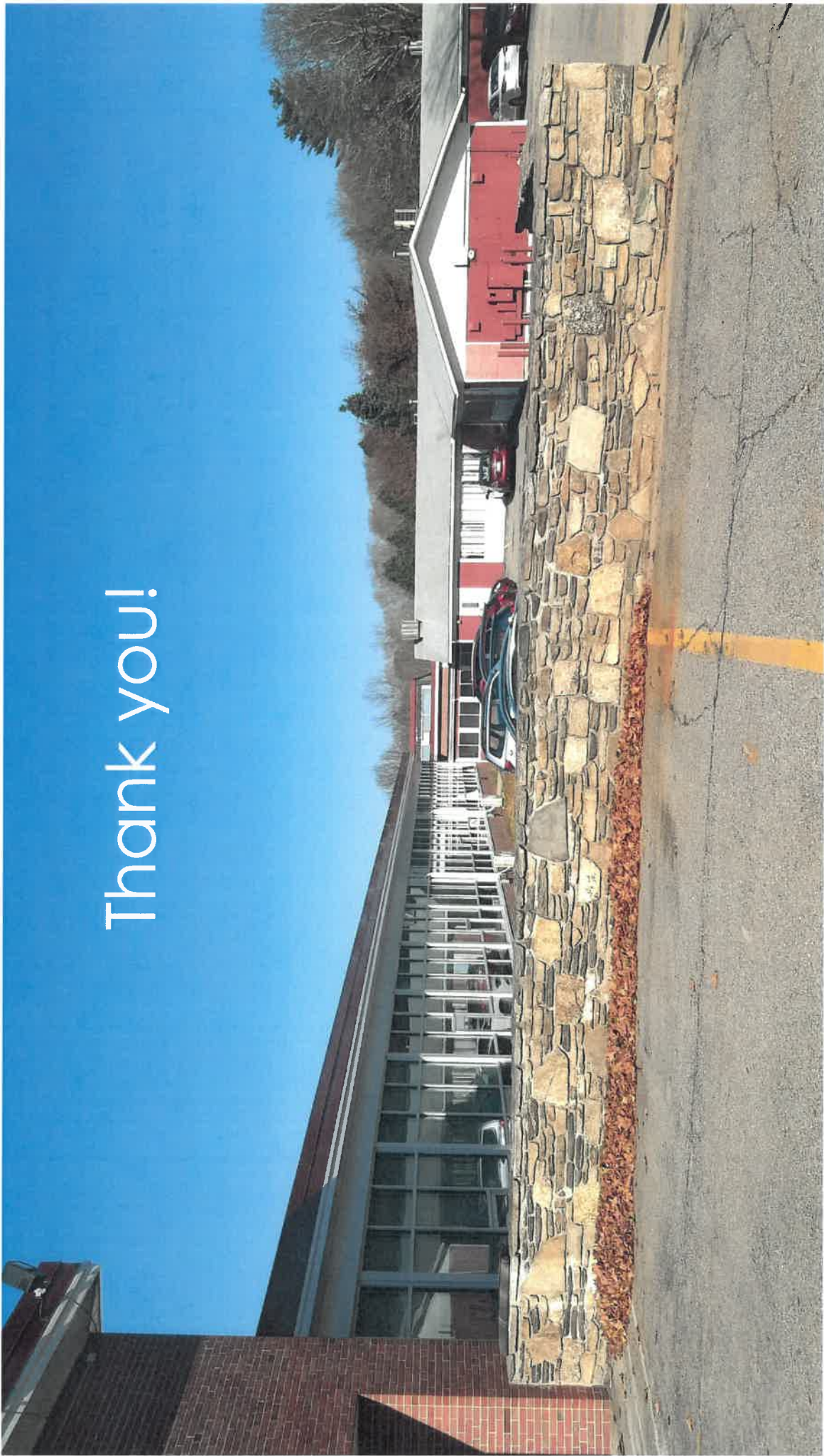
OPTION 2: Replace Portable Square Footage

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
Construction Cost \$7,875,000
Construction Contingency 10%, Soft Costs 20%, 2020 Inflation 3% \$2,598,750
Furniture, fixtures and equipment (FF+E) \$205,000
Total Project Cost \$10,678,750
State Reimbursement, pro-rated (.93) based on oversize building: 66.9% \$6,391,459
Cost to Town \$4,287,291

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
Construction Cost \$12,175,000
Construction Contingency 10%, Soft Costs 20%, 2020 Inflation 3% \$4,017,750
Furniture, fixtures and equipment (FF+E) \$353,000
Total Project Cost \$16,545,750
State Reimbursement, pro-rated (.83) based on oversize building: 59.7% \$9,131,563
Cost to Town \$7,414,187

Thank you!



