



TOWN OF KILLINGLY

OFFICE OF THE TOWN MANAGER
172 Main Street
Killingly, CT 06239
Tel: 860 779-5300 Fax: 860 779-5382

TOWN COUNCIL MEETING

DATE: Tuesday, December 8, 2020
TIME: 7:00 PM
PLACE: 172 Main Street, Killingly
(Council Members Only)

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
 - a) Regular Town Council Meeting – November 10, 2020
6. PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS
 - a) Proclamation of Service for Trooper James Esposito
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

- 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
 15. NEW BUSINESS
 - a) Consideration and action on a resolution confirming the appointment of Kathleen Thornton as Assessor
 - b) Consideration and action on a resolution authorizing a memorandum of agreement between the Town Council and Board of Education for the position of Student Resource Officer.
 - c) Consideration and Action on a Resolution to introduce and set a Public Hearing for January 12, 2021 on an ordinance Authorizing a transfer of up to \$880,945 to the established Unexpended Education Funds account
 - d) Consideration and action on a resolution to adjust the Town Manager's FY 20/21 compensation
 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

Mr. Blake and Mr. Dube explained the ordinance and why the change is necessary. They responded to questions and comments from Council members.

5. Adjournment

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

Voice Vote: Unanimous. Motion passed.

The meeting ended at 8:14 p.m.

Respectfully submitted,

Elizabeth Buzalski
Council Secretary

**KILLINGLY TOWN COUNCIL
PUBLIC HEARING**

DATE: TUESDAY, November 10, 2020

TIME: 7:00 P.M.

PLACE: Town Meeting Room
(Council Members only)

The Town Council of the Town of Killingly held a Public Hearing on Tuesday, November 10, 2020 at 7:00 p.m. in the Town Meeting Room of the Killingly Town Hall, 172 Main Street, Killingly, Connecticut which time interested persons were heard on the following ordinances: Agenda item 14a, an ordinance amending Chapter 14 of the Killingly Code of Ordinances to modify the length of time an assessment deferral or tax abatement agreement may be; agenda item 14b, an ordinance amending Chapter 12 of the Killingly Code of Ordinances to modify process to apply for a peddler or vendor permit; agenda item 14c, an ordinance amending Chapter 15 of the Killingly Code of Ordinances to include Article IV – Illicit Discharge and Connection to Stormwater System; and agenda item 14d, an ordinance to authorize the transfer of up to \$212,757 from the Highway Division unexpended funds for FY 19/20 to Road Renewal Capital Project Funds. The Public was invited by WebEx.

There were no public comments.

The Public Hearing was closed at 7:13 p.m.

**KILLINGLY TOWN COUNCIL
REGULAR MEETING**

DATE: TUESDAY, November 10, 2020

TIME: 7:00 P.M.

PLACE: TOWN MEETING ROOM
KILLINGLY TOWN HALL

AGENDA

The Town Council of the Town of Killingly held a Regular Meeting on Tuesday, November 10, 2020 at 7:00 p.m. in the Town Meeting Room of the Killingly Town Hall, 172 Main Street, Killingly, Connecticut. The agenda was as follows:

1. **CALL TO ORDER**
2. **PRAYER**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS**
 - a) Special Town Council Meeting: October 6, 2020
 - b) Regular Town Council Meeting: October 13, 2020
 - c) Special Town Council Meeting: October 20, 2020
 - d) Special Town Council Meeting: October 29, 2020
6. **PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS**
 - a) Recognition of Veterans Day
7. **UNFINISHED BUSINESS FOR TOWN MEETING ACTION**
8. **CITIZEN'S STATEMENTS AND PETITIONS**

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**
 - a) Board of Education Liaison
 - b) Borough Council Liaison
12. **DISCUSSION AND ACCEPTANCE OF MONTHLY BUDGET REPORTS**
 - a) Summary Report on General Fund Appropriations for Town Government
 - b) System Object Based on Adjusted Budget for the Board of Education
13. **CORRESPONDENCE/COMMUNICATIONS/REPORTS**
 - a) Town Manager Report
14. **UNFINISHED BUSINESS FOR TOWN COUNCIL ACTION**
 - a) Consideration and action on an ordinance amending Chapter 14 of the Killingly Code of Ordinances to modify the length of time an assessment deferral or tax abatement agreement may be
 - b) Consideration and action on an ordinance amending Chapter 12 of the Killingly Code of Ordinances to modify process to apply for a peddler or vendor permit
 - c) Consideration and action on an ordinance amending Chapter 15 of the Killingly Code of Ordinances to include Article IV – Illicit Discharge and Connection to Stormwater System
 - d) Consideration and action on an ordinance to authorize the transfer of up to \$212,757 from the Highway Division unexpended funds for FY 19/20 to Road Renewal Capital Project Funds

15. NEW BUSINESS

- a) Discussion and potential action regarding the acquisition of five dam properties located in East Killingly from Wright Investors' Service Holdings Inc.

16. COUNCIL MEMBER REPORTS AND COMMENTS**17. EXECUTIVE SESSION**

- a) Potential acquisition of property - Wright Investors' Service Holdings, Inc. dams

18. ADJOURNMENT**KILLINGLY TOWN COUNCIL**

1. Chairman Anderson called the meeting to order at 7:13 p.m.
2. Prayer by Mr. Anderson.
3. Pledge of Allegiance to the flag.
4. Upon roll call all Councilors were present except Mr. Wood and Mr. LaPrade who were absent with notification. Ms. Wakefield attended virtually. Also present were Town Manager Calorio, Finance Director Hawkins, and Council Secretary Buzalski.
5. Adoption of minutes of previous meetings
Mr. Lee made a motion, seconded by Ms. George, to adopt the minutes of the Special Town Council Meeting of October 6, 2020, the Regular Town Council meeting of October 6, 2020, the Regular Town Council Meeting of October 13, 2020, the Special Town Council Meeting of October 20, 2020, and the Special Town Council Meeting of October 29, 2020.
Discussion followed.
Voice Vote: Unanimous. Motion passed.
6. Presentations, proclamations and declarations:
6a. Recognizing Veterans Day
Mr. Anderson read the following:

**PROCLAMATION RECOGNIZING NOVEMBER 11, 2020 AS
VETERANS DAY**

WHEREAS, Connecticut is blessed to be the home of over 187,600 veterans; and

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

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

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

WHEREAS, on this Veterans Day, Killingly remembers that we are forever indebted to those who stepped forward to defend the blessing of liberty; and

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

NOW, THEREFORE, the Killingly Town Council hereby recognizes November 10, 2020, as **VETERANS DAY** in the Town of Killingly, and calls this observance to the attention of all our citizens.

*Presented this 10th day of November 2020 by
The Killingly Town Council*

7. Unfinished Business for Town Meeting Action: None

8. Citizens' Statements and Petitions:

All Citizens' Statements received prior to this meeting related to agenda item 15a.

Rick Ouellette wrote in opposition.

Palumbo Law, representing Bukk Carleton wrote in opposition.

David and Brenda Merchant, through P&Z, wrote in opposition.

Nicola Leonetti, owner of Stateline Campresort & Cabins voiced concerns about problems with greater public access and the cost.

Frank DeFelice submitted an outline of his concerns.

Shannon Cairo, Assistant Park Manager for Stateline Campresort, is concerned about the reservoir being drained.

Resha Garrish has concerns about the protection of the waterways.

Harold Kahn of WISH Holdings had a response to the questions about access to the properties.

Richard O'Keefe commented on the Certificates of Compliance from DEEP and the carrying costs of the property.

Daphne Righter is opposed to the acquisition.

Tracey Mulligan is opposed to the acquisition.

Jeane McCormack wrote seeking additional information and is concerned about wildlife preservation.

Bukk Carlton had a list of concerns about the acquisition.

Joyce McCormack Goff supports the acquisition for conservation reasons.

Amy Righter, esquire, would like to see the area remain intact to preserve the historic character of the area.

Jacob Gadbois, as a member of the Conservation Commission, would like to explore the possible Open Space use of the land.

9. Council/Staff Comments:

Mr. Lee commented on the perceived lack of notice given to the public about the meetings.

10. Appointments to Boards and Commissions: None

11. Reports from Liaisons:

11a. Report from the Board of Education Liaison:

No report.

11b. Report from the Borough Liaison:

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

12. Discussion and Acceptance of Monthly Budget Reports:

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

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

Discussion followed.

Voice Vote: Unanimous. Motion passed.

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

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

Discussion followed.

Voice Vote: Unanimous. Motion passed.

13. Correspondence/Communications/Reports:

13a. Town Manager Report

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

14. Unfinished Business for Town Council Action:

14a. Consideration and Action on an Ordinance Amending Chapter 14 Of The Code Of Ordinances For Revision Of The Discretionary Assessment Deferrals And Tax Abatements

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

**AN ORDINANCE AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES FOR
REVISION OF THE DISCRETIONARY ASSESSMENT DEFERRALS AND TAX
ABATEMENTS**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, the following amendment as shown in underline or strike through to Chapter 14 Section 14-6e (2) of the Town of Killingly Code of Ordinances be adopted:

(e) Qualifying applicants and projects (defined as those meeting the criteria set forth in subsection (e)(1), in addition to any other lawful requirements imposed by the town council) within the enterprise corridor zone may be entitled to discretionary assessment deferrals and tax abatements with respect to real and personal property pursuant to C.G.S. § 32-71 (e).

(1) Criteria:

a. An applicant seeking discretionary assessment deferrals and tax abatements shall submit a letter to the town manager requesting a discretionary assessment deferral and tax abatement agreement, such letter to disclose all principals of the applicant and such other information as may be required by the town.

b. Projects pursuant to this subsection (e) must have a minimum of twenty-five million dollars (\$25,000,000) in estimated initial costs of construction, rehabilitation, machinery and equipment, excluding the costs of real property acquisition. (Amending Ord. C15-05 of 9-1-15)

(2) Discretionary assessment deferrals and tax abatements:

a. The Town of Killingly may, in its discretion and by a written discretionary assessment deferral and tax abatement agreement (agreement), provide additional tax assessment deferrals and tax abatements to commence at such time or on the occurrence of such conditions as the agreement shall provide and continue, ~~over a period not exceeding twenty-five (25) years~~, on any real or personal property located within the enterprise corridor zone. Such additional assessment deferrals and tax abatements may take the form of a series of specified annual real and personal

property tax payments to be made by the taxpayer in lieu of calculating a tax benefit based upon mill rate and assessment.

In order to derive a series of specified annual real and personal property tax payments described in subsection (e) (2) a. above, the town may enter into a discretionary assessment deferral and tax abatement agreement with a qualified applicant providing for the annual calculation of an assessment deferral of an amount sufficient, in conjunction with the applicable mill rate, to result in the specified tax payment for each year covered by such agreement.

In order to derive a series of specified annual real and personal property tax payments described in subsection (e)(2)a. above, the town may enter into a discretionary assessment deferral and tax abatement agreement with a qualified applicant providing for the annual calculation of a tax abatement of an amount sufficient, in conjunction with the applicable assessment (whether or not subject to deferral.), to result in the specified tax payment for each year covered by such agreement.

(3) Administration of discretionary assessment deferral and tax abatement agreements:

a. Discretionary assessment deferral and tax abatement agreements shall not be conveyed with the real property to which they apply, nor shall they be assigned, to a successor-in interest or assignee of a successful applicant, unless expressly authorized by such agreements. This provision shall apply to changes in controlling ownership of corporations and limited partnerships. (Connecticut General Statutes Section 34-9 et seq.)

b. Discretionary assessment deferral and tax abatement agreements may be recorded on the land records of the town, at the town's discretion. (Ord. No. 97-001, §§ 1—4, 1-14-97; Ord. No. 99-001, 1-12-99)

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 10th day of November 2020

Discussion followed.

Voice vote: Unanimous. Motion passed.

14b. Consideration and Action on an Ordinance Amending Chapter 12 of the Code of Ordinances for Revision of the Peddler and Vendor Permit Process

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

AN ORDINANCE AMENDING CHAPTER 12 OF THE CODE OF ORDINANCES FOR REVISION OF THE PEDDLER AND VENDOR PERMIT PROCESS

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, the following amendment as shown in underline or strike through to Chapter 12 of the Town of Killingly Code of Ordinances be adopted:

Chapter 12

HAWKERS, PEDDLERS AND VENDORS¹

Art. I. Peddlers

Art. II. Hawkers, Peddlers, and Vendors on Town Property

ARTICLE I. IN GENERAL

Section 12-1 Definitions

The following definitions shall apply to the interpretation and enforcement of this chapter:

(a) **Charitable** means patriotic, philanthropic, social service, benevolent, educational, civic or fraternal.

