



TOWN OF KILLINGLY

OFFICE OF THE TOWN MANAGER

172 Main Street

Killingly, CT 06239

Tel: 860-779-5300, ext. 7 Fax: 860-779-5382

REGULAR TOWN COUNCIL MEETING AGENDA

DATE: Tuesday, January 9, 2024

TIME: 7:00 PM

PLACE: Town Meeting Room
172 Main Street, Killingly

This meeting will be in person. It can also be viewed on Facebook Live and Channel 25
Go to www.killingly.org and 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) Town Council Organizational Meeting – December 4, 2023
 - b) Regular Town Council Meeting – December 12, 2023
6. PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS
 - a) Presentation of Awards to Firefighters and Emergency Medical Services for response to the Ballouville Mill Fire
7. UNFINISHED BUSINESS FOR TOWN MEETING ACTION - none
8. CITIZEN'S STATEMENT AND PETITION

Pursuant to the Town Council's Rules of Procedure, Article IV, Section 2, all presentations by citizens shall be limited to an aggregate of forty-five minutes (45) and each citizen's presentation shall not exceed five (5) minutes unless otherwise indicated by a majority vote of the Town Council.

Public comment can be made in person or submitted by 2 p.m. the day of the meeting via email at publiccomment@killinglyct.gov, mailed to the Town of Killingly, Town Manager's Office, 172 Main Street, Killingly CT 06239 or put in the drop box on the side of Town Hall. Public comment will be posted on the Town's website www.killingly.org.
9. COUNCIL/STAFF COMMENTS

Visit us at: www.Killingly.org

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10. APPOINTMENTS TO BOARDS AND COMMISSIONS
 - a) Robert Lofquist – Appointment to the Conservation Commission
 - b) Michael Montville – Switching from Regular Member to Alternate Member on the Conservation Commission
 - c) Amy Sterling - Appointment to the Inlands, Wetlands, and Water Courses Commission
 - d) Andrew Danna - Reappointment to the Water Pollution Control Authority
 - e) Kevin Mahan - Reappointment to the Board of Recreation
 - f) Fay Beriau - Reappointment to the Board of Recreation
 - g) Michael Hewko - Reappointment to the Planning & Zoning Commission
 - h) David Smith – Reappointment to the Housing Authority
 - i) Michael Moran - Reappointment to the Housing Authority
 - j) Lynn LaBerge - Reappointment to the Zoning Board of Appeals
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's Report
14. UNFINISHED BUSINESS FOR TOWN COUNCIL ACTION
15. NEW BUSINESS
 - a) Discussion on setting the meeting calendar for the budget process
16. COUNCIL MEMBER REPORTS AND COMMENTS
17. EXECUTIVE SESSION
 - a) Evaluation of possible claims
18. ADJOURNMENT

KILLINGLY TOWN COUNCIL ORGANIZATIONAL MEETING

Date: Monday, December 4, 2023

Time: 8:00 p.m.

Place: Town Meeting Room
Killingly Town Hall

AGENDA KILLINGLY TOWN COUNCIL

The Town Council of the Town of Killingly held an Organizational Meeting on Monday, December 4, 2023, at 8:00 p.m. in the Town Meeting Room of the Killingly Town Hall, 172 Main Street, Killingly, Connecticut. The agenda was as follows:

1. **Call to Order – Town Clerk**
2. **Oath of Office - Town Clerk**
3. **Election of Chairman/Vice-Chairman**
4. **Consideration and action on a resolution appointing the Town Attorney**
5. **Consideration and action on a resolution appointing Special Counsel**
6. **Consideration and action on a resolution appointing the Town Council's Recording Secretary**
7. **Consideration and action on a resolution establishing the date, time, and place of 2024 and 2025 Regular Town Council meetings**
8. **Consideration and action on a resolution adopting the Town Council's Rules of Procedure**
9. **Discussion of Town Council Liaisons to Boards and Commissions**
10. **Council Chairman Message**
11. **Interviews of Board/Commission applicants**
 - a) **Robert Lofquist – Appointment to Conservation Commission**
 - b) **Raymond Wood II – Appointment to WPCA**
 - c) **Kevin Mahan – Reappointment to Board of Recreation**
 - d) **Michael Hewko – Reappointment to Planning and Zoning Commission**
12. **Adjournment**

1. Town Clerk Wilson called the Organizational Meeting to order at 8:00 p.m. Mr. Anderson, Mr. Grandelski, Mr. Kerttula, Ms. Murphy, Ms. Tiik-Barclay, and Ms. Wakefield were present. Ms. George attended virtually, and Mr. Giambattista was absent with notification.
2. Town Clerk Wilson administered the Oath of Office to incoming Council Members Ed Grandelski, Kevin Kerttula, Ulla Tiik-Barclay, and Tammy Wakefield. Tony Giambattista was sworn in previously.
3. Town Clerk Wilson opened nominations for Town Council Chairman. Mr. Kerttula, seconded by Ms. Tiik-Barclay, nominated Mr. Anderson for Town Council Chairman. Mr. Grandelski, seconded by Mr. Kerttula, moved to close nominations. Voice vote: Unanimous. Nominations were closed.

On Voice vote, Mr. Anderson was unanimously voted town Council Chairman.
Chairman Anderson took charge of the meeting.

Mr. Kerttula, seconded by Ms. Murphy, nominated Ms. Wakefield as Town Council Vice-Chairman.

Mr. Grandelski, seconded by Mr. Kerttula, moved to close nominations.

Voice vote: Unanimous. Nominations were closed.

On Voice vote, Mr. Kerttula was unanimously voted Town Council Vice-Chairman.

4. Consideration and action on a resolution appointing the Town Attorney

Mr. Grandelski made a motion, seconded by Mr. Kerttula, to table Agenda Item 4 until the 12 December 2023 Regular meeting.

Discussion followed.

Voice vote: Unanimous. Motion passed.

Resolution tabled.

5. Consideration and action on a resolution appointing Special Counsel

Mr. Grandelski made a motion, seconded by Mr. Kerttula, to table Agenda Item 5 until the 12 December 2023 Regular meeting.

Discussion followed.

Voice vote: Majority for, Ms. George opposed. Motion passed.

Resolution tabled.

6. Consideration and action on a resolution appointing the Town Council's Recording Secretary

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

RESOLUTION APPOINTING TOWN COUNCIL'S RECORDING SECRETARY

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

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

KILLINGLY TOWN COUNCIL

Jason Anderson

Chairman

Dated at Killingly, Connecticut,
this 6th day of December 2021

Mr. Grandelski made a motion, seconded by Mr. Kerttula, to table Agenda Item 6 until the 12 December 2023 Regular meeting.

Discussion followed.

Voice vote: Unanimous. Motion passed.

Resolution tabled.