DAY PITNEY LLP

TO: Mary Calorio, Town Manager, Town of Killingly CT
FROM: Judith A. Blank
DATE: April 17, 2020
RE: Reliance on Executive Order No. 7S for Supplemental Appropriations and Borrowing Authorizations

The Town of Killingly was in the midst of authorizing an appropriation and borrowing authorization for improvements to the Killingly Middle School in March 2020, just as the COVID 19 pandemic hit. A scheduled referendum vote on the project was cancelled due to public health concerns. Since that time, Governor Lamont has issued a number of Executive Orders in response to the pandemic. Executive Order No. 7S, among other things, provides that notwithstanding any contrary statutory or charter provision, supplemental appropriations and borrowing authorizations may be approved by the majority vote of “legislative body” and of the “budget-making authority” of a municipality without special town meeting or referenda. Such action requires findings to be made, which can include a finding that the action is necessary to prevent significant financial loss. It is anticipated that a significant delay in approval of the project will result in additional costs of approximately \$800,000. You have inquired about the Town availing itself of Executive Order No. 7S in approving the project and its financing, so as to avoid this financial loss.

We are concerned about the ability to rely on the Executive Order in connection with the issuance of an unqualified bond counsel opinion in connection with bonds not authorized in compliance with the General Statutes and Town Charter. The municipal bond market requires that Bond Counsel’s approving opinions meet a very high standard of certainty. This standard requires Bond Counsel to be clearly convinced that the highest court with jurisdiction on the matter, if properly briefed on the underlying facts, would reach the same legal conclusion as Bond Counsel. This standard is sufficiently high that on occasion Bond Counsel finds it appropriate to set out in its opinion a reminder that the opinion is not a guarantee.

Various statutory and constitutional concerns have been raised regarding the Governor’s authority to override statutory and local charter and ordinance provisions requiring Town Meeting or referendum approval of bond authorizations by emergency executive order. We have concluded that in the absence of an act of the Connecticut General Assembly validating such proceedings or a final judicial determination of the validity of that provision of the Executive Order, we are unable to rely in giving an approving Bond Counsel on proceedings that circumvent any required Town Meeting or referendum approvals.

Although we cannot guarantee anything, we expect that such a validating act in all likelihood will be adopted by the General Assembly.

If the municipality determines to authorize an appropriation and borrowing authorization for the Killingly Middle School project using the override procedures set out in Section 7 of

Executive Order No. 7S, please contact us to ensure that those proceedings comply with the requirements under the order.

In particular, note that Section 7 requires that to use the override provisions the municipality's legislative body and budget-making authority (the Town Council), must make the following specific findings, which should be supported by factual findings:

- that such actions are necessary to permit the orderly operation of the municipality, and
- that there is a need to act immediately and during the duration of the public health and civil preparedness emergency in order to avoid endangering public health and welfare, prevent significant financial loss, or that action is otherwise necessary for the protection of persons and property within the municipality.

Please consult with us regarding the details and the wording of the findings. In addition, all conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, are required to proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in the Governor's Executive Order 7B.

If the Town determines to proceed with the project appropriation/borrowing authorization using its normal procedures please note that Section 7 of Executive Order No. 7S requires the Town to first consult with local or state public health officials and conduct such meeting, approval process, or referendum in a way that significantly reduces the risk of transmission of COVID-19

If you would like to discuss how to proceed with the proposed bond authorization in light of this advice, please contact me.

AGENDA ITEM COVER SHEET

May T. Ca

- Resolution
- Program Narratives

Agenda Item #15(a)

Resolution #20-____

**RESOLUTION TO ENDORSE SUBMISSION OF THE NEIGHBORHOOD
ASSISTANCE ACT APPLICATIONS FOR THE ARC OF EASTERN
CONNECTICUT AND UNITED SERVICES, INC.**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Council hereby endorses and the Town Manager is hereby authorized to submit, on behalf of The Arc of Eastern Connecticut and United Services, Inc., applications for Energy Conservation and Upgrades offered by the Connecticut Department of Revenue Services for consideration under the Neighborhood Assistance Act Program.

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 9th day of June 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 June 9, 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)

March 16, 2020

Mary Bromm, Community Development Administrator
Town of Killingly
172 Main Street
Killingly, CT 06239

Dear Ms. Bromm:

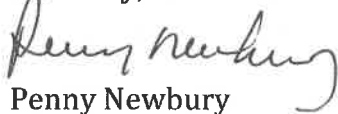
Enclosed is The Arc Eastern Connecticut's application for Neighborhood Assistance Act funds for our day program for people with intellectual and developmental disabilities on Mechanic Street in Danielson.

We are applying for funds for the same project as last year—in 2019 we received \$5,000 from area C-corporations to offset the cost of replacement windows at our Mechanic Street facility, and this year hope to receive the balance of the funds so that we may complete the entire project.