(b) **Contributions** mean alms, food, clothing, money, subscription, property or donation.

(c) **Hawker, peddler or vendor** as used in this chapter means any person, whether principal or agent, who goes from town to town or from place to place or from house to house in the same town selling or bartering or carrying for sale or barter or exposing therefore any food, goods, wares or merchandise either on foot or from any vehicle.

(d) **Person** means any individual, partnership, corporation or association.

(e) **Religions** and *religion* shall not mean and include the word "charitable" as herein defined but shall be given their commonly accepted definitions.

(f) **Solicit** and **solicitation** means the request directly of money, credit, property, financial assistance or other items of value on the plea or representation that such money, credit, property, financial assistance or other items of value will be used for a charitable or religious purpose.

(Ord. No. 99-014, 8-10-99)

Section 12-2 Registration, license required, application; identification: investigation

(a) Except as provided in section 12-8, no person shall sell or expose or offer for sale or solicit orders for any articles of food or any goods, wares, merchandise, materials or services or solicit for any contracts within the town unless he shall have registered with the ~~town-clerk~~ **Town Manager** or ~~some persons~~ designated ~~by him~~, made application for a license, and obtained identifying credentials as hereinafter provided.

(b) The applicant for the license shall complete an application form provided by the ~~town-clerk~~ **Town Manager** which shall contain the following information:

(1) The full name, home address and business address of the registrant, along with the telephone numbers at each address.

(2) A physical description of the registrant including sex, age, height, weight, physical build, color of hair and eyes, complexion and identifying scars, marks and characteristics, if any.

¹ Editor's note—Ord. No. 99-014, adopted Aug. 10, 1999, amended Ch. 12 in its entirety to read as herein set out. Prior to amendment, Ch. 12 pertained to peddlers and vendors and derived from ordinances of Sept. 9, 1980, §§ 1—X; May 11, 1982, §§ 1—4; and March 16, 1994, §§ 1—5.

(3) The name, address and telephone number of his employer, principal or contract associates.

(4) The purpose for which the applicant desires to obtain credentials and particularly the type of food, goods, wares, merchandise, materials, services or contracts with or in which he intends to deal.

(5) Description of vehicle to be used for transportation including year, make, model and license plate.

(5) Whether, when, where and on what charges he has ever been arrested, together with the disposition of such charges.

(6) Whether, when, where, in what court and by whom he or any present or former employer, principal or contract associate has ever been sued in a civil action alleging fraud or misrepresentation in connection with or as a result of the registrant's activities in soliciting for any contract or in selling, exposing or offering for sale or soliciting orders for any articles of food or any goods, wares, merchandise, materials or service.

(c) The applicant, at the time of executing such application form, shall also submit identification satisfactory to the ~~town-clerk~~ **Town Manager**. Each application shall be signed by the applicant and sworn to before a justice of the peace or other person authorized by the laws of the State of Connecticut to administer oaths.

(d) The ~~town-clerk~~ **Town Manager** may defer the issuance of a license pending investigation for a period not to exceed seven (7) days.

(e) Pursuant to the provisions of section 21-37 of the Connecticut General Statutes, no permit shall be issued to any for-profit person or entity under this section unless such person or entity has obtained a permit to engage in or transact business as a seller within this state in accordance with section 12-409 of the Connecticut General Statutes. (Ord. No. 99-014, 8-10-99)

Section 12-3 Registration fee

The fee for such registration and credentials, charged solely for the purpose of defraying the cost of administering this chapter shall be one hundred fifty dollars (\$150.00) per person and shall be payable upon the filing of the registration form. (Ord. No. 99-014, 8-10-99)

Section 12-4 Registration expiration

Such registration and credentials shall expire on the thirty-first day of December, subsequent to the date on which they are filed and issued, unless sooner revoked as hereinafter provided. Except as provided in section 12-8, no person whose registration and credentials have expired shall engage in any of the activities named in section 12-2 until he shall again have registered with the ~~town-clerk~~ **Town Manager**, obtained current identifying credentials and paid a fee of one hundred fifty dollars (\$150.00) per person as in the original registration. (Ord. No. 99-014, 8-10-99)

Section 12-5 Identifying credentials

The ~~town-clerk~~ **Town Manager** shall issue identifying credentials to each person filing a registration form in accordance with the provisions of section 12-2. Said credentials shall bear the same identifying number appearing on the holder's registration form and shall set forth the name, home address and business address of the registrant, the

name and address of his employer, principal or contract associates, the type of contracts, food, goods, wares, merchandise, materials or services with or in which he has registered to sell, and the date of issuance and date of expiration of said credentials. Each person to whom credentials have been issued pursuant to this section shall carry them upon his person at all times while engaged in the activities in connection with which he has registered and shall exhibit them forthwith to any person who shall ask to see them. (Ord. No. 99-014, 8-10-99)

Section 12-6 Refusal or revocation of credentials

Such credentials shall be refused or, after issuance, revoked by the ~~town-clerk~~ Town Manager and immediately returned to him if the registrant has made any false statement or representation in any registration form filed by him pursuant of this chapter, has been convicted of any crime or misdemeanor involving moral turpitude or of any violation of this chapter, or in the case of the sale of food items, if the registrant has failed to obtain the necessary certification from the Northeast District Department of Health. In the event credentials are refused, no fee shall be charged. There shall be no refund when credentials, after being issued, are revoked. (Ord. No. 99-014, 8-10-99)

Section 12-7 Records of registration

It shall be the duty of the ~~town-clerk~~ Town Manager to keep a record of all licenses granted under the provisions of this chapter giving the number and date of all licenses, the name, age and residence of the person licensed the amount of licensee fee paid and also the dates of revocation of any licenses revoked. A record shall be kept of each complaint concerning the activities of the registrant. (Ord. No. 99-014, 8-10-99)

Section 12-8 Persons exempted

Sections 12-2 through 12-7 shall not apply to:

- (a) Persons less than eighteen (18) years of age;
 - (b) Persons exempted under Connecticut General Statutes;
 - (c) Persons licensed by the State of Connecticut;
 - (d) Persons selling only to stores or other business establishments for resale;
 - (e) Charitable or religious organizations or their representatives;
 - (f) Persons acting pursuant to a license granted in accordance with Chapter 11, Article II, sections 11-39 and 11-40 of this Code of Ordinances shall be exempt from the provisions of this article during the time the outdoor event is being held.
- (Ord. No. 99-014, 8-10-99)

Section 12-9 Hours of operation

(a) The Town Manager or ~~his~~ designee shall have the right to suspend the rights of all persons licensed or permitted pursuant to this chapter [article] to engage in permitted or licensed activities on public sidewalks or roadways for specific limited periods of time during which an actual special event may be conducted. Such actions by the Town Manager shall be posted on the town signpost at least forty-eight (48) hours prior to the conducting of any such event. The suspension shall be limited to such times and places as the Town Manager shall determine are necessary to provide for free access

on the public roads and sidewalks and to avoid nuisances and congestion dangerous to either pedestrians, onlookers, or motor vehicle traffic during the actual event. No persons shall be guilty of violation of this section unless and until they have refused to relocate after being informed that they are in a restricted area at a restricted time by an appropriate municipal officer.

(b) No person, whether exempt or not from the provisions of this chapter under any circumstance, may sell, barter or carry for sale or barter or expose any food, wares or merchandise either on foot or from any vehicle, or solicit contributions for any charitable or religious cause before the hours of 8:00 a.m. or after 9:00 p.m.

(c) No vendor's license or other conveyance or stand shall stop or be set up at a location that is not in the public interest or that constitutes a hazard or compromise of public safety. No vendor shall operate on a public highway and within twenty-five (25) feet of any intersecting driveway, bus stop or crosswalk, or within fifty (50) feet of any intersection.

(d) No vendor's vehicle or other conveyance or stand is permitted to locate on private property without written consent from the owner thereof, which consent must state the specified time of permission. Vending from a fixed location is prohibited in all residential zoning districts. (Ord. No. 989-014, 8-10-99)

Section 12-10 Violations and penalties

Any person who shall violate any provision of this chapter or shall make any false statement or misrepresentation on an application form filed pursuant to this chapter shall be subject to a fine of not more than one hundred dollars (\$100.00) for each offense and the license of such person shall be revoked immediately for the balance of the year. No new license shall be issued to that person during said license year. Each day of selling, offering for sale or soliciting without credentials as required by the chapter shall be considered a separate offense.

(Ord. No. 99-014, 8-10-99)

Sections 12-11 - 12-20. Reserved.

ARTICLE II. HAWKERS, PEDDLERS, AND VENDORS ON TOWN PROPERTY

Section 12-21 Purpose

It is the intention of this article to provide for the protection of the health, welfare, property and safety of the public in general through the registration and licensing of vendors on municipally.

Section 12-22 Registration

(a) No person on municipally-owned property shall expose or offer for sale any article of food, nor shall cause to station or place any stand, cart or vehicle for the transportation, sale or display of any such article or food unless registered with the town and with necessary health department permits.

(b) The Town Manager or his designee is hereby empowered to adopt and establish such regulations concerning the manner of registration, number of vendors, schedule of fees, hours of operation, duration of permit and all other requirements to protect the public welfare. (Ord. No. 99-014, 8-10-99)

Section 12-23 Liability of permittee

Any person to whom a permit is issued shall be liable for any loss, damage or injury sustained by any person or property by reason of negligence on the part of the person engaged in the activity being sponsored under the permit, and shall agree to hold the town and any of its agents and employees harmless from any and all losses caused by the permittee or any person engaged in activity being sponsored under the permit.
(Ord. No. 99-014, 8-10-99)

Section 12-24 Permit revocation

(a) Responsibility for the proper regulation and licensing of vendors on municipally owned property shall be vested in the director of parks and recreation under the direction of the Town Manager.

(b) The vendor's permit issued under this article may be revoked by the Town Manager at any time during the life of such permit for any violation by the permittee, or of any violation of the Code of the town or any other applicable state law.
(Ord. No. 99-014, 8-10-99)

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 10th day of November 2020

Discussion followed.

Voice vote: Unanimous. Motion passed.

14c. An Ordinance Amending Chapter 15 of the Code of Ordinances to Include Article IV – Illicit Discharge and Connection to Stormwater System

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

**AN ORDINANCE AMENDING CHAPTER 15 OF THE CODE OF ORDINANCES TO
INCLUDE ARTICLE IV – ILLICIT DISCHARGE AND CONNECTION TO
STORMWATER SYSTEM**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, the following amendment to add Article IV – Illicit Discharge and Connection to Stormwater System to Chapter 15 of the Town of Killingly Code of Ordinances be adopted:

Article IV - Illicit Discharge and Connection to Stormwater System**SECTION 15-150. PURPOSE/INTENT.**

The purpose of this ordinance is to provide for the health, safety, and general welfare of the citizens of the Town of Killingly through the regulation of non-storm water discharges to the

storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process.

The objectives of this ordinance are:

- 1) To prohibit and eliminate illicit connections and discharges to the municipal separate storm sewer system
- 2) To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance

SECTION 15-151. DEFINITIONS.

For the purposes of this ordinance, the following shall mean:

Authorized Enforcement Agency: The Town Manager. The Town Manager may, in writing, designate other employees and designees as deputy authorized agents to act through the authorized agent.

Best Management Practices (BMPs): schedules of activities, practices (and prohibitions of practices), structures, vegetation, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to waters of the state consistent with state, federal or other equivalent and technically supported guidance. BMPs also include treatment requirements, operating procedures, and practices to control site runoff, spillage or leaks, sludge or waste disposal, or drainage from material storage.

Clean Water Act: The federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), and any subsequent amendments thereto.

Construction Activity: Any activity associated with construction at a site including, but not limited to, clearing and grubbing, grading, excavation, and dewatering.

Hazardous Materials: Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Illegal Discharge: Any direct or indirect non-storm water discharge to the storm drain system, except as exempted in Section 7 of this ordinance.

Illicit Connections: An illicit connection is defined as either of the following: Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including but not limited to any conveyances which allow any non-storm water discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency or, any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

Industrial Activity: Activities subject to NPDES Industrial Permits as defined in 40 CFR,

Section 122.26 (b)(14).

MS4: Municipal separate storm sewer system

National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge

Permit: means a permit issued by EPA (or by a State under authority delegated pursuant to 33 USC § 1342(b)) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

Non-Stormwater Discharge: Any discharge to the storm drain system that is not composed entirely of storm water.

Person: Any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or as the owner's agent.

