1. **Community Center**
   We have engaged with Silver Petrucelli to develop conceptual designs, program space and provide cost estimations for the relocation of the Community Center into the Westfield Ave location. Silver Petrucelli has been charged with two individual scopes for evaluation. They have been charged with outlining space needs, conceptual design, building improvements and cost estimation related to relocating the community center into the Westfield Ave location.

   The second scope is to determine the required improvements necessary for the overall building which is unrelated to the relocation of the Community Center. There are several building infrastructures that need to be addressed such as the roof, windows, veneer façade, fire systems, ADA compliance and HVAC. Many of these items have been identified in the school’s capital improvement plan (attached) for several years. These improvements are required to keep the building functioning regardless of potentially relocating the community center into this space.

   Staff presented the attached conceptual designs for the Community Center space at Westfield Avenue to the Board of Recreation. The Board reviewed the conceptual designs and discussed programming space. The full proposal will be presented to the Board of Recreation once the cost estimates have been completed. Staff held a wrap up meeting with the designer to finalize cost factors and system infrastructure requirements. We anticipate receiving final cost estimations for the Community Center renovation and the overall building infrastructure improvements to present to the Town Council in December.

2. **Board of Education – Facility Bus Tour**
   On **November 14**, Steve Rioux and I will be hosting a two-hour tour of the school district for newly elected and existing Board and Town Council members. The tour will begin at Killingly Intermediate School at **5pm**. We will be utilizing a minibus to ride together from school to school. There will be a brief walking tour of each building covering the main features of the buildings. Superintendent Rioux will utilize the time on the bus to provide background information regarding the demographics of the district and district initiatives. There will be plenty of time for questions. I am hopeful all Town Council and BOE members can attend.

   Please reply to Keely Doyle if they are interested. Keely’s email is kdoyle@killinglyschools.org.

3. **NECCOG Monthly Reports**
   Attached are the annual service reports from NECCOG for Animal Control, Paramedic Services and Transit Services. At the last regular meeting, John Filchak reported that the City of Norwich had approached them for animal control services. The NECCOG board reviewed expansion of the animal control services to other towns. All services provided to towns outside the NECCOG area are contributing the full cost of services to that area. Many towns have sought alternatives to inhouse animal control services due to liability and employment costs. They are in very early conversations with Norwich and any assistance or service to Norwich would require additional personnel which would be charged to Norwich. I’ve also attached NECCOG’s meeting schedule for 2020.

4. **Open Positions**
   Janice Rockwood-Berry has accepted the Executive Assistant Town Manager’s Office position and will be starting on November 18th. We are excited to welcome her to our team. The Town is accepting applications for the Assistant Building Official position and a Constable. The Engineering
Department is re-evaluating the Engineering Technician position and will repost the opening after the new year.

5. **Sale of the Armory Building**
The Town closed on the sale of 31 Commerce Ave to Deary’s Sisters, LLC on November 5th. The funds will be wired to the State of Connecticut as per the enacting legislation. This transaction is the finalization of 18 years of work by Town staff and Deary’s. Congratulations to all for a successful transaction.

6. **Road Projects**
Potter and High streets have been milled and repaved. The curbing was installed on November 6th. The Town Highway crews will be installing the ramps, sidewalks and driveway connections over the next two weeks. This will finalize the road construction projects for this season.

7. **Meeting Attended**
I attended the following meetings/conferences
- CCM Legislative Committee meeting
- Substance Abuse Prevention Coalition regular meeting
- KPRD – Stew and Story event
- Board of Recreation special meeting
- NECCOG regular meeting
- Public Safety Commission meeting
- Sustainable CT regular meeting
- KHS Career Day
- Non-Criminal Justice Agency Mandatory Training – 2020 FBI Audit Cycle
- Emergency Management – Web EOC training

Note:
I have attached an update from the Community Development Office on the capital projects managed by the Permanent Building Committee and grant projects.

Wreath Across America Flyer - attached
Paramedic Intercept Program Activity, July - September 2019

- Brooklyn: 29 July, 14 August, 26 September, Total: 69
- Eastford: 4 July, 4 August, 12 September, Total: 16
- Killingly: 90 July, 83 August, 72 September, Total: 245
- Plainfield: 13 July, 17 August, 10 September, Total: 40
- Pomfret: 6 July, 7 August, 5 September, Total: 18
- Putnam: 28 July, 28 August, 30 September, Total: 92
- Sterling: 7 July, 7 August, 8 September, Total: 22
- Thompson: 14 July, 18 August, 15 September, Total: 47
- Woodstock: 23 July, 17 August, 12 September, Total: 58

603 Intercept Transports to Date

Legend:
- July
- August
- September
Meeting Dates - 2020

All Meetings begin at 8:30 am and are held, unless otherwise noted, at the Northeastern Connecticut Council of Governments Offices located at 125 Putnam Pike in Dayville, CT. 06241

In accordance with Section 1-225 of the Connecticut General Statutes which, in part, requires that “Each ... public agency of the state shall file not later than January thirty-first of each year in the office of the Secretary of the State the schedule of the regular meetings of such public agency for the ensuing year and shall post such schedule on such public agency’s Internet web site... The chief executive officer of any multi-town district or agency shall file, not later than January thirty-first of each year, with the clerk of each municipal member of such district or agency, the schedule of regular meetings of such public agency for the ensuing year... “ The following are NECCOG’s and NECTDs Regular meetings for the year 2020.