Please let me know if you have any questions or need any additional information. I can be reached at (860) 889-4435 x 103 or pnewbury@thearcect.org.

Thanks so much for once again participating in this great opportunity for non-profits and corporations to partner together.

Sincerely,



Penny Newbury
Director of Grants and Communications



United Services, Inc.

Creating healthy communities

To: Killingly Town Council, Chairman Jason Anderson

Re: United Services 2020 Neighborhood Assistance Act Application – Dayville Clinic HVAC Upgrade, Energy Conservation

Dear Chairman Anderson:

United Services, Inc. seeks to partner with local businesses and the Neighborhood Assistance Act to upgrade the HVAC system at our Dayville clinic.

United Service is one of Connecticut's most comprehensive private, non-profit behavioral health centers, providing mental and behavioral health education, prevention, treatment and social services to the children, adults and families of northeastern Connecticut since 1964. We are the designated Local Mental Health Authority for 21 towns in northeastern Connecticut, including Killingly.

We operate more than 30 programs under our one administration, including outpatient mental health for children, adults and families, substance abuse treatment including medication assisted treatment for opioid addiction, crisis and emergency services, parenting programs, intensive family programs, the region's only domestic violence program, senior programs, an employee assistance program for businesses and community education and training.

Our Dayville clinic is one of the agency's three licensed outpatient clinics and is also the agency's administrative offices. More than 100 employees work in the Dayville clinic each day and in FY19 the agency saw 1,938 clients for 15,509 visits at this location.

The building was originally constructed in 1989 and expanded in 2006. The HVAC system in the original building has not been upgraded since installation, and it is inefficient and does not meet current energy standards. The work would include engineering studies and replacement of the air handling systems and roof-top HVAC units. We plan to solicit bids later this year and begin work in 2021.

Thank you for your consideration.

Diane L. Manning
President/CEO

www.UnitedServicesCT.org

Agenda Item #15(b)

AGENDA ITEM COVER SHEET

ITEM: Consideration and action on a resolution to approve a Memorandum of Understanding between the Town and the Killingly Town Hall Employee Bargaining Unit

ITEM SUBMITTED BY:

Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF:

June 9, 2020

TOWN MANAGER APPROVAL:

Harvey

ITEM SUMMARY: The Town Hall Employee Bargaining Unit contract expires on June 30, 2020. Normally the Town and Union would have begun contract negotiations in March/April to finalize a new three-year contract before the current expiration. However, the stay safe orders implemented during this pandemic hindered the negotiation process. The Union requested a one-year extension on the current contract. The MOU outlines the extension with only a modification to recognize a cost of living increase of 2.25% for the union members effective July 1, 2020. This extension allows the Town and the Union to properly negotiate the contract renewal prior to the new expiration of June 30, 2021. The Personnel Subcommittee recommended this for approval to the Town Council at their June 4, 2020 meeting.

FINANCIAL SUMMARY: Projected new direct costs for this agreement in will not exceed \$15,000 for the one-year extension. This increase was included in the budget line of Contingency for the fiscal year budget 2020-2021.

STAFF RECOMMENDATION:

Approval of the Resolution

TOWN ATTORNEY REVIEW:

N/A

COUNCIL ACTION DESIRED:

Action on the Resolution

SUPPORTING MATERIALS:

- Resolution
- Tentative Agreement

Resolution #20-

**RESOLUTION TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN
THE TOWN AND THE KILLINGLY TOWN HALL EMPLOYEE BARGAINING UNIT**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the tentative memorandum of understanding between the Town of Killingly and the Killingly Town Hall Employees, AFSCME Council 4, Local 1303-156, is hereby approved and ratified for the period July 1, 2020 through June 30, 2021, 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 \$15,000 during the fiscal year 2020-2021 as may be needed to support this Agreement.

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 9th day of June 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 June 9, 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)

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is reached by and between the TOWN OF KILLINGLY ("Town") and LOCAL 1303-156 OF COUNCIL #4 AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO (TOWN HALL EMPLOYEES) ("Union").

1. The Town and Union are parties to a Collective Bargaining Agreement with effective dates of July 1, 2017 to June 30, 2020 ("Agreement").
2. The parties wish to extend the Agreement for a period of one (1) year to June 30, 2021 as follows:

ARTICLE XII, Section 12.1 shall be modified to read as follows:

Employees shall receive the following general wage increases during the term of this Agreement:

7/1/2017	2.25%
7/1/2018	2.25%
7/1/2019	2.00%
7/1/2020	2.25%

In all other respects the current Agreement shall remain as written.

Dated at Killingly, Connecticut this ____ day of June 2020

TOWN OF KILLINGLY

Mary T. Calorio
Town Manager
Duly Authorized

LOCAL 1303-156 OF COUNCIL #4
AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO (TOWN
HALL/LIBRARY EMPLOYEES)

Becky Ducat
Union President
Duly Authorized