Pollutant: Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

Premises: Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

Storm Drainage System: Publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

Stormwater: Waters consisting of rainfall runoff, including snow or ice melt, during a rain event.

Stormwater Pollution Prevention Plan: A document which describes the BPM and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce Pollutant discharges to Stormwater, Stormwater conveyance systems, and/or receiving waters to the maximum extent practicable.

Wastewater: Any water or other liquid, other than uncontaminated storm water, discharged from a facility.

SECTION 15-152. APPLICABILITY.

This ordinance shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by an authorized enforcement agency.

SECTION 15-153. SEVERABILITY.

The provisions of this ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or

application of this Ordinance.

SECTION 15-154. RESPONSIBILITY FOR ADMINISTRATION.

The Town Manager or designee shall administer, implement and enforce the provisions of this ordinance. Any powers granted or duties imposed upon the Town Manager may be delegated in writing by the Town Manager to persons or entities acting in the beneficial interest of or in the employ of the Town of Killingly.

SECTION 15-155. ULTIMATE RESPONSIBILITY.

The standards set forth herein and promulgated pursuant to this ordinance are minimum standards; therefore, this ordinance does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

SECTION 15-156. DISCHARGE PROHIBITIONS.

Prohibition of Illegal Discharges:

No Person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to Pollutants or waters containing any Pollutants that cause or contribute to a violation of applicable water quality standards, other than storm water.

The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

- a) The following discharges are exempt from discharge prohibitions established by this ordinance: uncontaminated ground water discharges including, but not limited to, pumped ground water, foundation drains, water from crawl space pumps and footing drains; irrigation water including, but not limited to, landscape irrigation and lawn watering runoff; residual street wash water associated with sweeping; discharges or flows from firefighting activities (except training); and naturally occurring discharges such as rising ground waters, uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20)), springs, diverted stream flows and flows from riparian habitats and wetlands.
- b) Any non-stormwater discharge to the MS4 authorized by a permit issued pursuant to Section 22a-430 or 22a-430b of the Connecticut General Statutes is also authorized under this ordinance.

Prohibition of Illicit Connections:

- a) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.
- b) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- c) A Person is considered to be in violation of this ordinance if the Person connects a line conveying sewage to the MS4 or allows such a connection to continue.

SECTION 15-157. SUSPENSION OF MS4 ACCESS.

Suspension due to Illicit Discharges in Emergency Situations

The Town Manager, or designee, may, without prior notice, suspend MS4 discharge access to a Person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the Town Manager or designee may take such steps as deemed necessary to prevent or minimize damage to the MS4 or waters of the United States, or to minimize danger to persons.

Suspension due to the Detection of Illicit Discharge

Any Person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The Town Manager or designee will notify a violator of the proposed termination of its MS4 access. The violator may petition the Town Manager for a reconsideration and hearing.

A Person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this Section, without the prior approval of the Town Manager or designee.

SECTION 15-158. INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES.

Any Person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the Town prior to the allowing of discharges to the MS4.

SECTION 15-159. MONITORING OF DISCHARGES.

Applicability.

This section applies to all facilities that have storm water discharges associated with industrial activity, including construction activity.

Access to Facilities.

- a) The Town shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the Town Manager.
- b) Facility operators shall allow the Town ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an NPDES permit to discharge storm water, and the performance of any additional duties as defined by state and federal law.
- c) The Town shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the Town Manager, or designee, to conduct monitoring and/or sampling of the facility's storm water discharge.
- d) The Town Manager, or designee, has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.
- e) Any temporary or permanent obstruction to safe and easy access to the facility to be

inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the Town Manager and shall not be replaced. The costs of clearing such access shall be borne by the operator.

f) Unreasonable delays in allowing the Town Manager, or designee, access to a permitted facility is a violation of a storm water discharge permit and of this ordinance. A Person who is the operator of a facility with a NPDES permit to discharge storm water associated with industrial activity commits an offense if the Person denies the Town Manager, or designee, reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this ordinance.

g) If the Town Manager, or designee, has been refused access to any part of the premises from which stormwater is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the Town of Killingly, then the Town Manager, or designee, may seek issuance of a search warrant from any court of competent jurisdiction.

SECTION 15-160. REQUIREMENT TO PREVENT, CONTROL, AND REDUCE STORM WATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES.

The Town Manager, or designee, will adopt requirements identifying BMPs for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the U.S. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs. Further, any Person responsible for a property or premise, which is, or may be, the source of an illicit discharge, may be required to implement, at said Person's expense, additional structural and non-structural BMPs to prevent the further discharge of Pollutants to the MS4. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of storm water associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a stormwater pollution prevention plan (SWPP) as necessary for compliance with requirements of the NPDES permit.

SECTION 15-161. WATERCOURSE PROTECTION.

Every Person owning property through which a watercourse passes, or such Person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

SECTION 15-162. NOTIFICATION OF SPILLS.

Notwithstanding other requirements of law, as soon as any Person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of

any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or water of the U.S. said Person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said Person shall notify the Town Manager, or designee, in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the Town Manager within three business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

SECTION 15-163. ENFORCEMENT

Notice of Violation.

Whenever the Town finds that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the Town Manager, or designee, may issue a notice of violation and order compliance by written notice of violation to the responsible person. The notice of violation shall contain, at a minimum: (1) The name and address of the alleged violator; (2) The address when available or a description of the building, structure or land upon which the violation is occurring, or has occurred; (3) A statement specifying the nature of the violation; (4) A description of the remedial measures necessary to restore compliance with this ordinance and a time schedule for the completion of such remedial action. It is not the responsibility of the Town of Killingly to formulate or design any remedial systems; (5) A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed; and (6) A statement that the determination of violation may be appealed to a hearing officer appointed by the Town Manager by filing a written notice of appeal within fifteen (15) days from the date of the written Notice of Violation.

Such notice may require without limitation:

- a) The performance of monitoring, analyses, and reporting;
- b) The elimination of illicit connections or discharges;
- c) That violating discharges, practices, or operations shall cease and desist;
- d) The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property;
- e) Payment of a fine or penalty to recoup costs incurred by the Town;
- f) Suspension of any discharge to the MS4 system consistent with Section 8 of this ordinance;
- g) The implementation of source control or treatment BMPs; and
- h) The reporting of the violation to the Connecticut Department of Energy and Environmental Protection (CTDEEP) and/or the United States Environmental Protection Agency (EPA)

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Where elimination is not possible within 60 days of source confirmation, a schedule for its elimination

will be set for no more than 180 days.

Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work may be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

SECTION 15-164. APPEAL OF NOTICE OF VIOLATION.

Any person receiving a Notice of Violation may appeal the determination of the Town Manager, or designee. Such appeal shall be conducted in accordance with the provisions of Section 1-10 of the Cod of Ordinances of the Town of Killingly.

SECTION 15-165. ENFORCEMENT MEASURES AFTER APPEAL.

If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within thirty (30) days of the decision of the hearing officer upholding the decision of the Town Manager or designee, then representatives of the authorized enforcement agency may enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any Person, owner, agent or person in possession of any premises to refuse to allow the government agency or designated contractor to enter upon the premises for the purposes set forth above.

SECTION 15-166. COST OF ABATEMENT OF THE VIOLATION.

Within thirty (30) days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within fifteen (15) days. If the amount due is not paid within a timely manner as determined by the decision of the hearing officer or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

Any person violating any of the provisions of this article shall become liable to the town by reason of such violation. The liability shall be paid in not more than twelve (12) equal payments. Interest at the rate of eighteen (18) percent per annum shall be assessed on the balance beginning on the first (1st) day following discovery of the violation.

SECTION 15-167. INJUNCTIVE RELIEF.

It shall be unlawful for any Person to violate any provision or fail to comply with any of the requirements of this Ordinance. If a Person has violated or continues to violate the provisions of this ordinance, the authorized enforcement agency may petition for a preliminary or permanent injunction restraining the Person from activities which would create further violations or compelling the Person to perform abatement or remediation of the violation.

SECTION 15-168. COMPENSATORY ACTION.

In lieu of enforcement proceedings, penalties, and remedies authorized by this Ordinance, the authorized enforcement agency may impose upon a violator alternative compensatory actions, such as storm drain stenciling, attendance at compliance workshops, watershed cleanup, etc.

SECTION 15-169. VIOLATIONS DEEMED A PUBLIC NUISANCE.

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

SECTION 15-170. CRIMINAL PROSECUTION; COSTS AND EXPENSES.

Any person that has violated or continues to violate this ordinance shall be liable to criminal prosecution to the fullest extent of the law. Violation of this Ordinance shall be deemed to constitute an offense under the laws of the State of Connecticut. For intentional and flagrant violations of this Ordinance, the Town Manager, or designee, may refer the violation to the United States Environmental Protection Agency (EPA) for enforcement of penalties under Sections 309 and 311 of the Clean Water Act.

The Town of Killingly may recover all attorney's fees court costs and other expenses associated with enforcement of this ordinance, including sampling and monitoring expenses and costs of remediation.

SECTION 15-171. REMEDIES NOT EXCLUSIVE.

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

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 10th day of November 2020

Discussion followed.

Voice vote: Unanimous. Motion passed.

14d. Consideration and action on an ordinance to authorize the transfer of up to \$212,757 from the Highway Division unexpended funds for FY 19/20 to Road Renewal Capital Project Funds

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

AN ORDINANCE AUTHORIZING A TRANSFER OF UP TO \$212,757 TO THE ROAD RENEWAL CAPITAL ACCOUNT FROM FISCAL YEAR 2019-2020

**UNEXPENDED HIGHWAY SUPERVISION, CENTRAL GARAGE AND
HIGHWAY DEPARTMENT BUDGETS**

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that a transfer of up to \$212,757 be transferred to the Road Renewal Capital Project Account.

BE IT FURTHER ORDAINED that the source of said transfer shall be from the fiscal year end 2019-2020 department budgets of Highway Supervision up to \$38,258, Central Garage up to \$84,032 and Highway Maintenance up to \$90,467 and the Town Manager has further certified that said sums of \$212,757 is unencumbered within the accounts specified

KILLINGLY TOWN COUNCIL

Jason Anderson

Chairman

Dated at Killingly, Connecticut
This 13th day of November 2020

Discussion followed.

Voice vote: Unanimous. Motion passed.

15. New Business:

15a. Discussion and potential action regarding the acquisition of five dam properties located in East Killingly from Wright Investors' Service Holdings Inc.

Passed until after Executive Session.

17. Executive Session:

Mr. Grandelski made a motion to move to Executive Session with Town Manager Calorio, Town Attorney Roberts, Finance Director Hawkins, and Town Engineer Capacchione for discussion of agenda item 15a.

Voice vote: Unanimous. Motion passed.

Moved to Executive Session at 8: 16 p.m. and returned at 9:17 p.m.

15. New Business:

15a. Discussion and potential action regarding the acquisition of five dam properties located in East Killingly from Wright Investors' Service Holdings Inc.

Mr. Kerttula made a motion, seconded by Mr. Lee, to decline the acquisition of five dam properties and ask the Town Manager to advocate on behalf of WISH and the Town of Killingly with the State of Connecticut DEEP for possible State of Connecticut DEEP acquisition of these properties.

Discussion followed.

Voice Vote: Unanimous. Motion passed.

16. Council Member Reports and Comments:

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

Ms. George attended the Planning & Zoning meeting.

Ms. Wakefield attended the Borough meeting and reported on the Rec Commission meeting..

18. Adjournment:

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

Voice Vote: Unanimous. Motion passed.

The meeting ended at 9:30 p.m.

Respectfully submitted,

Elizabeth Buzalski
Council Secretary

DRAFT

Proclamation recognizing Trooper 1st Class James Esposito
For his years of Service to the
Town of Killingly

WHEREAS, for over a decade, Trooper 1st Class Esposito has served as Resident State Trooper within the Town of Killingly. TFC Esposito enters situations in which most citizens avoid. However, due to his dedication to serve and protect our community, he embodies courage and honor; and

WHEREAS, in moments of danger and worry, the first people we turn to are the Law Enforcement officers. They are often unsung heroes risking their lives so that we can live in peace and security; and

WHEREAS, TFC Esposito has demonstrated adept professionalism, empathy, and great compassion while operating under extreme pressures enduring long shifts occasionally in dangerous and unpredictable conditions; and

WHEREAS, we, the citizens of Killingly, owe respect and humble gratitude to TFC James Esposito who worked untiringly upholding and preserving civil order as the Resident Trooper for the Town of Killingly.

NOW, THEREFORE, the Killingly Town Council, does hereby proclaim appreciation to TFC James Esposito and his selfless dedication to the people of our community.