7. Consideration and action on a resolution establishing the date, time, and place of 2024 and 2025 Regular Town Council meetings

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

**RESOLUTION ESTABLISHING DATE, TIME, AND PLACE
OF 2024 and 2025 REGULAR TOWN COUNCIL MEETINGS**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, pursuant to Chapter V, Section 504 of the Killingly Town Charter, the date, time, and place of its regular monthly meetings in 2024 and 2025 shall be as follows:

Date: Second Tuesday of each month

Time: 7:00 PM

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

KILLINGLY TOWN COUNCIL
Jason Anderson
Chairman

Dated at Killingly, Connecticut,
This 4th day of December 2023

Discussion followed.

Voice vote: Unanimous. Motion passed.

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

Mr. Grandelski made a motion, seconded by Ms. Tiik-Barclay, to table Agenda Item 8 until the 12 December 2023 Regular meeting.

Discussion followed.

Voice vote: Unanimous. Motion passed.

9. Discussion of Town Council Liaisons to Boards and Commissions

Mr. Grandelski made a motion, seconded by Ms. Tiik-Barclay, to table Agenda Item 9 until the 12 December 2023 Regular meeting.

Discussion followed.

Voice vote: Unanimous. Motion passed.

10. Council Chairman Message

Chairman Anderson read his message as incoming Council Chairman.

11. Interviews of Board/Commission applicants

Mr. Grandelski made a motion, seconded by Ms. Tiik-Barclay, to table Agenda Item 9 until the January 2024 Special meeting.

12. Adjournment:

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

Voice Vote: Unanimous. Motion passed.

The meeting ended at 8:21 p.m.

Respectfully submitted,

Elizabeth Buzalski
Council Secretary

DRAFT

12. Adjournment:

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

Voice Vote: Unanimous. Motion passed.

The meeting ended at 8:21 p.m.

Respectfully submitted,

Elizabeth Buzalski
Council Secretary

**KILLINGLY TOWN COUNCIL
REGULAR MEETING**

DATE: Tuesday, December 12, 2023

TIME: 7:00 P.M.

PLACE: TOWN MEETING ROOM
KILLINGLY TOWN HALL

AGENDA

The Town Council of the Town of Killingly held a Regular Meeting on Tuesday, December 12, 2023, at 7:00 p.m. in the Town Meeting Room of the Killingly Town Hall, 172 Main Street, Killingly, Connecticut. The agenda was as follows:

1. **CALL TO ORDER**
2. **PRAYER**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS**
 - a) Regular Town Council Meeting – November 14, 2023
6. **PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS**
 - a) Proclamation Recognizing December 2023 as Driving Impairment Awareness Month
 - b) Proclamation Supporting Israel
 - c) Proclamation Honoring Teacher of the Year for Killingly Public Schools
 - d) Proclamation Honoring Teacher of the Year for Harvard H. Ellis Technical High School
 - e) Proclamation Honoring Teacher of the Year for St. James Parochial School
 - f) Presentation of Plaque Honoring Outgoing Councilor Raymond Wood
 - g) Presentation on the Box Culvert Drainage Study by David Capacchione, Town Engineer
7. **UNFINISHED BUSINESS FOR TOWN MEETING ACTION**
8. **CITIZEN'S STATEMENTS AND PETITIONS**

Pursuant to the Town Council's Rules of Procedure, Article IV, Section 2, all presentations by citizens shall be limited to an aggregate of forty-five (45) minutes and each citizen's presentation shall not exceed five (5) minutes unless otherwise indicated by a majority vote of the Town Council. Public comment can be made in person or submitted by 2 p.m. the day

of the meeting via email at publiccomment@killinglyct.gov, mailed to Town Manager's Office, 172 Main Street, Killingly, CT 06239 or put in the drop box on the side of the Town Hall. Public comment 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
 - b) Northeast District Department of Health 2023-2026 Community Health Needs Assessment
 - c) Killingly 2021 Equity Profile
14. **UNFINISHED BUSINESS FOR TOWN COUNCIL ACTION**
 - a) Consideration and action on a resolution appointing the Town Attorney
 - b) Consideration and action on a resolution appointing Special Counsel
 - c) Consideration and action on a resolution appointing Town Council's recording secretary
 - d) Consideration and action on a resolution adopting the Town Council's Rules of Procedure
 - e) Discussion of Town Council liaisons to Boards and Commissions
15. **NEW BUSINESS**
16. **COUNCIL MEMBER REPORTS AND COMMENTS**
17. **EXECUTIVE SESSION**
18. **ADJOURNMENT**

REGULAR MEETING

1. Chairman Anderson called the meeting to order at 7:01 p.m.
2. Prayer by Mr. Anderson.
3. Pledge of Allegiance to the flag.
4. Upon roll call all Councilors were present. Also present were Town Manager Calorio, Finance Director Hawkins, and Council Secretary Buzalski.
5. Adoption of minutes of previous meetings
- 5a. Regular Town Council Meeting – November 14, 2023
Ms. Wakefield made a motion, seconded by Ms. Tiik-Barclay, to adopt the minutes of the Regular Town Council Meeting of November 14, 2023.
Voice Vote: Unanimous. Motion passed.
- Mr. Grandelski made a motion, seconded by Ms. Tiik-Barclay, to add agenda item 6b2, Proclamation Acknowledging December 16, 2023, as Celebrating Wreaths Across America
Voice vote: Unanimous. Motion passed.
- Mr. Grandelski made a motion, seconded by Mr. Giambattista, to add agenda item 15a, Discussion and action on the termination of all agreements, contracts, etc., regarding the NTE Power Plant Project.
Discussion followed. This issue needs to be reviewed by the Town Attorney before action is taken. Mr. Grandelski rescinded his motion and Mr. Giambattista rescinded his second.

6. Presentations, proclamations, and declarations:

6a. Proclamation Recognizing December 2023 as Driving Impairment Awareness Month

Mr. Anderson read the following:

**PROCLAMATION RECOGNIZING DECEMBER 2023 AS
DRIVING IMPAIRMENT AWARENESS MONTH**

WHEREAS approximately one-third of all fatal traffic accidents in the United States in 2023 involved impaired drivers. The use of alcohol, marijuana, and other drugs can affect the brain by impairing motor skills, reaction time, and judgment, which are all critical while driving; and,

WHEREAS impaired driving is a public health concern because it not only puts the driver at risk, but also endangers the lives and safety of passengers and others sharing the road; and,

WHEREAS, according to the National Highway Traffic Safety Administration (NHTSA), twice as many impaired and fatal accidents occur on the weekend; and,

WHEREAS, through the exercise of good judgment, personal responsibility, and a commitment to never drive while under the influence of alcohol or drugs every community member can play a role in the fight against impaired driving due to drunk, drugged, and distracted driving; and,

WHEREAS the year-end holiday season is traditionally a time for social gatherings which includes alcohol. Whether you are driving, riding, or hosting a celebration, celebrate with a plan. Designate a Driver, utilize public transportation, stay the night, never drink and drive. The National Highway Traffic Safety Administration recognizes this as one of the deadliest and most dangerous times on American roadways due to an increase in impaired driving. We must all recognize the danger impaired driving can pose for drivers, passengers, and all others sharing the road, and encourage our communities to identify, develop, and promote solutions to this critical issue that takes away thousands of lives every year; and

NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the month of December is hereby recognized as Driving Impairment Awareness Month and encourage our citizens to Celebrate with a Plan and pledge to increase awareness for the dangers of impaired driving.