January 24, 2020
February 28, 2020
March 27, 2020
April 24, 2020
May 22, 2020
June 26, 2020
July 24, 2020
August 28, 2020
September 25, 2020
October 23, 2020
November 20, 2020
December 11, 2020 - Parsons Lodge, Pomfret School Pomfret - 12:00 pm
Memo

To: Mary Calorio, Town Manager
From: Mary Bromm, Community Development Administrator
Date: November 1, 2019
Re: Monthly Update – PBC Activities

I respectfully submit the following Permanent Building Commission update for on-going projects. These are administered through the Community Development Office.

KMS Window Replacement Project

The project is substantially complete with only a punchlist of items remaining. The contractor is expected back in early to mid-November to complete the work.

KMS ADA Project

Work was substantially complete by the beginning of school. Contractor punchlist items are on-going on 2nd shift or weekends. A 2nd architect punchlist was issued in early October.

KCS ADA Project

Work has been completed as far as the contractor can go until an HVAC solution for the lower office/ramp area has been chosen. It is assumed that the PBC will meet in mid-November to make that choice and work will resume.

KCS Oil Tank Removal/Replacement Project

The project has been successfully completed.

KMS Modular Classroom Removal Conceptual Project

The architect is nearing completion of several conceptual designs/cost estimates for this possible project. A special PBC meeting is anticipated in mid to late November to review the plans.
KHS Utilities Study

CPH Designs has been contracted to complete the study. Work is on-going and expected to be complete in mid-February 2020.

If you have any questions or require additional information on any of the above grant projects, please contact me at extension 5355.
Memo

To: Mary Calorio, Town Manager

From: Mary Bromm, Community Development Administrator

Date: November 1, 2019

Re: Monthly Update - Grants

I respectfully submit the following grant update for projects administered through the Community Development Office.

Housing Rehabilitation Program VIII

On October 24, 2017, the State Department of Housing completed a monitoring visit for this Small Cities grant program. Staff has sent the clarification information requested.

The Community Development Office rehabilitated and made lead safe 13 housing units.

Brownfields Remediation

The Town is working with the Women’s Institute for Housing and Economic Development, owner of the Mill at Killingly apartments to gather the information needed to close-out this grant for the State Department of Economic and Community Development (DECD). The majority of grant monies has been received from the State. A small retainage is being held until final paperwork has been submitted and approved to DECD.

All units have been completed and at least 27 of the 32 units are occupied. The final site work is in negotiations between the owner and contractor, and town staff is working with the owner to review the remaining issues in order to close the project.

Housing Rehabilitation Program IX

The project was successfully completed on February 28, 2018. The Town rehabilitated 14 housing units under this program. The State monitoring audit was conducted on April 16th and April 30th. The Town has responded to verbal items requested; but we have not received formal notification of audit results.

The HUD Inspector General’s Office completed a desk audit on a number of projects and programs – this was included. A short list of deficiencies was provided to the Town in late
July regarding additional state requirements for projects. The town has responded to both items.

Maple Court II Rehabilitation Project

The project has been successfully completed with all information submitted. This project included: HVAC replacement, fire panel/call to aid replacement, elevator upgrades, flooring replacement, new kitchens and closet doors in 43 apartment units. The Town applied for a program extension so we can receive one final grant payment to reimburse ourselves for monies paid on behalf of the project in September 2018. A final payment request was submitted in late May; however payment has not yet been made. The Town requested a reason for the delay in final payment. The State DOH will process the payment and it is expected in November.

Rehabilitation of the Domestic Violence Shelter

The project is moving forward. Contracts have been executed by the Town and submitted to the Department of Housing. Fully executed contracts were received back from the State of Connecticut in mid-September. The project architect is nearing completion with designs for the additional funding received. The project is anticipated to bid in November.

2019 Small Cities Grant Application

The Town has submitted an application for 2019 CDBG funding to begin rehabilitation on Birchwood Terrace for the Killingly Housing Authority. The grant was not awarded for this project. The Town has requested a debriefing from the Department of Housing. Although a formal debriefing has not been completed, I was told by DOH that although our application was good, the funding decisions came from above for the FY19 grant round. When I stated concern due to the condition of the Birchwood Terrace roofing, I explained that we were seeking emergency funding from CHFA. It appears that DOH has expedited CHFA funding for the roofing portion of the Birchwood project. Staff is working with the architect and Housing Authority to complete an application to CHFA. The roofs will be bid in November.

If you have any questions or require additional information on any of the above grant projects, please contact me at extension 5355.
WREATHS across AMERICA

Saturday, December 14, 2019
12:00 noon

Wreath Laying Ceremonies
to remember and honor
All Soldiers, Sailors, Airmen, Marines,
Coast Guard, Merchant Marines, and
POW / MIA Who Served

ceremonies conducted by
The Sarah Williams Danielson Chapter
Daughters of the American Revolution

Brooklyn Veterans Monument
Route 169, Brooklyn

Killingly Veterans Monument
Davis Park, Route 12, Danielson

Pomfret Veterans Monument
Intersection of Routes 44 & 97, Pomfret

Thompson Veterans Monument
Town Common, Route 193, Thompson

Woodstock Veterans Monument
Town Common, Route 169, Woodstock

CONTACT
MARIAN - 860-974-3032
OR
JANE - 860-928-7125