KILLINGLY TOWN COUNCIL
Jason Anderson
Chairman

Dated at Killingly, Connecticut,
this 8th day of December 2020



TOWN OF KILLINGLY

FINANCE DEPARTMENT

172 Main Street, Killingly, CT 06239

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

Finance Department Budget Review

November 30, 2020

To: Mary Calorio, Town Manager

November 2020 Revenues

As of November 30, 2020, year to date collections for the Town's fiscal year 2020-2021 appear to be within expectations at 57.03% of the overall budget for general town revenue. In the prior year, October 2019 revenue collections represented 55.44%. Property tax revenues, building permits and planning and zoning permits continue to have favorable collections as compared to this same time period in the prior year. Tax collections for the current year levy remain favorable at 61.28%, while back tax collections are 44.85% compared to prior year collection rates at 59.97% and 30.04%, respectively. In prior years licenses and permit revenues typically average around 37% at this time of the year, however the Town has collected 91.57% of such budgeted revenues to date.

November 2020 Expenditures

Budget to actual results for total Town operations and debt service expenditures are currently at 31.02% for the month of October 2020 compared to 21.89% in the prior year (October 2019). Those expenditure line items with significant month to date utilization, but remain within budgeted expectations, are as follows:

Current Month Discussion:

1. **Capital Outlay- (various departments) -**

Annually as part of the budget process, the budget includes the annual contribution from each department to the Capital non-recurring Fund (CNR) to manage our renewal and replacement program for the Town's fleet of equipment and vehicles. These amounts are budgeted in the respective department capital outlay line item. This planned transfer from the General Fund has been made in the current month resulting in the full utilization of the capital outlay line item for most departments. In prior years, this transfer has not been made until December or January which results in a higher utilization of overall budgeted expenditures when compared to the same time frame in prior year.

2. **Town Commission and Services 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.

November 2020 Expenditures (Continued)

Prior Month Discussion:

1. **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.

2. **Registration/Elections - Contractual Services**

Year to date expenditures represent the costs associated with the annual maintenance contract for the Town's voter/elections systems is renewable each fiscal year in July. Additional expenditures were incurred in connection with the August Primary elections, which were postponed into this fiscal year due to COVID-19.

3. **Highway Maintenance- Materials and supplies**

Current expenditures reflect commitments for line striping, tree removal and paving projects on various Town roadways to be conducted during the summer/fall season. These are planned initiatives reflective of what has been approved in the current year budget.

4. **Parks and Grounds – Contractual Services**

Year to date costs reflect costs associated with River Trail to repair certain sections of fencing. At the current time overall costs for this line item are anticipated to remain within budgeted expectations.

5. **Public Library - Contractual Services**

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

6. **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.

7. **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 November 2020

REVENUE ITEM	Fiscal Year 2020-2021		
	Budget	November	Percent
TAXES			
Current Property Taxes	35,545,708	21,781,563	61.28%
Back Taxes	600,000	269,106	44.85%
Penalty Fees	8,000	3,141	39.26%
Tax Interest	290,000	94,690	32.65%
Supplemental Motor Vehicle	375,000	-	0.00%
Remediation Financing	(150,595)	-	0.00%
TOTAL	\$36,668,113	22,148,499	60.40%
LICENSES & PERMITS			
Building Permits	200,000	185,654	92.83%
P&Z Permits	12,000	9,816	81.80%
Other Permits	7,000	5,375	76.79%
Airplane Tax	2,050	1,580	77.07%
TOTAL	\$221,050	\$202,424	91.57%
FINES & FEES			
Library Fines & Fees	14,500	2,443	16.85%
Alarm Reg Fees and Fines	4,000	1,554	38.85%
Animal Control Fines & Fees	500	3,225	645.00%
TOTAL	\$19,000	\$7,222	38.01%
USE OF MONEY & PROPERTY			
Interest Income	150,000	41,871	27.91%
Louisa E. Day Trust	60	-	0.00%
Thomas J. Evans Trust	30	-	0.00%
Communication Tower Lease	101,000	41,859	41.44%
TOTAL	\$251,090	\$83,730	33.35%
STATE GRANTS IN LIEU OF TAXES			
State-Owned Property	149,332	149,332	100.00%
Disability Exemption	4,000	-	0.00%
Distressed Municipalities-Manufacturing Exemption	9,500	-	100.00%
Municipal Stabilization Grant (New)	268,063	268,063	100.00%
	\$430,895	\$417,395	96.87%
OTHER STATE GRANTS			
Pequot/Mohegan Fund Grant	102,239	-	0.00%
Municipal Grants - In - Aid	976,064	-	0.00%
Adult Education	94,181	67,087	71.23%
TOTAL	\$1,172,484	\$67,087	5.72%

TOWN OF KILLINGLY
Estimated Revenue Detail
Monthly Report Through November 2020

REVENUE ITEM	Fiscal Year 2020-2021		
	Budget	November	Percent
CHARGES OF SERVICE			
Community Development	70,000	-	0.00%
Town Clerk	160,000	80,815	50.51%
Conveyance Tax	200,000	99,786	49.89%
Elderly Housing - Sewer PILOT	27,626	-	0.00%
Recreation	130,000	9,164	7.05%
District Collections	12,775	6,054	47.39%
TOTAL	600,401	195,820	32.61%
OTHER REVENUES			
Miscellaneous	85,000	56,916	66.96%
Sewer Assessment Fund	15,000	-	0.00%
Sewer Operating Fund	1,222,082	-	0.00%
PILOT - Telecommunications	50,000	-	0.00%
Law Enforcement - SRO Reimbursement	97,458	-	0.00%
School Capital Contribution	250,668	251,596	100.37%
TOTAL	1,720,208	308,512	17.93%
GENERAL TOWN REVENUE	\$41,083,241	\$23,430,689	57.03%
SCHOOL			
Educational Cost Sharing	15,245,633	3,811,408	25.00%
Vocational Agriculture	669,443	327,930	48.99%
Non-Public School - Health	22,871	-	100.00%
Tuition:			
Regular	1,516,536	653,891	43.12%
Special Ed-Voluntary	250,000	-	0.00%
Vocational-Agriculture	757,353	388,911	51.35%
TOTAL	\$18,461,836	5,182,140	28.07%
Fund Balance	600,000	-	0.00%
TOTAL REVENUES	60,145,077	28,612,829	47.57%

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through November 2020

Expenditure	Fiscal Year 2020-2021			Percent
	Budget	Transfers	November	
<u>GENERAL GOVERNMENT</u>				
Town Council				
Contractual Services	34,300	-	7,494	21.85%
Materials and Supplies	1,000	-	141	14.06%
Total	<u>\$35,300</u>	<u>\$0</u>	<u>\$7,634</u>	<u>21.63%</u>
Town Manager				
Personnel Services	233,760	1,200	78,878	33.57%
Contractual Services	25,350	-	8,180	32.27%
Materials and Supplies	3,500	-	300	8.56%
Total	<u>\$262,610</u>	<u>\$1,200</u>	<u>\$87,358</u>	<u>33.11%</u>
Legal Services				
Contractual Services	99,200	-	13,556	13.67%
Total	<u>\$99,200</u>	<u>\$0</u>	<u>\$13,556</u>	<u>13.67%</u>
Town Clerk				
Personnel Services	159,485	3,020	64,110	39.45%
Contractual Services	30,600	-	9,642	31.51%
Materials and Supplies	1,800	-	983	54.59%
Total	<u>\$191,885</u>	<u>\$3,020</u>	<u>\$74,734</u>	<u>38.34%</u>
Finance				
Personnel Services	237,960	2,940	95,206	39.52%
Contractual Services	53,450	-	17,808	33.32%
Materials and Supplies	1,700	-	199	11.68%
Total	<u>\$293,110</u>	<u>\$2,940</u>	<u>\$113,212</u>	<u>38.24%</u>
Assessor				
Personnel Services	174,980	4,150	42,654	23.81%
Contractual Services	6,560	-	2,035	31.02%
Materials and Supplies	1,500	-	246	16.38%
Total	<u>\$183,040</u>	<u>\$4,150</u>	<u>\$44,934</u>	<u>24.00%</u>
Revenue Collection				
Personnel Services	189,790	-	76,228	40.16%
Contractual Services	36,270	-	3,250	8.96%
Materials and Supplies	2,300	-	752	32.71%
Total	<u>\$228,360</u>	<u>\$0</u>	<u>\$80,230</u>	<u>35.13%</u>
Registration/Elections				
Personnel Services	56,426	-	17,785	31.52%
Contractual Services	17,400	-	11,643	66.91%
Materials and Supplies	500	-	114	22.72%
Total	<u>\$74,326</u>	<u>\$0</u>	<u>\$29,541</u>	<u>39.75%</u>

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through November 2020

Expenditure	Fiscal Year 2020-2021			
	Budget	Transfers	November	Percent
Town Comm. & Service Agencies				
Contractual Services	80,793	-	46,431	57.47%
Total	\$80,793	\$0	\$46,431	57.47%
Planning and Development				
Personnel Services	248,670	2,730	97,734	38.88%
Contractual Services	7,670	-	1,371	17.88%
Materials and Supplies	1,200	-	30	2.50%
Total	\$257,540	\$2,730	\$99,135	38.09%
Information Technology				
Contractual Services	213,000	-	90,106	42.30%
Total	\$213,000	\$0	\$90,106	42.30%
Town Hall Building				
Personnel Services	16,380	400	6,643	39.59%
Contractual Services	63,880	-	19,790	30.98%
Materials and Supplies	2,900	-	1,132	39.02%
Capital Outlay	14,206	-	14,206	100.00%
Total	\$97,366	\$400	\$41,771	42.73%
Economic Development				
Personnel Services	126,900	830	49,694	38.91%
Contractual Services	8,000	-	625	7.81%
Materials and Supplies	500	-	354	70.87%
Total	\$135,400	\$830	\$50,673	37.20%
Highway Division Supervision				
Personnel Services	198,950	1,970	75,482	37.57%
Contractual Services	9,070	-	2,002	22.07%
Materials and Supplies	750	-	98	13.10%
Capital Outlay	7,666	-	7,666	100.00%
Total	\$216,436	\$1,970	\$85,248	39.03%
Engineering				
Personnel Services	346,925	2,700	128,056	36.63%
Contractual Services	14,350	-	587	4.09%
Materials and Supplies	8,600	-	3,277	38.10%
Capital Outlay	11,074	-	11,074	100.00%
Total	\$380,949	\$2,700	\$142,993	37.27%
Central Garage				
Personnel Services	234,450	-	85,847	36.62%
Contractual Services	129,800	-	19,329	14.89%
Materials and Supplies	288,700	-	62,510	21.65%
Capital Outlay	6,067	-	6,067	100.00%
Total	\$659,017	\$0	\$173,752	26.37%
Highway Maintenance				
Personnel Services	853,895	-	282,865	33.13%
Contractual Services	58,000	-	10,124	17.46%
Materials and Supplies	325,833	-	230,647	70.79%
Capital Outlay	374,451	-	374,451	100.00%
Total	\$1,612,179	\$0	\$898,087	55.71%

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through November 2020

Expenditure	Fiscal Year 2020-2021			
	Budget	Transfers	November	Percent
Highway Winter Maintenance				
Personnel Services	115,000	-	547	0.48%
Contractual Services	9,000	-	-	0.00%
Materials and Supplies	247,400	-	9,454	3.82%
Total	\$371,400	\$0	\$10,000	2.69%
Recreation Admin. & Program				
Personnel Services	388,992	2,750	126,956	32.41%
Contractual Services	56,950	-	7,361	12.93%
Materials and Supplies	19,000	-	832	4.38%
Capital Outlay	3,053	-	3,053	100.00%
Total	\$467,995	\$2,750	\$138,202	29.36%
Parks and Grounds				
Personnel Services	158,330	-	61,063	38.57%
Contractual Services	54,225	-	20,262	37.37%
Materials and Supplies	45,200	-	9,125	20.19%
Capital Outlay	18,613	-	18,613	100.00%
Total	\$276,368	\$0	\$109,064	39.46%
Public Library				
Personnel Services	409,557	12,990	158,619	37.54%
Contractual Services	135,860	-	67,739	49.86%
Materials and Supplies	14,500	-	2,337	16.12%
Capital Outlay	3,901	-	3,901	100.00%
Total	\$563,818	\$12,990	\$232,596	40.32%
Civic & Cultural Activities				
Contractual Services	3,500	-	-	0.00%
Total	\$3,500	\$0	\$0	0.00%
Community Center				
Personnel Services	17,500	-	6,538	37.36%
Contractual Services	129,800	-	16,260	12.53%
Materials and Supplies	8,500	-	1,360	16.00%
Total	\$155,800	\$0	\$24,158	15.51%
Other Town Buildings				
Contractual Services	13,535	-	3,523	26.03%
Materials and Supplies	1,000	-	192	19.19%
Total	\$14,535	\$0	\$3,715	25.56%
Building Safety & Inspections				
Personnel Services	295,175	2,000	114,135	38.41%
Contractual Services	7,050	-	2,385	33.83%
Materials and Supplies	1,950	-	228	11.68%
Capital Outlay	26,371	-	22,871	86.73%
Total	\$330,546	\$2,000	139,619	41.98%
Animal Control				
Contractual Services	54,454	-	13,614	25.00%
Materials and Supplies	60	-	-	0.00%
Total	\$54,514	\$0	13,614	24.97%