KILLINGLY TOWN COUNCIL

Jason Anderson

Chairman

Dated at Killingly, Connecticut
this 12th day of December 2023

6b. Proclamation Supporting Israel

Ms. Wakefield read the following:

PROCLAMATION SUPPORTING ISRAEL

WHEREAS, the State of Israel is a long-standing ally to the United States, and serves as the national homeland of the Jewish people representing their history, religion, culture, and Jewish identity; and

WHEREAS, On Saturday, October 7, 2023, the militant terrorist organization Hamas launched attacks from Gaza against Israeli border communities that, as of December 5, 2023, have resulted in 1,400 deaths including women and children, have injured thousands more, have taken at least 240 people hostage, and have destroyed homes and businesses; and,

WHEREAS, at least 35 United States citizens have died as a result of these attacks in Israel, and it has been confirmed that United States citizens are among those taken hostage by Hamas; and,

WHEREAS, alongside many other municipalities and states across the nation, and countries throughout the world, the Town Council of the Town of Killingly declares that there is no place for terroristic violence in our world and condemns the violent actions of Hamas perpetrated against Israel and its citizens; and,

WHEREAS the Town Council of the Town of Killingly stands in support of Israel and the Jewish Community and honors the lives lost in the recent deadly attacks by Hamas militants; and,

NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that we condemn the unprovoked and barbaric attacks by Hamas against Israel, its citizens and Americans. We express our support for Israel, and we honor the lives lost in the recent deadly attacks by Hamas militants. The Council encourages residents to firmly reject all forms of hate and show support for our Jewish community members during these difficult times.

KILLINGLY TOWN COUNCIL

Jason Anderson

Chairman

Dated at Killingly, Connecticut

this 12th day of December 2023

6b2. Proclamation Acknowledging December 16, 2023, as Celebrating Wreaths Across America

Ms. George read the following:

**PROCLAMATION ACKNOWLEDGING DECEMBER 16, 2023, AS CELEBRATING
WREATHS ACROSS AMERICA**

WHEREAS the Town of Killingly recognizes the importance of honoring and remembering our nation's veterans; and

WHEREAS Wreaths Across America, a nonprofit organization, annually coordinates wreath-laying ceremonies at veterans' graves across the United States and through their mission, remembers the fallen veterans' and honor those who serve and teach our children the value of freedom; and

WHEREAS, on December 16, 2023, Wreaths Across America will unite communities, volunteers, and organizations in a solemn tribute to veterans by adorning their resting places with wreaths; and

WHEREAS the act of placing wreaths on veterans' graves symbolizes our gratitude for their service, commitment, and sacrifices for our nation;

NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that December 16, 2023, be recognized as a day to celebrate Wreaths Across America and encourages all residents to participate in honoring our veterans through wreath-laying ceremonies and expressions of gratitude.

KILLINGLY TOWN COUNCIL
Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 12th day of December 2023

6c. Proclamation Honoring Teacher of the Year for Killingly Public Schools
Ms. Murphy read the following:

**PROCLAMATION HONORING
David Desrosiers
Killingly Public Schools
2023-2024 TEACHER OF THE YEAR**

WHEREAS, David Desrosiers earned his Masters of Art in Education in 2010 from the University of St. Joseph's and has served as a dedicated teacher at Killingly Intermediate School since 2016; and

WHEREAS, David traveled abroad to study and work including a military deployment. He uses his experiences and broad knowledge of international affairs to create authentic lesson plans and assessments to help students open their own windows to the world; and

WHEREAS David continually emphasizes current events knowledge with selected readings from current periodicals, simulations and new lesson plans designed to link classroom content to the wider world; and

WHEREAS David is committed to providing students an opportunity to learn through field trips, leading students to local, regional and international destinations. David is a supportive and genuine educator who takes the time to listen to students in need and celebrate with students when they are successful. David also ran the ski club and Dungeons and Dragons; and

NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that David Desrosiers be publicly recognized for his exemplary service and the well-earned distinction and respect he receives from his students and peers as the 2023-2024 Killingly Public School Teacher of the Year; and

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

Presented this 30th day of November 2023

by the Killingly Brooklyn Rotary

Mr. Desrosiers accepted his plaque and made a few comments.

6d. Proclamation Honoring Teacher of the Year for Harvard H. Ellis Technical High School
Mr. Anderson read the following:

PROCLAMATION HONORING

Lisa Anniello

Harvard H. Ellis Technical High School

2023-2024 TEACHER OF THE YEAR

WHEREAS Lisa Anniello is currently serving her ninth year as the hairdressing and barbering teacher at Harvard H. Ellis Technical High School. Lisa attended the Creative School of Hairdressing in Manchester, CT and has worked in multiple avenues of hairdressing over the years, including owning her own hair salon from 1990 to 2000; and

WHEREAS Lisa began her teaching career later in life at the age of fifty years old. She worked various cooking jobs to put herself through school to obtain her teaching certificate and raised two sons at the same time. Lisa exemplifies the definition of determination no matter where you are in life and shares that drive and determination with her students; and

WHEREAS Lisa has developed a special connection with her students that she thought would never be possible because she started her teaching career later in life. Her students express their gratitude daily and are inspired by the example she sets every day as a teacher at Harvard H. Ellis Technical High school; and

WHEREAS Lisa is successful in teaching her students to have respect for one another and as well as themselves inside and outside of the classroom. She emphasizes the importance of great work habits, good ethics, and to simply help make the world a better place with every student she teaches; and

NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that Lisa Anniello be publicly recognized for her exemplary service and the well-earned distinction and respect she receives from her students and peers as the 2023-2024 Harvard H. Ellis Technical High School Teacher of the Year; and

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

Presented this 30th day of November 2023
by the Killingly Brooklyn Rotary

6c. Proclamation Honoring Teacher of the Year for St. James Parochial School
Ms. George read the following:

**PROCLAMATION HONORING
Blythe Hanley
St. James Parochial School
2023-2024 TEACHER OF THE YEAR**

WHEREAS Blythe Hanley is currently serving her ninth year as a science and mathematics educator at St. James Parochial School. She successfully manages three sections of science and four sections of math, as well as teaching two sections of math to eighth grade students simultaneously; and

WHEREAS, Blythe is the advisor for Student Council and coaches the cross-country team. She is known as a great-worker and mentor among the staff and students at St. James Parochial School. She brings a calm presence to the classroom, which creates an environment where her students feel safe to ask questions; and

WHEREAS Blythe is known for her creative ideas and is always willing to lend a helping hand. Parents and administration alike have recognized Blythe's willingness to identify each of her student's strengths and challenges and will work with them to grow their skills as they prepare for high school; and

WHEREAS Blythe lives her life in line with the gospel values, serving her students, her school, the parish and the community. She models the school's mission in her gospel values, gladly performing her duties with patience, kindness, flexibility, dedication and compassion; and

NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that Blythe Hanley be publicly recognized for her exemplary service and the well-earned distinction and respect she receives from her students and peers as the 2023-2024 St. James Parochial School Teacher of the Year; and

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

Presented this 30th day of November 2023
by the Killingly Brooklyn Rotary

6f. Presentation of Plaque Honoring Outgoing Councilor Raymond Wood

Mr. Anderson presented Mr. Wood with a plaque and Mr. Wood made a few comments.