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through November 2020

Expenditure	Fiscal Year 2020-2021			
	Budget	Transfers	November	Percent
Law Enforcement				
Personnel Services	524,875	5,000	134,384	25.36%
Contractual Services	507,968	-	15,964	3.14%
Materials and Supplies	27,900	-	5,166	18.51%
Capital Outlay	44,744	-	30,744	0.00%
Total	<u>\$1,105,487</u>	<u>\$5,000</u>	<u>\$186,258</u>	<u>16.77%</u>
Community Development				
Personnel Services	140,430	2,810	56,180	39.22%
Contractual Services	11,550	-	1,786	15.46%
Materials and Supplies	650	-	105	16.17%
Total	<u>\$152,630</u>	<u>\$2,810</u>	<u>\$58,071</u>	<u>37.36%</u>
Human Service Subsidies				
Contractual Services	553,369	-	307,879	55.64%
Total	<u>\$553,369</u>	<u>\$0</u>	<u>\$307,879</u>	<u>55.64%</u>
Employee Benefits				
Contractual Services	1,571,630	6,115	614,148	38.93%
Total	<u>\$1,571,630</u>	<u>\$6,115</u>	<u>\$614,148</u>	<u>38.93%</u>
Insurance				
Contractual Services	675,000	-	336,565	49.86%
Total	<u>\$675,000</u>	<u>\$0</u>	<u>\$336,565</u>	<u>49.86%</u>
Special Reserves & Programs				
Contractual Services	377,000	(51,605)	71,828	22.07%
Total	<u>\$377,000</u>	<u>-\$51,605</u>	<u>\$71,828</u>	<u>22.07%</u>
General Town Operating Expenditures	\$11,694,103	\$0	\$4,325,113	36.99%
Debt Service				
Total	<u>3,739,682</u>	<u>-</u>	<u>308,686</u>	<u>8.25%</u>
	<u>\$3,739,682</u>	<u>\$0</u>	<u>\$308,686</u>	<u>8.25%</u>
Solid Waste Disposal Fund Subsidy				
	<u>234,801</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
	<u>234,801</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
Due To CNR Education				
	<u>329,217</u>	<u>-</u>	<u>329,217</u>	<u>100.00%</u>
	<u>329,217</u>	<u>\$0</u>	<u>\$329,217</u>	<u>100.00%</u>
TOTAL OPERATIONS & DEBT SERVICE	\$15,997,803	\$0	\$4,963,016	31.02%
General Fund - Education				
	<u>44,147,274</u>	<u>-</u>	<u>14,225,103</u>	<u>32.22%</u>
	<u>44,147,274</u>	<u>\$0</u>	<u>\$14,225,103</u>	<u>32.22%</u>
Total Expenditures	<u>\$60,145,077</u>	<u>\$0</u>	<u>\$19,188,119</u>	<u>31.90%</u>

MEMO: Dr. Diane Summa, Interim Superintendent of Schools

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

RE: Monthly Financial Report (October 2020)

DATE: November 6, 2020

Attached please find the financial report for the month of October, the fourth month of fiscal year 2020-2021, which reflects expenditures and encumbrances of \$14,647,842 or 33.18% of the \$44,147,274 budget.

1. **BUDGET STATUS:** Most accounts are at expected expenditure levels for this point in time when compared to budget and when compared to October 2019 prior to the impact of the COVID-19 pandemic and the changes in spending patterns that occurred with distance learning. Many COVID-related expenditures, such as personal protective equipment (PPE), technology, and supplies for remote learning, have been made from the 2020-2021 budget that may be reclassified to various grant funds later in the year once their eligibility has been determined and the grants approved by the Connecticut State Department of Education. Projected expenditures for special education outplacements are currently within their budgeted allocations. A summary of the detailed analysis is provided in the **OTHER** section below.

SALARIES:

The expenditures include nine payroll periods (out of 26) or 34.6% for our full year (twelve month) employees. The salary account for Finance/HR/Computer (5114) is at the expected expenditure level.

Analysis of the Teachers' Salaries (5113) accounts as of 10/31/20 shows a preliminary budget surplus of approximately \$170K. Changes to the anticipated balance for vacancies due to FMLA leaves and replacements will continue throughout the year.

Secretarial/Clerical (5121)- Projection of secretarial salaries reflects a line item deficit of \$(12,943) primarily for payouts of vacation and sick leave for two retirements, as well as additional time worked in the transportation department for the beginning of the school year.

Non-Certified Salaries (5120)- Projection of the non-certified staff salaries reflect a preliminary budget surplus of approximately \$56,000. Included is a line item change of \$21,000 due to the reclassification of the high school campus security personnel from para-professionals (5122) to non-certified salaries (5120).

Projections of the Para-Professionals (5122) accounts as of 10/31/20 show a preliminary budget surplus of approximately \$49,000 primarily due to staff turnover and position vacancies.

Medical/Health (5123)- Projection of nurses' salaries reflects a line item deficit of \$(26,677) due to the need for a second part-time 1:1 nurse for a special education student who was budgeted as part-time, but student is now attending school full-time, requiring full-time nursing services.

BENEFITS:

Disability Insurance (5217)- The full year premium for the Board of Education's share (66%) of administrator disability insurance has been encumbered, resulting in 89% of the account balance expended. The hiring of a permanent Superintendent will expend a portion of the available balance.

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 (HSA). 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. The budget was prepared with comparable funding for HSA contributions; however, there are unanticipated participants and rollover balances available to participants that could result in a budget deficit in this line item of up to \$7,800.

Unemployment Compensation (5250)- During October we received notice from the Connecticut Department of Labor that they will apply to our monthly billings the Federal 50% emergency relief for unemployment charges from 3/21/20 through 12/26/20 as part of the Coronavirus Aid, Relief, and Economic Support (CARES) Act. The application of these retroactive credits to our current bill has reduced our balance to require no monthly payment. However, the monthly benefit charges continue to run at approximately \$25,000 and continue to include payments to many individuals not entitled to benefits. We continue to contest the charges and will pursue all available reimbursements. As of 10/31/20 payments for unemployment compensation for only May and June 2020 have been made, leaving \$235 of available budget for 2020-2021. It remains unknown whether or for how long the unusually high charges will continue.

Workers' Compensation (5260)- The full year premium has been encumbered for 2020-2021, leaving an available balance of \$30,354. CIRMA has changed their billing practice; there will be no premium adjustments resulting from the 2019-2020 payroll audit in the 2020-2021 year.

OTHER:

Pupil Services (5323)- Pupil services includes payments for athletic officials, trainers, etc. which will be affected by the number and timing of athletic activities for the year. Approximately \$24,000 had been expended as of October 31, 2019, whereas this October only \$9,150 has been expended.

Technology-Related Repairs/Maintenance (5432)- This object code was added during 2019-2020 in an effort to align our accounts with the State's Education Financial System (EFS) with its emphasis on building level detail and identification of technology-related purchases and services versus non-technology-related purchases and services. Current expenditures of \$16,350 include repairs to student iPads. Previously these expenditures would have been budgeted and reported in object code 5430 Repairs & Maintenance Services.

Pupil Transportation (5510)- This account line has had no expenditures for outside transportation providers as of 10/31/20. Our current transportation needs are being met with in-district employees and vehicles.

Tuition (5560)- Tuition for magnet schools has not yet been encumbered, pending enrollment information from the various schools.

Local and Agency Placement Tuition (5561) and (5562)- Local and agency outplacements per the October 31 report reflect balances of \$364,259 and \$142,669 respectively. For purposes of estimating excess cost reimbursement, a per pupil expenditure amount of \$18,232 is being applied to agency placements and 4.5 times or \$82,045 is being applied to local placements. A conservative cap of 35% is being assumed (the 2019-2020 cap was 29.11%). Excess cost reimbursement on the outplacements known as of 10/31/20 totals \$337,999. This results in an account balance of \$291,766 for local outplacements and \$95,239 for agency outplacements, or net \$387,005. There is some cautious optimism as compared to last October when the balance was over \$500,000 in the red. It is important to note any of the variables are subject to change in a positive or negative direction as the year progresses.

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

As of October 31, 2020	
Budgeted Local Placement Costs	\$4,289,700
Total Projected Local Placement Costs	\$4,227,819
Excess Cost Reimbursement- Local Placements	\$229,885
Net Local Placements	\$291,766

Budgeted Agency Placement Costs	\$303,500
Total Projected Agency Placement Costs	\$316,375
Excess Cost Reimbursement-Agency Placements	\$108,114
Net Agency Placements	\$95,239
Net Outplacements	\$387,005

Health Supplies (5692)- The purchase of COVID-related supplies expected to be reclassified at a later date to grant funding, such as Elementary and Secondary School Education Relief (ESSER) or Coronavirus Relief Fund (CRF), has contributed to the \$(198) account balance as of 10/31/20.

Computer Software & Supplies (5695)- As with the health supplies, purchases of COVID-related supplies expected to be reclassified at a later date to grant funding, such as Elementary and Secondary School Education Relief (ESSER) or Coronavirus Relief Fund (CRF), have contributed to the \$(1,773) account balance as of 10/31/20.

2. **GRANTS:** The General Improvements to Alliance Districts' School Buildings application is in process for \$477,600 of various building-related projects not generally covered by the existing school construction grants program. Projects in the application include an upgrade to the district phone system, locker replacement at KCS, restroom upgrade at Goodyear, asphalt and fencing for play area at KCS, and replacement of door handles and locks throughout the district. Approval of submitted projects is expected for November.
3. **BUDGET TRANSFERS:** No transfers in excess of \$10,000 requiring Board of Education approval were made during the month. The following transfers were made in October:

From: 100-110-10-10110-5641 KHS- Textbooks	\$	692.00
To: 100-110-10-10110-5530 KHS- Communications	\$	692.00

To transfer KHS Math department funds for purchase of Kuta software for distance learners

From: 100-140-10-12750-5612 PPS- Instructional Supplies \$ 230.00
To: 100-140-00-12000-5530 PPS- Communications \$ 230.00

To transfer PPS funds for purchase of Brain Pop subscription for KHS Monarch program

From: 100-130-30-10050-5612 KCS- Instructional Supplies \$ 200.00
To: 100-130-30-10050-5530 KCS- Communications \$ 200.00

To transfer KCS funds for virtual teaching resources- units of study in writing for grades K and 1

From: 100-110-10-10040-5890 KHS- Other Objects \$ 510.00
To: 100-110-10-10040-5731 KHS- Instructional Equipment \$ 510.00

To transfer KHS Career and Technical Ed department funds for purchase of 360 degree camera for virtual tours

From: 100-120-20-10080-5430 KIS- Repairs/Maintenance Services \$ 749.50
To: 100-120-20-10000-5530 KIS- Communications \$ 749.50

To transfer KIS funds for shared purchase with KHS of Padlet subscription, a digital online notice board tool

From: 100-120-20-10080-5612 KIS- Instructional Supplies \$ 697.32
To: 100-120-20-10080-5731 KIS- Instructional Equipment \$ 697.32

To transfer KIS Physical Education/Health department funds for purchase of a fitness dice game for PE classes

From: 100-125-25-10130-5612 KMS- Instructional Supplies \$ 405.00
To: 100-125-25-10130-5530 KMS- Communications \$ 405.00

To transfer KMS Science department funds for purchase of Brain Pop subscriptions

From: 100-125-25-10000-5330 KMS- Professional/Technical Services \$ 1,800.00
From: 100-125-25-10000-5642 KMS- Library Books/Periodicals \$ 100.00
To: 100-125-25-10000-5731 KMS- Instructional Equipment \$ 1,900.00

To transfer KMS funds for purchase of replacement Elmo document cameras

From: 100-110-10-13700-5323 KHS- Pupil Services \$ 799.99
To: 100-110-10-13700-5730 KHS- Non-Instructional Equipment \$ 799.99

To transfer KHS Athletics department funds for purchase of storage cabinet

From: 100-120-20-13100-5440 KIS- Rentals \$ 1,384.00
To: 100-120-20-10100-5530 KIS- Communications \$ 1,384.00

To transfer KIS funds to Video Technology department for a subscription to WeVideo, a cloud-based video creation tool for distance learners

From: 100-110-10-10030-5612 KHS Instructional Supplies \$ 20.00
To: 100-110-10-10030-5731 KHS Instructional Equipment \$ 20.00

To transfer additional KHS Business department funds for a price increase on desktop scanner

4. **2019-2020 STATUS:** As of 10/31/20 there are fifteen outstanding purchase orders totaling \$95,578 that remain open from fiscal year 2019-2020. Most represent purchases or services not received in their entirety, with many items backordered. Included in this group is our share of equipment for \$57,400 purchased by the Town of Killingly for the School Resource Officer, including a vehicle, laptop, radio and weapons. Others represent purchases that have not been invoiced to us despite our efforts in requesting bills. Efforts continue to resolve the remaining issues. During October 2020 we received a refund of \$14,750 on the KHS field turf installation due to change orders, increasing the balance of unexpended funds to be returned to the Town. As of 10/31/20 the 2019-2020 balance is \$1,243,547 with a request to the Town Council to transfer up to \$880,945 to the Unexpended Education Funds account, which would return approximately \$362,602 to the Town fund balance.

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

Killingly Public Schools System Object

Report # 98960

Statement Code: Sys Object

Account Number / Description	Adopted Budget 7/1/2020 - 6/30/2021	Transfers 7/1/2020 - 6/30/2021	Revised Budget 7/1/2020 - 6/30/2021	Encumbrances 7/1/2020 - 10/31/2020	Requisitions	Expenditures 7/1/2020 - 10/31/2020	Amount Remaining 7/1/2020 - 10/31/2020	Percent Expended
5111 Central Administration	\$337,673.04	\$0.00	\$337,673.04	\$0.00	\$0.00	\$103,006.03	\$234,667.01	30.50 %
5112 School Administration	\$1,874,691.70	\$0.00	\$1,874,691.70	\$0.00	\$0.00	\$605,686.41	\$1,269,005.29	32.31 %
5113 Teachers' Salaries	\$15,222,439.42	\$0.00	\$15,222,439.42	\$0.00	\$0.00	\$3,038,851.12	\$12,183,588.30	19.96 %
5114 Finance/HR/Computer	\$381,725.39	\$0.00	\$381,725.39	\$0.00	\$0.00	\$132,101.10	\$249,624.29	34.61 %
5115 Tutoring	\$85,000.00	\$0.00	\$85,000.00	\$0.00	\$0.00	\$12,072.71	\$72,927.29	14.20 %
5119 Co-Curricular Stipends	\$351,018.64	\$0.00	\$351,018.64	\$0.00	\$0.00	\$46,578.26	\$304,440.38	13.27 %
5120 Non-Certified Salaries	\$348,638.12	\$0.00	\$348,638.12	\$0.00	\$0.00	\$76,404.86	\$272,233.26	21.92 %
5121 Secretarial/Clerical	\$1,251,397.72	\$0.00	\$1,251,397.72	\$0.00	\$0.00	\$441,563.99	\$809,833.73	35.29 %
5122 Para-Professionals	\$2,224,682.18	\$0.00	\$2,224,682.18	\$0.00	\$0.00	\$373,152.36	\$1,851,529.82	16.77 %
5123 Medical/Health	\$480,140.43	\$0.00	\$480,140.43	\$0.00	\$0.00	\$103,311.94	\$376,828.49	21.52 %
5124 Operations & Maintenance	\$1,707,461.49	\$0.00	\$1,707,461.49	\$0.00	\$0.00	\$541,901.30	\$1,165,560.19	31.74 %
5125 Transportation	\$1,097,434.60	\$0.00	\$1,097,434.60	\$0.00	\$0.00	\$222,945.33	\$874,489.27	20.32 %
5126 Substitutes	\$380,000.00	\$0.00	\$380,000.00	\$0.00	\$0.00	\$47,785.24	\$332,214.76	12.58 %
5127 Student Services	\$21,000.00	\$(510.00)	\$20,490.00	\$0.00	\$0.00	\$1,116.25	\$19,373.75	5.45 %
5128 Temporary	\$149,200.00	\$0.00	\$149,200.00	\$0.00	\$0.00	\$18,611.88	\$130,588.12	12.47 %
5130 Overtime	\$192,500.00	\$0.00	\$192,500.00	\$0.00	\$0.00	\$52,566.45	\$139,933.55	27.31 %
5131 Computer Maintenance	\$199,590.00	\$0.00	\$199,590.00	\$0.00	\$0.00	\$60,540.53	\$139,049.47	30.33 %

Killingly Public Schools

System Object

Account Number / Description	Adopted Budget 7/1/2020 - 6/30/2021	Transfers 7/1/2020 - 6/30/2021	Revised Budget 7/1/2020 - 6/30/2021	Encumbrances 7/1/2020 - 10/31/2020	Requisitions	Expenditures 7/1/2020 - 10/31/2020	Amount Remaining 7/1/2020 - 10/31/2020	Percent Expended
5200 Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5210 Health/Dental Insurance	\$5,177,128.91	\$0.00	\$5,177,128.91	\$0.00	\$0.00	\$1,623,866.79	\$3,553,262.12	31.37 %
5212 HSA Contributions	\$539,692.08	\$0.00	\$539,692.08	\$0.00	\$0.00	\$265,594.17	\$274,097.91	49.21 %
5213 Life Insurance	\$28,016.26	\$0.00	\$28,016.26	\$0.00	\$0.00	\$8,863.48	\$19,152.78	31.64 %
5214 Benefits- Early Retirees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—
5215 Post-Employment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—
5217 Disability Insurance	\$6,865.44	\$0.00	\$6,865.44	\$4,025.20	\$0.00	\$2,064.99	\$775.25	88.71 %
5218 HRA Funding	\$5,625.00	\$0.00	\$5,625.00	\$0.00	\$0.00	\$1,373.34	\$4,251.66	24.41 %
5220 FICA	\$433,648.17	\$0.00	\$433,648.17	\$0.00	\$0.00	\$107,352.67	\$326,295.50	24.76 %
5225 Medicare	\$377,205.78	\$0.00	\$377,205.78	\$0.00	\$0.00	\$79,468.49	\$297,737.29	21.07 %
5230 ERIP Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—
5231 Pension	\$143,661.00	\$0.00	\$143,661.00	\$0.00	\$0.00	\$0.00	\$143,661.00	0.00 %
5232 Annuity Contributions	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$1,374.18	\$5,625.82	19.63 %
5250 Unemployment Compensation	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$49,764.57	\$235.43	99.53 %
5260 Workers' Compensation	\$360,000.00	\$0.00	\$360,000.00	\$164,824.87	\$0.00	\$164,820.97	\$30,354.16	91.57 %
5322 Instructional Improvement	\$9,500.00	\$0.00	\$9,500.00	\$0.00	\$0.00	\$4,550.00	\$4,950.00	47.89 %
5323 Pupil Services	\$100,126.00	\$(-3,889.69)	\$96,236.31	\$0.00	\$0.00	\$9,152.27	\$87,084.04	9.51 %

Killingly Public Schools System Object

Report # 98960

Account Number / Description	Adopted Budget 7/1/2020 - 6/30/2021	Transfers 7/1/2020 - 6/30/2021	Revised Budget 7/1/2020 - 6/30/2021	Encumbrances 7/1/2020 - 10/31/2020	Requisitions	Expenditures 7/1/2020 - 10/31/2020	Amount Remaining 7/1/2020 - 10/31/2020	Percent Expended
5324 Field Trips	\$111,525.00	\$(4,000.00)	\$107,525.00	\$0.00	\$0.00	\$3,785.15	\$103,739.85	3.52 %
5326 Testing	\$36,060.00	\$0.00	\$36,060.00	\$6,016.76	\$0.00	\$1,903.58	\$28,139.66	21.96 %
5330 Professional/Technical Services	\$457,475.00	\$(2,319.00)	\$455,156.00	\$161,947.69	\$0.00	\$77,512.48	\$215,695.83	52.61 %
5410 Utilities	\$1,177,835.35	\$0.00	\$1,177,835.35	\$19,903.20	\$0.00	\$250,420.21	\$907,511.94	22.95 %
5420 Contracted Maintenance Services	\$895,391.24	\$0.00	\$895,391.24	\$193,686.15	\$0.00	\$557,034.64	\$144,670.45	83.84 %
5430 Repairs & Maintenance Services	\$461,132.00	\$(749.50)	\$460,382.50	\$34,415.98	\$0.00	\$61,270.72	\$364,695.80	20.78 %
5432 Technology-Related Repairs/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,350.00	\$(16,350.00)	---
5440 Rentals	\$23,790.00	\$(1,384.00)	\$22,406.00	\$2,949.74	\$0.00	\$905.76	\$18,550.50	17.21 %
5510 Pupil Transportation	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00 %
5520 Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5529 Other Insurance & Judgments	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$15,395.00	\$2,605.00	85.53 %
5530 Communications	\$327,434.96	\$11,662.30	\$339,097.26	\$49,172.02	\$1,421.00	\$193,159.34	\$96,765.90	71.46 %
5531 Postage	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$0.00	\$20,314.55	\$5,685.45	78.13 %
5532 Telephone	\$77,820.00	\$0.00	\$77,820.00	\$224.91	\$0.00	\$17,350.59	\$60,244.50	22.58 %
5540 Advertising	\$12,228.00	\$0.00	\$12,228.00	\$224.00	\$0.00	\$3,326.40	\$8,677.60	29.04 %
5550 Printing & Binding	\$27,265.50	\$0.00	\$27,265.50	\$1,420.82	\$0.00	\$1,484.64	\$24,360.04	10.66 %
5560 Tuition	\$421,636.00	\$0.00	\$421,636.00	\$0.00	\$0.00	\$0.00	\$421,636.00	0.00 %

Killingly Public Schools

System Object

Account Number / Description	Adopted Budget 7/1/2020 - 6/30/2021	Transfers 7/1/2020 - 6/30/2021	Revised Budget 7/1/2020 - 6/30/2021	Encumbrances 7/1/2020 - 10/31/2020	Requisitions	Expenditures 7/1/2020 - 10/31/2020	Amount Remaining 7/1/2020 - 10/31/2020	Percent Expended
5561 Local Placement Tuition	\$4,289,700.00	\$0.00	\$4,289,700.00	\$3,151,944.78	\$0.00	\$773,495.86	\$364,259.36	91.51 %
5562 Agency Placement Tuition	\$303,500.00	\$0.00	\$303,500.00	\$115,185.70	\$0.00	\$45,645.01	\$142,669.29	52.99 %
5580 Travel	\$58,006.00	\$(1,000.00)	\$57,006.00	\$0.00	\$0.00	\$6,088.61	\$50,917.39	10.68 %
5590 Other Purchased Services	\$205,719.00	\$0.00	\$205,719.00	\$0.00	\$0.00	\$103,429.00	\$102,290.00	50.28 %
5611 Instructional Supplies- Warehouse	\$55,000.00	\$0.00	\$55,000.00	\$0.00	\$0.00	\$18,034.80	\$36,965.20	32.79 %
5612 Instructional Supplies	\$298,060.53	\$(504.32)	\$297,556.21	\$44,069.85	\$5,049.87	\$87,567.96	\$165,918.40	44.24 %
5613 Custodial & Maintenance Supplies	\$203,167.14	\$(449.95)	\$202,717.19	\$731.99	\$1,469.80	\$26,320.78	\$175,664.42	13.35 %
5620 Heat Energy	\$256,082.00	\$0.00	\$256,082.00	\$0.00	\$0.00	\$1,816.22	\$254,265.78	0.71 %
5626 Motor Fuels & Oils	\$222,100.00	\$0.00	\$222,100.00	\$0.00	\$0.00	\$20,327.48	\$201,772.52	9.15 %
5627 Transportation Supplies	\$137,300.00	\$0.00	\$137,300.00	\$300.31	\$0.00	\$30,655.70	\$106,343.99	22.55 %
5641 Textbooks	\$15,070.00	\$(1,870.80)	\$13,199.20	\$263.17	\$0.00	\$371.50	\$12,564.53	4.81 %
5642 Library Books/Periodicals	\$33,833.54	\$(100.00)	\$33,733.54	\$10,615.49	\$0.00	\$3,233.56	\$19,884.49	41.05 %
5691 Office Supplies	\$24,521.40	\$0.00	\$24,521.40	\$2,618.82	\$108.63	\$5,202.16	\$16,700.42	31.89 %
5692 Health Supplies	\$16,500.00	\$0.00	\$16,500.00	\$7,920.09	\$0.00	\$8,778.19	\$(198.28)	101.20 %
5695 Computer Software & Supplies	\$23,534.00	\$3,000.00	\$26,534.00	\$0.00	\$830.00	\$28,306.63	\$(1,772.63)	106.68 %
5730 Non-Instructional Equipment	\$26,436.40	\$1,999.94	\$28,436.34	\$4,458.52	\$0.00	\$3,920.86	\$20,056.96	29.47 %
5731 Instructional Equipment	\$55,038.48	\$7,355.02	\$62,393.50	\$5,391.08	\$804.55	\$11,927.45	\$45,074.97	27.76 %