Presented to

Raymond Wood II

In Appreciation for Dedicated and Distinguished
Service to the Town of Killingly as a

MEMBER OF THE KILLINGLY TOWN COUNCIL

December 2019 – November 2023

Presented this 12th day of December 2023

By the

KILLINGLY TOWN COUNCIL

6g. Presentation on the Box Culvert Drainage Study by David Capacchione, Town Engineer

Town Engineer Capacchione presented the Box Culvert Drainage Study and responded to Councilors' questions and comments.

7. Unfinished Business for Town Meeting Action: None

8. Citizens' Statements and Petitions:

There were no written comments submitted.

Ralph Oriola, 337 Wauregan Rd, spoke about agenda item 6a, driving safely and road safety.

John LaBelle, 57 Island Rd, spoke about bicycle trails and suggested over rather than under roadway crossings. He also talked about the recent tax assessments. He encouraged more public participation in the meetings. He commended the Town Engineer on his work with the culverts. He suggested murals be painted on the Meeting Room walls. He would like to see better microphones for the Meeting Room and has other suggestions.

9. Council/Staff Comments:

Mr. Grandelski asked about the River Trail and design plans for the northbound connection. Town Manager Calorio commented on the status of the Trail and some of the challenges that are faced. Mr. Anderson commented on the microphones and Town Manager Calorio said that they had done some research on better options but had not found any at this time.

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: no report

12. Discussion and Acceptance of Monthly Budget Reports:

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

Mr. Grandelski made a motion, seconded by Ms. Tiik-Barclay, to accept the summary report on general fund appropriations for Town Government.

Voice Vote: Unanimous. Motion passed.

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

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

Voice Vote: Unanimous. Motion passed.

13. Correspondence/Communications/Reports:

13a. Town Manager Report

13b. Northeast District Department of Health 2023-2026 Community Health Needs Assessment

13c. Killingly 2021 Equity Profile

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

14. Unfinished Business for Town Council Action:

14a. Consideration and action on a resolution appointing the Town Attorney

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

RESOLUTION APPOINTING THE TOWN ATTORNEY

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, pursuant to Chapter IX, Section 902 of the Killingly Town Charter, the firm of Halloran & Sage be appointed as Town Attorney.

BE IT FURTHER RESOLVED that the Town Council, pursuant to the Killingly Town Charter, reserves the right to appoint temporary counsel for special purposes and circumstances as may be required.

KILLINGLY TOWN COUNCIL

Jason Anderson

Chairman

Dated at Killingly, Connecticut,
this 12th day of December 2023

Discussion followed.

Voice vote: Unanimous. Motion passed.

14b. Consideration and action on a resolution appointing Special Counsel

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

RESOLUTION APPOINTING SPECIAL COUNSEL

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

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

KILLINGLY TOWN COUNCIL

Jason Anderson

Chairman

Dated at Killingly, Connecticut
this 12th day of December 2023

Discussion followed.

Voice vote: Unanimous. Motion passed.

14c. Consideration and action on a resolution appointing Town Council's Recording Secretary
Mr. Grandelski made a motion, seconded by Ms. George, to adopt the following:

RESOLUTION APPOINTING TOWN COUNCIL'S RECORDING SECRETARY

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

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

KILLINGLY TOWN COUNCIL
Jason Anderson
Chairman

Discussion followed.

Mr. Kerttula made a motion, seconded by Ms. Geroge, to amend the resolution with compensation for the Regular Council Meetings at \$315.00 per meeting and for Special Council Meetings at \$25.00 per meeting.

Discussion followed.

Voice vote: Unanimous. Motion passed.

On the amended motion, voice vote: Unanimous. Motion passed.

14d. Consideration and action on a resolution adopting the Town Council's Rules of Procedure
Mr. Kerttula made a motion, seconded by Ms. Tiik-Barclay, to adopt the following:

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

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, pursuant to Chapter V, Section 504 of the Killingly Town Charter, the Rules of Procedure for the Killingly Town Council in effect as of December 12, 2023, and as attached hereto and considered a part hereof as Exhibit A, shall be in effect for the ensuing two years or until further amended in accordance with Article X of said Rules or replaced.

KILLINGLY TOWN COUNCIL
Jason Anderson
Chairman

Dated at Killingly, Connecticut,
this 12th day of December 2023

Discussion followed.

Voice vote: Unanimous. Motion passed.

14e. Discussion of Town Council Liaisons to Boards and Commissions

Mr. Anderson will review the positions and Councilors' preferences and will send the appointments to Town Manager Calorio for distribution.

15. New Business: - none

16. Council Member Reports and Comments:

Mr. Grandelski reported on the Conservation Commission and the WPCA meeting.

Mr. Kerttula reported on the Permanent Building Committee.

Ms. Wakefield said that Frosty's Big Night Out was very well received and Breakfast with Santa went well also.

Mr. Anderson reported on the IW/WC meeting.

Ms. George reported on the NECCOG meeting, the BofE meeting, and the NDDH meeting.

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

17. Executive Session: - none

18. Adjournment:

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

Voice Vote: Unanimous. Motion passed.

The meeting ended at 9:58 p.m.

Respectfully submitted,

Elizabeth Buzalski
Council Secretary



Presented to the

Attawaugan Fire Department

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 12th day of December
by the Killingly Town Council**



Presented to the

Dayville Fire Company

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
East Putnam
Fire Department

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
East Killingly
Fire Department

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
Williamsville Fire
Engine Company

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
Putnam Fire
Department

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
Danielson Fire
Department

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
South Killingly
Fire Department

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
West Thompson
Fire Department

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



**Presented to the
Community
Fire Company**

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



**Presented to the
Woodstock Volunteer
Fire Association
Station 76**

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
Mortlake
Fire Company

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
East Brooklyn
Fire Department

In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023

Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL



Presented to the

Bungay Fire Brigade

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
Plainfield
Fire Company

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
Moosup
Fire Department

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
Muddy Brook
Fire Department

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
Pomfret
Fire Department

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
Atwood Hose
Fire Company

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the
Webster Fire
and Rescue

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the

KB Ambulance

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



**Presented to the
Putnam EMS
Special Signal Fire
Association**

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**



Presented to the

Providence Canteen

**In Appreciation of Your Dedication
of Your Duties and Response
to the fire at Ballouville Mill
on November 16, 2023**

**Presented on this 9th day of January
by the
KILLINGLY TOWN COUNCIL**

Interview Candidates for Boards and Commissions

Conservation Commission

There is currently (1) Alternate vacancy and (1) Regular Member vacancy.