Killingly Public Schools System Object

Report # 98960

Account Number / Description	Adopted Budget 7/1/2020 - 6/30/2021	Transfers 7/1/2020 - 6/30/2021	Revised Budget 7/1/2020 - 6/30/2021	Encumbrances 7/1/2020 - 10/31/2020	Requisitions	Expenditures 7/1/2020 - 10/31/2020	Amount Remaining 7/1/2020 - 10/31/2020	Percent Expended
5732 Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
5734 Computer Hardware	\$69,054.12	\$(3,000.00)	\$66,054.12	\$0.00	\$689.08	\$1,649.60	\$64,404.52	2.50 %
5810 Dues & Fees	\$105,638.97	\$(3,730.00)	\$101,908.97	\$732.00	\$0.00	\$46,364.05	\$54,812.92	46.21 %
5890 Other Objects	\$102,358.00	\$(510.00)	\$101,848.00	\$9,517.79	\$0.00	\$15,490.43	\$76,839.78	24.55 %
5900 Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
100 General Fund	\$44,147,274.00	\$0.00	\$44,147,274.00	\$3,992,560.93	\$10,372.93	\$10,655,280.59	\$29,499,432.48	33.18 %
GRAND TOTAL	\$44,147,274.00	\$0.00	\$44,147,274.00	\$3,992,560.93	\$10,372.93	\$10,655,280.59	\$29,499,432.48	33.18 %

Town of Killingly
Town Manager's Report
December 8, 2020

1. Update – COVID-19

Governor Lamont's Update from December 2nd at 4pm. For comparison, I've also included the data from last month's report of November 2nd at 5pm. A county-by-county breakdown includes:

Dec 2nd at 4pm County	COVID-19 Cases		COVID-19 Deaths		COVID-19 Hospitalizations
	Confirmed	Probable	Confirmed	Probable	
Fairfield County	36,750	3,023	1,193	339	375
Hartford County	27,995	1,580	1,282	335	309
Litchfield County	4,328	341	148	22	21
Middlesex County	3,558	211	165	43	27
New Haven County	28,576	2,243	1,081	194	392
New London County	6,075	175	128	50	59
Tolland County	2,857	269	64	15	6
Windham County	2,633	49	27	5	13
Total	112,772	7,891	4,088	1,003	1,202

Nov 2 nd at 5pm County	COVID-19 Cases		COVID-19 Deaths		COVID-19 Hospitalizations
	Confirmed	Probable	Confirmed	Probable	
Fairfield County	23,429	1,619	1,122	317	93
Hartford County	17,808	931	1,164	324	103
Litchfield County	2,248	156	124	21	0
Middlesex County	1,996	96	158	39	5
New Haven County	17,105	943	970	158	112
New London County	3,848	107	108	34	18
Tolland County	1,689	136	53	15	0
Windham County	1,506	22	18	1	9
<i>Pending address validation</i>	<i>197</i>	<i>22</i>	<i>1</i>	<i>0</i>	<i>0</i>
Total	69,826	4,032	3,718	909	340

Below are the case counts reported for Killingly:

	COVID-19 Confirmed Cases	COVID-19 Deaths
Cases in Killingly		
December 1, 2020	384	4
November 30, 2020	366	3
November 12, 2020	206	1
November 1, 2020	141	0
October 15, 2020	80	0
October 5, 2020	64	0
September 29, 2020	62	0
September 18, 2020	60	0
August 31, 2020	49	0

August 20, 2020	46	0
June 1, 2020	29	0
May 17, 2020	24	0
April 7, 2020	6	0

I continue to monitor the confirmed case count closely. I had closed the Town buildings for the week after Thanksgiving. We remained at full staff and the public was able to do transactions remotely with all departments. While COVID cases continue to rise, they are not rising faster than prior to Thanksgiving. Therefore, I reopened all buildings to the public on Monday December 7th. We will remain open going forward unless conditions significantly worsen.

2. Employee Holiday Luncheon

Annually, the Town holds an employee recognition/holiday luncheon the week prior to Christmas. This is a time for us to gather and celebrate our co-worker's milestone years of service and enjoy each other's company. As with everything else in 2020, we will be doing it differently this year. This year, it will be a "Lunch In". Each building will be receiving a catered lunch delivered to their location. The employees within the buildings will pick up their food and "lunch in" their respective office spaces. The "Lunch In" will be held on December 17th. The Town buildings will close for the day at noon. In year's past, we have invited the Town Council members to join us for this celebration. Unfortunately, this year we will not be able to extend this invitation as we will not be gathering in groups. We appreciate the support the staff has received in year's past and will miss getting the opportunity to have you all join us for this year. Hopefully, next year we will be able to gather again to celebrate our co-worker's achievements.

3. Police Equipment Donation

The Bushido Jiu-Jitsu Academy held a fundraiser to purchase ballistic equipment to support municipal police departments. The Killingly Police is honored to be one of the seven departments to receive a donation of equipment. The type of equipment we received included three ballistic helmets and three rifle plate carriers with rifle plates. These plates will stop a rifle projectile which their daily vests will not. Rob Magao of Bushido Jiu-Jitsu Academy presented the equipment to the Town on December 2nd. The Killingly Police Department and the Town of Killingly is very appreciative of this donation.



Agenda Item #15 (a)

AGENDA ITEM COVER SHEET

ITEM: **Consideration and action on a resolution confirming the appointment of Kathleen Thornton as Assessor**

ITEM SUBMITTED BY: Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF: December 8, 2020

TOWN MANAGER APPROVAL:

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

ITEM SUMMARY:

ITEM SUMMARY: This item, in accordance with Section 603 of the Killingly Town Charter, would confirm the Town Manager's appointment of Kathleen Thornton to the position of Assessor. If confirmed, Ms. Thornton is expecting to start on January 4, 2021.

The Personnel Subcommittee interviewed Ms. Thornton at their meeting on December 1, 2020 and recommended appointment to the Town Council.

FINANCIAL SUMMARY: The starting salary for the position is \$90,000 with a probationary period of six months. The salary range for the position is currently \$77,073 to \$105,291. The current salary range is consistent with the salary for similar positions in towns with populations of 10,000 to 25,000.

STAFF RECOMMENDATION: Approval of the Resolution

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Action on the Resolution

SUPPORTING MATERIALS:

- Resolution
- Resume

Resolution # 20-62

**RESOLUTION CONFIRMING THE APPOINTMENT OF
KATHLEEN THORNTON AS ASSESSOR**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager's appointment of Kathleen Thornton as the Assessor at a starting salary of \$90,000 per annum be confirmed.

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 8th day of December 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 December 8, 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

Kathleen M. Thornton

Kath818@yahoo.com • 27 Freedley Fork, Pomfret Center, CT 06259• 860-933-9766

Objectives

To obtain the position of Assessor for the Town of Killingly

Education

Attended Quinebaug Community College 1991-1992

Killingly High School 1974-1977

Experience

Town of Brooklyn, 4 Wolf Den Road, Brooklyn, CT 06234

Assessor *November 2006 – Present*

Town of Hampton, 164 Main Street, Hampton, CT 06247

Assessor *November 2003 – April 2018*

Town of Pomfret, 5 Haven Road, Pomfret Center, CT 06259

Assessor *January 1993 – November 2006 and April 2018 – July 2019*

Town of Canterbury, 1 Municipal Drive, Canterbury, CT 06331

Assessor *March 1998 – August 2003*

Skills and Achievements

- Connecticut Certified Municipal Assessor II since October 1996
- Member of Connecticut Association of Assessing Officer
- Member of Windham Area Assessors Association
 - Secretary, 2001-2017
- Member of the Society of Professional Assessors
- Member of the Connecticut Chapter of the IAAO
- Proficient in QDS Assessor System 2000
- Proficient in Vision 6.5
- Proficient in Word and Excel

Agenda Item #15(b)

AGENDA ITEM COVER SHEET

ITEM: Consideration and action on a resolution authorizing a memorandum of agreement between the Town Council and Board of Education for the position of Student Resource Officer.

ITEM SUBMITTED BY: Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF: December 8, 2020

TOWN MANAGER APPROVAL:



ITEM SUMMARY: During the Town and Board of Education budget process, the Board of Education supported the creation of a Student Resource Officer (SRO) position. A Student Resource Officer is generally a certified police officer and therefore an employee of a law enforcement division. The Town worked with the Superintendent to develop a shared position within both budgets. This position would operate as an SRO during the school calendar year and as a patrol officer during the summer months. The Town and School administration felt it was important to have the position available at the start of the new school year. Therefore, a Town Constable accepted the assignment of SRO during the school year. The intention by the Town Council and the Board of Education was to enter into a formal memorandum of agreement outlining the responsibilities regarding this position. The Superintendent, school administration, the SRO and I worked to create the attached MOA for consideration. The MOA outlines the general duties and responsibilities of the SRO, the financial reimbursement agreement and oversight of the position.

The Board of Education considered the MOA at their regular meeting on November 18, 2020 and approved the document as presented.

FINANCIAL SUMMARY: The MOA outlines the reimbursement to the Town of salary, fringe benefits and related costs be received based on the number of days assigned as the SRO. This allows for the BOE budget to be charged only the direct costs of this position. The respective budgets in place for FY 20/21 are reflective of this agreement.

STAFF RECOMMENDATION: Approval of resolution

TOWN ATTORNEY REVIEW: Reviewed

COUNCIL ACTION DESIRED: Action on Resolution

SUPPORTING MATERIALS: Resolution
Memorandum of Agreement

Resolution #20-63

**RESOLUTION TO AUTHORIZE THE MEMORANDUM OF AGREEMENT BETWEEN
THE TOWN COUNCIL AND BOARD OF EDUCATION FOR THE POSITION OF
STUDENT RESOURCE OFFICER**

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the memorandum of agreement between the Town Council and Board of Education be authorized for the position of Student Resource Officer.

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 8th day of December 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 December 8, 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

School District Resource Officer Agreement

Agreement Between the Town of Killingly and the Killingly Board of Education

The School District Resource Officer Program

This agreement is made and entered into this 18th day of November, 2020, by and between the Town of Killingly (the "Town"), the Killingly Board of Education (the "BOE").

I. Introduction

The School Resource Officer (the "SRO") Program involves the placement of a sworn law enforcement officer (the "officer") from the Killingly Police Department within the education environment of the Killingly Public Schools. The SRO is an employee of the Town, who is contractually supervised operationally by the Town Police Department. The officer assigned by the Town to serve as SRO shall serve as a liaison between the school community and the Town/ to support the Superintendent of Schools and school administration in maintaining a safe and positive school environment.

The SRO is a visible active officer at the schools to which he/she is assigned. The SRO may be a resource for instruction in the following areas: law related education, safety programs, alcohol and drug prevention, crime prevention and other pertinent subjects as long as it does not take the officer away from their primary function of providing a safe school environment.

The Town of Killingly, Town Manager/Chief of Police and the Killingly Public Schools shall review and agree to the principles in this agreement in its entirety.

II. Goals and Objectives

- Establish a positive working relationship in a cooperative effort to prevent juvenile delinquency and assist in establishing a positive school environment;
- Promote positive attitudes regarding the role of police officers in today's society;
- Strive to ensure a consistent response to incidents of student misbehavior, clarify the role of law enforcement in school disciplinary matters, and reduce involvement of police and court agencies for misconduct at school and school-related activities.
- Maintain a safe and secure environment on school campuses which will be conducive to learning;

III. Supervision of School District Resource Officer(s)

The Town of Killingly agrees to provide an SRO within the Killingly Board of Education system during the school year, while school is in session that will cover:

- Killingly High School and Killingly Intermediate – Priority
- Killingly Memorial, Killingly Central and Goodyear Early Childhood as needed.

The Town Manager/Police Chief, Killingly Police Department and the Superintendent of Schools will determine which police offer will assume the roles and responsibilities of an SRO.

The SRO shall remain an officer of the Town and shall not be an employee of the BOE. The Killingly Public Schools acknowledges that the SRO will remain subject to the supervision and control of the Killingly Police Department. However, while acting in the capacity of SRO, the SRO shall take direction from school administration with the exception that while in the performance of his/her law enforcement duties the SRO will follow the Town of Killingly protocol.

The Superintendent of Schools or his/her designee shall meet annually with the SRO and the Chief of Police or his/her designee with input from the administration to discuss the job performance of the SRO. A written report shall be submitted to the Town Manager and the Board of Education on the SRO.

IV. Appointment, Term and Schedule

The Town Manager/Chief of Police or designee will assign the SRO's workdays and shifts. The SRO duty hours shall be determined by the Town of Killingly and the Board of Education. It is understood that during these shift/hours, the SRO may be off campus to conduct such tasks as may be required by their assignment or other assignments designated by the Killingly Police Department.

The SRO may be assigned, as part of their regular duties, for designated special events, such as the alcohol-free school parties, homecoming events and graduation events whenever possible. If such attendance requires overtime, overtime is subject to the approval of the SRO's police department supervisor. All applicable labor agreements will be followed for assignment of overtime.

V. Duties and Responsibilities of the School Resource Officer

Law enforcement intervention shall only be taken when classroom, school and community options have been found ineffective, or in cases of emergency. Involvement of the SRO shall not necessarily mean arrest and referral to court. This intervention is managed by the police. Behaviors at this level must be violations of criminal law, but only after classroom, school administration and assessment and service interventions have been tried. Law enforcement options may include but are not limited to verbal warning, conference with the student and

parents, teachers and/or others, referral to a Juvenile Review Board and/or community agency, and a referral to court.

If a conflict develops between the SRO's legal responsibilities as a sworn police officer and his/her responsibilities to the school system, the SRO legal responsibilities as a sworn police officer shall take precedence. However, the SRO shall inform the Superintendent and his/her designee and the Town Manager/Chief of Police or designee of such conflict and shall work with school officials to suggest a means of avoiding future conflicts.

- The SRO will bring to the attention of the school administration and assist in the development and implementation of plans and strategies to prevent and/or minimize dangerous situations on or near the school campus or at school activities.
- The SRO will present topics to students on various law enforcement/safety issues;
- The SRO will contact the school principal about any juvenile delinquency, incidents, charges, and arrests within a timely manner;
- The SRO shall notify the principal or his/her designee and the Superintendent of Schools whenever any law enforcement action has been taken while performing in the role of SRO;
- The SRO shall maintain records as required by the Town of Killingly and as requested by the Killingly Public Schools for their use in evaluating and reviewing the SRO program and this agreement;
- The SRO will assist the Superintendent of Schools, school principals, faculty and staff to maintain a safe learning environment;
- The SRO will abide by all applicable school board policies and regulations;
- The SRO will consult with and coordinate activities through the school principal or his/her designee;
- The SRO will be available to students, parents and staff who freely want to discuss concerns;
- The SRO shall be available for flexible scheduling to reasonably accommodate designated after school and evening school activities whenever possible;
- The SRO may search a student, a locker or personal property, only in those circumstances allowed and only in the manner prescribed in CGS 54-33n or any applicable law and BOE Policy and Regulation. At no time will the SRO direct or demand that school personnel search a student;
- The SRO will not be responsible for student discipline or enforcement of school rules, although the SRO may provide assistance to school personnel in this regard when requested by the school principal.
- The SRO will work collaboratively with school administrators to determine the goals and priorities for the SRO program and the parameters for the SRO's involvement in school disciplinary matters, consistent with the terms of this agreement.

VI. Uniform and Equipment of School District Resource Officer

The SRO will wear his/her approved uniform with appropriate logos and name badges depending on the type of school activity and program and/or the request of the school or the Killingly Police Department. It is understood that the SRO will carry their approved duty firearm, and other departmental issued equipment. The Town Manager/Chief of Police and the Superintendent shall jointly set expectations and resolve any disputes in this area.

VII. Law Enforcement Professionals/SRO Activity at Schools

The parties agree that the assigned SRO will use best efforts to observe the following protocols when on school grounds in non-emergency circumstances unless there is a reasonable belief that such coordination will undermine such activity, SRO will assist other law enforcement agencies to coordinate with school administrators whenever they are called for any arrest, search or investigative activity on school grounds. SRO in conjunction with other law enforcement agencies entering school grounds must be aware of the potential disruption of the educational process that their presence may cause. Prior to entering a school to conduct an investigation, arrest or search, the SRO will evaluate the following factors and assist other enforcement agencies to consider the necessity of such action based on:

- The potential danger to persons;
- The likelihood of destruction of evidence or other property;
- The ability to conduct the investigation, arrest, search elsewhere or prohibited by law.
- When taking a student into custody, law enforcement should make reasonable efforts to avoid making an arrest or taking students into custody on the school premises. Whenever possible, students should be taken into custody out of sight and sound of other students

VIII. Duties of the Killingly Public Schools

The Killingly Public Schools shall provide to the SRO the following materials and facilities which are deemed necessary to the performance of the SRO:

- An office with a desk with drawers, a chair and a locking filing cabinet.
- Access to a computer terminal or computer hookup.
- Access to view all security cameras throughout the school.
- Access to the Killingly Public Schools records management system including access to inspect and copy public records maintained by the school to the extent allowed by law.
- Access to student record information in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g.

IX. Funding of the SRO

The SRO is a Killingly Police Officer who is stationed in a Killingly Public School

site for 5 days a week during the school year and is considered a part of the Killingly School District team. As such the Killingly Board of Education will compensate the Town of Killingly as described below:

Killingly Public Schools will reimburse the Town annually the prorated cost of the SRO's salary, fringe benefits, vehicle, equipment and uniforms each fiscal year based on the number of days assigned as the SRO for the school system.

X. Data Collection and Monitoring

The parties agree that they will provide baseline data for comparison purposes and regularly collect, share, monitor and report data resulting from the implementation of this agreement.

Data Collection:

On a regular basis the following information will be collected:

School - number and types of disciplinary actions, numbers and demographics of students involved, referrals to police. (Educator's Handbook)

Police - number and types of school incidents for which police incident reports are written and police actions or incidents.

Informally, information may be exchanged in an effort to notify both parties of students whose behavior may be escalating to the point where disciplinary and/or policy intervention is necessary. For example, police may share with the schools incidents that involve students, but take place outside of the school. Conversely, schools may share incidents with police of students whose behavior did not require action, but is trending towards referral.

Monitoring and Oversight:

On a regular basis and at least quarterly, the parties agree that the SRO, Town Manager and the Superintendent of Schools will meet to discuss the SRO program, provide oversight of the agreement and review relevant data and analysis. At least annually the parties will discuss improvements to the agreement and/or its implementation.

XI. Dismissal of a School Resource Officer

In the event a school principal or Superintendent feel the particular SRO assigned is not effectively performing his/her duties and responsibilities, such as documented egregious acts or incidents, the principal shall contact the Superintendent of Schools. Within a reasonable amount of time after the Superintendent of Schools receives this information, the Superintendent of Schools shall notify the Town Manager/Chief of Police or designee. A meeting shall be conducted with the SRO to address such concerns and mediate or resolve any issues. The Town Manager/Chief of Police may dismiss or reassign the SRO, in accordance with the Killingly Police Department's rules, regulations and general orders.

The Town of Killingly and the Killingly Public Schools agree to provide their respective

employees with training relative to this agreement and its purposes. The parties agree to maintain regular and open communication to evaluate the effectiveness of this agreement and suggest improvement or adjustments that may be necessary.

XII. Term of Agreement

The SRO is appointed by the Town Manager/Chief of Police, in consultation with the Superintendent of Schools. It is understood that either party may terminate this agreement voluntarily upon written notice of sixty (60) days. A request for revisions or modifications (agreed upon mutually) to this agreement may be made by either party in writing.

This agreement constitutes a final written expression of all terms of this agreement and is a complete and exclusive statement of those terms.

IN WITNESS WHEREOF, the parties have caused this agreement to be signed by their authorized officers.

Signed, sealed and delivered in the presence of:



Dr. Diane Summa
Interim Superintendent
Killingly Public Schools

11-19-2020

Date

Mary Calorio
Town Manager/ Chief of Police
Town of Killingly

Date

Cc: Lieutenant State Police, Troop D

- Resolution
- Memorandum from BoE

**RESOLUTION TO RESCHEDULE A PUBLIC HEARING FOR JANUARY 12, 2021 ON AN
ORDINANCE AUTHORIZING A TRANSFER OF UP TO \$880,945 TO THE ESTABLISHED
UNEXPENDED EDUCATION FUNDS ACCOUNT**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the following ordinance be introduced and set for a public hearing on Tuesday, January 12, 2021 at 7:00 p.m. The public hearing will be held virtually on WebEx. Call information will be posted on the Town's website at www.killinglyct.gov:

**AN ORDINANCE AUTHORIZING A TRANSFER OF UP TO \$880,945 TO THE ESTABLISHED
UNEXPENDED EDUCATION FUNDS ACCOUNT**

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that a transfer of up to \$880,945 for the fiscal year July 1, 2019 to June 30, 2020 be transferred to the established Unexpended Education Funds account.

BE IT FURTHER ORDAINED that said transfer be herein adopted in reliance on the provisions of the Executive Order 7CC and Executive Order 7S, without submission to voters at Special Town Meeting, 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, and

BE IT FURTHER ORDAINED that the source of said transfer shall be up to \$880,945 from the 2019-2020 fiscal year Board of Education surplus be transferred to the established Unexpended Education Funds account.

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 14th day of July 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 December 8, 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

Killingly Board of Education

79 Westfield Ave., PO Box 210, Killingly, Connecticut 06239 (860)779-6600 FAX (860)779-3798



October 15, 2020

Mr. Jason Anderson, Chairperson
Town Council
Town of Killingly, CT

Dear Mr. Anderson:

In accordance with the Town Council's approval of the increase in the maximum contribution to the
Unrestricted Fund account, the Board of Education is requesting that the Town Council
approve a transfer of not to exceed \$880,945 of the anticipated surplus from fiscal year
2020. The transferred amount shall not exceed the total accumulation of funds that
is less than one hundred thousand dollars (\$2,000,000).

The transfer shall not exceed the statutory limitation of 2% of the prior fiscal year budget
or \$880,945. It also does not exceed the Board of Education's
anticipations for 2020, which will be confirmed upon audit.

Please feel free to contact me with any questions.

Sincerely,

Doug Farrow, Chairperson
Killingly Board of Education

cc: Mary Calorio, Town Manager
Jennifer Hawkins, Director of Finance
Diane Summa PhD, Interim Superintendent of Schools
Christine Clark, Manager of Business Affairs

Agenda Item #15(d)

AGENDA ITEM COVER SHEET

ITEM: Consideration and action on a resolution to adjust the Town Manager's FY 20/21 compensation

ITEM SUBMITTED BY: Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF: December 8, 2020

TOWN MANAGER APPROVAL:

ITEM SUMMARY: The Town Council reviewed the performance of the Town Manager during their regular meeting on September 8, 2020. This item was developed from discussions following the performance evaluation.

FINANCIAL SUMMARY: This item proposed to increase the Town Manager's compensation by 2.25% or \$3,262.50 per annum and to transfer said amount from the contingent account to the Town Manager Budget, Personal Services and employee benefit accounts.

STAFF RECOMMENDATION: N/A

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED:	Action on the Resolution
<p>APPROVED</p> <p>APPROVED WITH AMENDMENTS</p> <p>APPROVED WITH A RECOMMENDATION FOR THE BOARD OF SUPERVISORS TO CONSIDER AMENDMENTS</p> <p>NOT APPROVED</p> <p>NOT APPROVED WITH A RECOMMENDATION FOR THE BOARD OF SUPERVISORS TO CONSIDER AMENDMENTS</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

SUPPORTING MATERIALS:

- Resolution

Resolution #20-65

**RESOLUTION TO ADJUST THE TOWN MANAGER'S COMPENSATION
PURSUANT TO ANNUAL PERFORMANCE EVALUATION**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager be granted an increase in salary of \$3,262.50 pursuant to an evaluation of performance to \$148,262.50 per annum, effective September 1, 2020.

BE IT FURTHER RESOLVED that the Town Manager is herein authorized to transfer an amount not to exceed \$3,600 to the Town Manager Budget, Personal Services and employee benefit accounts.

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut,
this 8th day of December 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 December 8, 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
(Seal)

Date