The Regular term runs for 5 years from March 1st through February 28th.

Robert Lofquist, 25 Lafantasie Road, Danielson, CT 06239

Mr. Lofquist is interested in being appointed as a Regular Member of the Conservation Commission. His term would run from March 1, 2020 to February 28, 2025.

Michael Montville, 30 Griffiths Road, Danielson, CT 06239

Mr. Montville is requesting to switch from a Regular Member to an Alternate member. He does not need to be interviewed as his term will continue until February 2025. His new term would run from November 2022 to October 2025. This will leave (1) Alternate vacancy and allow Robert Lofquist to be interviewed for a Regular Member.

Inlands, Wetlands and Water Courses Commission

There are currently (2) Alternate vacancies.

The Alternate term runs for 2 years from September 1st through August 30th.

Amy Sterling, 924 Upper Maple Street, Dayville, CT 06241

Ms. Sterling is interested in being appointed as an Alternate Member of the Inlands, Wetlands, and Water Courses Commission. Her term would run from September 1, 2022 to August 30, 2024.

Water Pollution Control Authority

Andrew Danna, 1809 Upper Maple Street, Danielson, CT 06239

Mr. Danna is interested in being re-appointed as a Regular Member of the WPCA. His term would run from November 1, 2023 to October 31, 2026.

Mr. Danna attended 5 out of 9 meetings in 2023 and 7 out of 8 meetings in 2022.

WPCA currently has (1) Regular Member vacancy and (2) Alternate Member vacancies.

Board of Recreation

Kevin Mahan, 17 Vezina Drive, Danielson, CT 06239

Mr. Mahan is interested in being re-appointed as a Regular Member of the Board of Recreation. His term would run from January 1, 2024 to December 31, 2026.

Mr. Mahan's attendance over the course of his appointment has been consistent with no absences.

Board of Recreation currently has no vacancies.

Fay Beriau, 32 Juniper Avenue, Danielson, CT 06239

Ms. Beriau is interested in being re-appointed as a Regular Member of the Board of Recreation. Her term would run from January 1, 2023 to December 31, 2025.

Ms. Beriau's attendance over the course of her appointment has been consistent with only 1 absence in 2023.

Board of Recreation currently has no vacancies.

Planning and Zoning

Michael Hewko, 20 John Street, Danielson, CT 06239

Mr. Hewko is interested in being re-appointed as an Alternate Member of the Planning and Zoning Commission. His term would run from January 1, 2024 to December 31, 2027.

Mr. Hewko's attendance over the course of his appointment has been consistent. He had no absences in 2023 and attended 11 out of 13 meetings in 2022.

Planning and Zoning currently has (2) Alternate Member vacancies.

Housing Authority

David Smith, 104 Reynolds Street, Danielson, CT 06239

Mr. Smith is interested in being re-appointed as a Regular Member of the Housing Authority. His term would run from January 1, 2024 to December 31, 2027.

Mr. Smith's attendance over the course of his appointment has been consistent with no absences since his appointment in 2019.

Housing Authority currently has (1) Regular Member vacancy.

Michael Moran, 58 Maple Court, Danielson, CT 06239

Mr. Moran is interested in being re-appointed as a Regular Member of the Housing Authority. His term would run from January 1, 2024 to December 31, 2027.

In 2023, Mr. Moran attended 2 out of 10 meetings. In 2022, Mr. Moran attended 8 out of 9 meetings.

Housing Authority currently has (1) Regular Member vacancy.

Zoning Board of Appeals

Lynn LaBerge, 28 East Franklin Street, Apt B, Danielson, CT 06239

Ms. LaBerge is interested in being re-appointed as a Regular Member of the Zoning Board of Appeals. Her term would run from February 1, 2023 to January 31, 2028.

Ms. LaBerge's attendance over the course of her appointment has been consistent with no absences.

Zoning Board of Appeals currently has (1) Regular Member vacancy and (3) Alternate Member vacancies.



TOWN OF KILLINGLY

TOWN MANAGER'S OFFICE
172 Main Street, Killingly, CT 06239
Tel: 860-779-5335 Fax: 860-779-5382



FOR OFFICE USE ONLY

Interview Date: 11/2/2024

Interview Time: 7:00 pm

Action Taken:

All Actions Completed: ☒ Yes ☐ No

Boards & Commissions Questionnaire

Date: 10/3/23

Name: Robert Lofquist

Residence Address: 25 Lafantasie Road Danielson CT 06239

Mailing Address: same

Occupation: retired

Phone Number: Home: 8607797920 Business: n/a Cell:

E-Mail Address: rlofbiz@mindspring.com

1. How long have you lived in Killingly? 22+ years

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

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

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

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

6. Why are you seeking appointment to this Board or Commission? I regularly use several of the KCC properties + feel a civic obligation to help sustain this valuable resource for all of us.

7. What is your experience or knowledge regarding this Board or Commission? Have attended meetings as a guest, discussed KCC with Chair Donna Branwell, Reviewed Killingly's plan document.

8. State your philosophy in regard to this Board or Commission: I think a reason a lot of us live in NE CT is because of the natural beauty of our area. That needs to be monitored, protected, and maintained if we want it to still be here for future generations.

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

10. Have you attended any meetings of the Board or Commission for which you are seeking an appointment? ☒ Yes ☐ No

If yes, how many times in the past twelve months? 2

11. Would there be a possible conflict of interest if you were appointed to this Board or Commission? ☐ Yes ☒ No

If yes, please explain: _____

12. Have you ever come before or dealt with the Board or Commission to which you are seeking appointment? ☐ Yes ☒ No

If yes, please explain: _____

13. Have you ever served on a local government Board or Commission in this or any other town? ☐ Yes ☒ No

If yes, please explain: _____

14. If no openings exist on the Board or Commission to which you are seeking appointment, would you accept an alternate Board or Commission? ☐ Yes ☒ No

If yes, please list the Board(s) or Commission(s) in priority order:

1. _____
2. _____
3. _____

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



TOWN OF KILLINGLY

TOWN MANAGER'S OFFICE

172 Main Street, Killingly, CT 06239
Tel: 860-779-5300 Fax: 860-779-5382
Email: townmanager@killinglyct.gov

BOARDS & COMMISSIONS REAPPOINTMENT QUESTIONNAIRE

DATE: 11/15/23

NAME: Michael Montville

Please fill in the following information to help us keep our information current.

ADDRESS: 30 Griffiths Rd. Danielson 06239

EMAIL: montvm1@gmail.com

Best Phone: Home: 860-230-6628

Business and/or Cell: Same

PARTY AFFILIATION: ☐ Republican ☐ Democrat ☒ Unaffiliated/Other

Are you a registered voter? ☒ Yes ☐ No

I AM currently a member of the (board/commission) : Conservation Committee

MY membership term is due to expire or has expired? (when) Feb 2025

Do you wish to be appointed to this Board/Commission as a Regular / Alternate for another term?

☒ Yes ☐ No

Signature

Michael Montville

Date

11/15/2023

Please return this form to the Town Manager's Office by mail, email, or faxing to 860-779-5382

***** TO BE COMPLETED by TOWN MANAGERS OFFICE *****

Attendance Current Year 2023 (7) absences (out of 10)

Attendance Previous Year 2022 (7) absences (out of 11)



TOWN OF KILLINGLY

TOWN MANAGER'S OFFICE

172 Main Street, Killingly, CT 06239
Tel: 860-779-5300 ext 7 Fax: 860-779-5382

FOR OFFICE USE ONLY:

Address confirmed: ☒ Y / ☐ N
Registered Voter: ☒ Y / ☐ N
Party Confirmed: ☒ Y / ☐ N

Interview Date: 1/2/2024
Interview Time: 7:00pm
All Actions Completed: Y/N

Boards & Commissions Questionnaire

Date: 11/30/23

Name: Amy Sterling

Residence Address: 924 Upper Maple St. Dayville

Mailing Address: Same

Occupation: Social services, retired

Phone Number: Home: Business: Cell: 860.428.7735

*E-Mail Address: ms.amystirling@yahoo.com

- How long have you lived in Killingly? most of my life
- Are you a registered voter of the Town of Killingly? ☒ Yes ☐ No
- What is your party affiliation? ☐ Republican ☒ Democrat ☐ Unaffiliated/Other
- Which Board or Commission appointment are you seeking? IWWC
- Would you prefer a regular position, alternate position, or **it does not matter**. (Please circle one)
- Why are you seeking appointment to this Board or Commission?
I have a special interest in water conservation & the environment
- What is your experience or knowledge regarding this Board or Commission?
2x Chair in Hampton. Was the Commission member in Plainfield
- State your philosophy regarding this Board or Commission: The IWWC was created to protect the waterways & watershed. Water is a precious resource. I take seriously the fair and accurate use of guidelines
- Boards and Commissions meet a minimum of 15 times per year; more if there are special meetings or projects. Therefore, it is required for all members to be in attendance to insure a quorum. Are you able to devote this amount of time? ☒ Yes ☐ No

Boards & Commissions Questionnaire

10. Have you attended any meetings of the Board or Commission for which you are seeking an appointment? ☒ Yes ☐ No

If yes, how many times in the past twelve months? * / watched online. Am recently retired

11. Would there be a possible conflict of interest if you were appointed to this Board or Commission? ☐ Yes ☒ No

If yes, please explain: _____

12. Have you ever come before or dealt with the Board or Commission to which you are seeking appointment? ☐ Yes ☒ No

If yes, please explain: _____

13. Have you ever served on a local government Board or Commission in this or any other town?

☒ Yes ☐ No

If yes, please explain: yes, Hampton & Plainfield

14. If no openings exist on the Board or Commission to which you are seeking appointment, would you accept an alternate Board or Commission? ☒ Yes ☐ No

If yes, please list the Board(s) or Commission(s) in priority order:

1. The / WW Commission is my goal, I understand there
2. are alternate positions now
3. That will be a good intro, for me to this town's commission

IF ADDITIONAL SPACE IS NEEDED, PLEASE CONTINUE ON REVERSE SIDE.

RETURN TO: KILLINGLY TOWN MANAGER, 172 MAIN STREET, KILLINGLY, CT 06239. PLEASE CALL
IF YOU HAVE ANY QUESTIONS: 860-779-5300, ext. 7.



TOWN OF KILLINGLY

TOWN MANAGER'S OFFICE

172 Main Street, Killingly, CT 06239
Tel: 860-779-5300, ext. 7 Fax: 860-779-5382

BOARDS & COMMISSIONS REAPPOINTMENT QUESTIONNAIRE

Please fill in the following information to help us keep our information current.

DATE: 12/13/23

NAME: Andrew Deann

Physical Address: 1809 Upper Maple St.

Mailing Address: Danielson, CT 06239

Best phone contact: Cell: 860-208-1901 Home: _____

*EMAIL: andrewjdann@gmail.com

PARTY AFFILIATION: ☐ Republican ☐ Democrat ☒ Unaffiliated/Other

Are you a registered voter? ☒ Yes ☐ No

Currently a member of the (name commission) WPCA

I wish to be reappointed to this Board/Commission as a (regular regular alternate) member.

[Signature]
(signature)

TOWN MANAGERS OFFICE TO COMPLETE

Attendance Current Year 2023 Attendance Previous Year 2022

Address confirmed: Y Party confirmed: Y 4 absences 1 absence

Interview Date: 1/2/2024



TOWN OF KILLINGLY

TOWN MANAGER'S OFFICE

172 Main Street, Killingly, CT 06239
Tel: 860-779-5300, ext. 7 Fax: 860-779-5382

BOARDS & COMMISSIONS REAPPOINTMENT QUESTIONNAIRE

Please fill in the following information to help us keep our information current.

DATE: 10/28/23

NAME: Kevin Mahan



Physical Address:

17 Vega Drive

Mailing Address:

17 Vega Drive Danielson CT 06239

Best phone contact: Cell: 860-208-0012 Home: 860-779-0414

***EMAIL:** Kmahan0114@gmail.com

PARTY AFFILIATION: ☐ Republican ☒ Democrat ☐ Unaffiliated/Other

Are you a registered voter? ☒ Yes ☐ No

Currently a member of the (name commission) Parks + Rec

I wish to be reappointed to this Board/Commission as a (regular / alternate) regular member.

Kevin Mahan
(signature)

TOWN MANAGERS OFFICE TO COMPLETE

Attendance Current Year No absences Attendance Previous Year No absences

Address confirmed: Y/N

Party confirmed: Y/N

Interview Date: 11/2/2024



TOWN OF KILLINGLY

TOWN MANAGER'S OFFICE
172 Main Street, Killingly, CT 06239
Tel: 860-779-5300, ext. 7 Fax: 860-779-5382



BOARDS & COMMISSIONS REAPPOINTMENT QUESTIONNAIRE

Please fill in the following information to help us keep our information current.

DATE: Nov 29, 2023

NAME: FAY BERIOU

Physical Address: 32 JUNIOR AVE DANIELSON CT

Mailing Address: _____

Best phone contact: Cell: 860-457-8374 Home: _____

*EMAIL: FAY.BERIOU@GMAIL.COM

PARTY AFFILIATION: ☐ Republican ☐ Democrat ☒ Unaffiliated/Other

Are you a registered voter? ☒ Yes ☐ No

Currently a member of the (name commission) PARK & RECREATION

I wish to be reappointed to this Board/Commission as a (regular / alternate) REGULAR member.

Fay Beriou
(signature)

TOWN MANAGERS OFFICE TO COMPLETE

Attendance Current Year 2023 Attendance Previous Year 2022
1 absence NO absences

Address confirmed: Y/N

Party confirmed: Y/N

Interview Date: 11/2/2024 ✓



TOWN OF KILLINGLY

TOWN MANAGER'S OFFICE

172 Main Street, Killingly, CT 06239
Tel: 860-779-5300, ext. 7 Fax: 860-779-5382

BOARDS & COMMISSIONS REAPPOINTMENT QUESTIONNAIRE

Please fill in the following information to help us keep our information current.

DATE: 11-13-23

NAME: MICHAEL HEWKO



Physical Address: 20 JOHN ST DANIELSON CT 06239

Mailing Address: SAME

Best phone contact: Cell: 860-208-6218 Home: 860-774-1965

*EMAIL: _____

PARTY AFFILIATION: ☐ Republican ☒ Democrat ☐ Unaffiliated/Other

Are you a registered voter? ☒ Yes ☐ No

Currently a member of the (name commission) PLANNING AND ZONING

I wish to be reappointed to this Board/Commission as a (regular / alternate) member.

(signature)

TOWN MANAGERS OFFICE TO COMPLETE

Attendance Current Year 2023 - none Attendance Previous Year 2022 - (2) absences

Address confirmed: Y/N

Party confirmed: Y/N

Interview Date: 1/2/2024



TOWN OF KILLINGLY

TOWN MANAGER'S OFFICE

172 Main Street, Killingly, CT 06239
Tel: 860-779-5300, ext. 7 Fax: 860-779-5382

BOARDS & COMMISSIONS REAPPOINTMENT QUESTIONNAIRE

Please fill in the following information to help us keep our information current.

DATE: 12/2/2023

NAME: DAVID A. Smith

Physical Address: 104 Reynolds St. Danielson CT. 06239

Mailing Address: SAME

Best phone contact: Cell: 959-444-1024 Home: —

*EMAIL: CTballfan@gmail.com

PARTY AFFILIATION: ☐ Republican ☒ Democrat ☐ Unaffiliated/Other

Are you a registered voter? ☒ Yes ☐ No

Currently a member of the (name commission) Housing Authority (Chair)

I wish to be reappointed to this Board/Commission as a (regular / alternate) Regular member.

David A. Smith
(signature)

TOWN MANAGERS OFFICE TO COMPLETE

Attendance Current Year 2023 Attendance Previous Year 2022
NO absences NO absences

Address confirmed: ☒ Y ☐ N

Party confirmed: ☒ Y ☐ N

Interview Date: 1/2/2024 ✓



TOWN OF KILLINGLY

TOWN MANAGER'S OFFICE

172 Main Street, Killingly, CT 06239
Tel: 860-779-5300, ext. 7 Fax: 860-779-5382

BOARDS & COMMISSIONS REAPPOINTMENT QUESTIONNAIRE

Please fill in the following information to help us keep our information current.

DATE: 12-14-23

NAME: Michael C MORAN

Physical Address: 58 MAPLE COURT DANIELSON, CT, 06239

Mailing Address: SAME

Best phone contact: Cell: _____ Home: 860-779-6388

*EMAIL: MIKE MORAN 1953 @GMAIL.COM

PARTY AFFILIATION: ☐ Republican ☐ Democrat ☒ Unaffiliated/Other

Are you a registered voter? ☒ Yes ☐ No

Currently a member of the (name commission) KILLINGLY HOUSING AUTH

I wish to be reappointed to this Board/Commission as a (regular / alternate) ✓ member.

Michael C Moran
(signature)

TOWN MANAGERS OFFICE TO COMPLETE

Attendance Current Year 2023 Attendance Previous Year 2022

Address confirmed Y/N 8 out of 10
Party confirmed Y/N meetings
Interview Date: 1/2/2024 missed
1 out of 9
meetings missed



TOWN OF KILLINGLY

TOWN MANAGER'S OFFICE
172 Main Street, Killingly, CT 06239
Tel: 860-779-5300, ext. 7 Fax: 860-779-5382



Interview Date 1/16/24
Time 7PM

BOARDS & COMMISSIONS REAPPOINTMENT QUESTIONNAIRE

Please fill in the following information to help us keep our information current.

DATE: 12-26-23

NAME: Lynn LaBerge

Physical Address:

28 East Franklin St. Apt. B Killingly, CT 06239

Mailing Address:

Same as above

Best phone contact: Cell: 860-753-1415 Home: _____

*EMAIL: kebo84924@frontier.com

PARTY AFFILIATION: ☐ Republican ☒ Democrat ☐ Unaffiliated/Other

Are you a registered voter? ☒ Yes ☐ No

Currently a member of the (name commission) Zoning Board of Appeals

I wish to be reappointed to this Board/Commission as a (regular/alternate) member. _____

Lynn LaBerge
(signature)

TOWN MANAGERS OFFICE TO COMPLETE

Attendance Current Year 2023 Attendance Previous Year 2022

0 absences

0 absences

Address confirmed Y/N

Party confirmed Y/N

Interview Date: 1/2/2024 @ 7:00pm



TOWN OF KILLINGLY

FINANCE DEPARTMENT

172 Main Street, Killingly, CT 06239

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

Finance Department Budget Review

December 31, 2023

To: Mary Calorio, Town Manager

December 2023 Revenues

As of December 31, 2023, the Town's fiscal year 2023-2024 collections appear to be within expectations at 54.56% of the overall budget for general town revenue. In the prior year, December 2022 revenue collections represented 59.17%. At the time of the preparation of this month's report, several accounts were still in the process of posting revenue due to timing related to month end, resulting in a slight decrease in the percentage of collections as compared to the prior year. The Town has received various State grant payments to date this year. These receipts will meet budget expectations for the year. Overall, total revenue collections and property tax collections are within expectations as compared to the prior year at this time.

December 2023 Expenditures

Budget to actual results for total Town operations and debt service expenditures are currently at 31.77% for the month of November 2023 and compared to 29.65% in the prior year (December 2022). For the month of December 2023, there were no expenditure line items that have exceeded expectations in terms of current month expenditures with significant year to date utilization. Overall line items that have had significant year to date utilization as discussed in the prior months are as follows:

Prior Month(s) Discussion:

As discussed in the prior month, those expenditure line items with significant year to date utilization, but remain within budgeted expectations, are as follows:

1. Town Council - Contractual Services

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

2. Registration/Elections - Contractual Services

Current expenditures represent the costs associated with the annual maintenance contract for the Town's voter/elections systems is renewable for maintenance performed prior to the November 2023 elections.

December 2023 Expenditures (Continued)

Prior Month(s) Discussion (Continued):

1. Town Commissions and Service Agencies
Current expenditures are paid quarterly, semi-annually, or as requested by the Town's Commissions and Service Agencies.
2. Information Technology – Contractual Services
Current expenditures for information technology included certain annual and quarterly installments for many of the Town's IT software products. Current costs to date remain within budgeted expectations.
3. Recreation Admin and Program - Personnel Services
Consistent with budget expectations, year to date budget to actual includes the seasonal staff for summer programs and these costs are also consistent with the prior year.
4. Recreation Admin and Program - Contractual
Consistent with budget expectations, year to date budget to actual includes costs related to summer programs and are consistent with the prior year.
5. Public Library - Contractual Services
Costs related to data processing are renewed annually and are within budget expectations.
6. Animal Control – Contractual Services
Animal control services are paid in quarterly installments. Costs are consistent with the prior year and are within current budget expectations.
7. 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.
8. Insurance
Insurance contracts are paid in quarterly installments. Costs are consistent with the prior year and are within current budget expectations.

TOWN OF KILLINGLY
Estimated Revenue Detail
Monthly Report Through December 31, 2023

REVENUE ITEM	Fiscal Year 2023-2024		
	Budget	December	Percent
TAXES			
Current Property Taxes	44,389,394	25,930,977	58.42%
Back Taxes	575,000	248,328	43.19%
Penalty Fees	7,000	2,586	36.94%
Tax Interest	300,000	108,328	36.11%
Supplemental Motor Vehicle	400,000	-	0.00%
Remediation Financing	(150,595)	-	0.00%
TOTAL	\$45,520,799	26,290,218	57.75%
LICENSES & PERMITS			
Building Permits	245,000	204,912	83.64%
P&Z Permits	13,500	15,570	115.33%
Other Permits	12,000	3,260	27.17%
Airplane Tax	1,850	1,150	62.16%
TOTAL	\$272,350	\$224,892	82.57%
FINES & FEES			
Library Fines & Fees	9,000	3,869	42.99%
Alarm Reg Fees and Fines	6,000	3,110	51.83%
Dog Licenses	500	1,796	359.20%
TOTAL	\$15,500	\$8,775	56.61%
USE OF MONEY & PROPERTY			
Interest Income	95,000	408,048	429.52%
Louisa E. Day Trust	60	-	0.00%
Thomas J. Evans Trust	30	-	0.00%
Sewer Plant Lease	-	-	100.00%
Communication Tower Lease	85,655	61,356	71.63%
TOTAL	\$180,745	\$469,404	259.70%
STATE GRANTS IN LIEU OF TAXES			
State-Owned Property	237,555	251,808	106.00%
Disability Exemption	5,415	6,153	113.62%
Veteran's Exemption	11,000	10,876	98.87%
Municipal Stabilization Grant	268,063	268,063	100.00%
	\$522,033	\$536,899	102.85%
OTHER STATE GRANTS			
Municipal Grants - In - Aid	1,228,578	-	0.00%
Connecticard	-	-	0.00%
Adult Education	114,045	83,223	72.97%
TOTAL	\$1,342,623	\$83,223	6.20%

TOWN OF KILLINGLY
Estimated Revenue Detail
Monthly Report Through December 31, 2023

REVENUE ITEM	Fiscal Year 2023-2024		
	Budget	December	Percent
CHARGES OF SERVICE			
Community Development	35,000	-	0.00%
Town Clerk	200,000	61,565	30.78%
Conveyance Tax	275,000	137,864	50.13%
Elderly Housing - Sewer PILOT	29,500	-	0.00%
Recreation	145,500	44,491	30.58%
District Collections	19,482	-	0.00%
TOTAL	704,482	243,921	34.62%
OTHER REVENUES			
Miscellaneous	85,000	37,837	44.51%
Sewer Assessment Fund	15,000	-	0.00%
Sewer Operating Fund	2,020,411	-	0.00%
PILOT - Telecommunications	50,873	-	0.00%
Law Enforcement - SRO Reimbursement	531,232	-	0.00%
School Capital Contribution	142,107	152,222	107.12%
TOTAL	2,844,623	190,059	6.68%
GENERAL TOWN REVENUE	\$51,403,155	\$28,047,390	54.56%
SCHOOL			
Educational Cost Sharing	15,245,633	3,811,408	25.00%
Vocational Agriculture	733,786	392,378	53.47%
Non-Public School - Health	24,795	-	0.00%
Tuition:			
Regular	947,514	547,078	57.74%
Special Ed-Voluntary	250,000	-	0.00%
Vocational-Agriculture	893,813	593,601	66.41%
TOTAL	\$18,095,541	5,344,465	29.53%
Fund Balance	2,750,000	-	0.00%
	72,248,696	33,391,855	46.22%

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through December 31, 2023

Expenditure	Fiscal Year 2023-2024			
	Budget	Transfers	December	Percent
<u>GENERAL GOVERNMENT</u>				
Town Council				
Personnel Services	13,500	-	5,250	38.89%
Contractual Services	27,525	-	17,196	62.47%
Materials and Supplies	800	-	478	59.74%
Total	<u>\$41,825</u>	<u>\$0</u>	<u>\$22,924</u>	<u>54.81%</u>
Town Manager				
Personnel Services	231,162	-	117,273	50.73%
Contractual Services	22,350	-	10,293	46.05%
Materials and Supplies	2,500	-	312	12.48%
Total	<u>\$256,012</u>	<u>\$0</u>	<u>\$127,879</u>	<u>49.95%</u>
Legal Services				
Contractual Services	99,200	-	32,394	32.66%
Total	<u>\$99,200</u>	<u>\$0</u>	<u>\$32,394</u>	<u>32.66%</u>
Town Clerk				
Personnel Services	174,040	-	88,394	50.79%
Contractual Services	30,000	-	10,772	35.91%
Materials and Supplies	1,800	-	309	17.17%
Total	<u>\$205,840</u>	<u>\$0</u>	<u>\$99,474</u>	<u>48.33%</u>
Finance				
Personnel Services	281,966	-	143,372	50.85%
Contractual Services	57,450	-	2,444	4.25%
Materials and Supplies	1,600	-	829	51.78%
Total	<u>\$341,016</u>	<u>\$0</u>	<u>\$146,645</u>	<u>43.00%</u>
Assessor				
Personnel Services	220,552	-	112,364	50.95%
Contractual Services	9,325	-	5,663	60.73%
Materials and Supplies	1,200	-	923	76.92%
Total	<u>\$231,077</u>	<u>\$0</u>	<u>\$118,951</u>	<u>51.48%</u>
Revenue Collection				
Personnel Services	203,390	-	91,491	44.98%
Contractual Services	34,446	-	7,662	22.24%
Materials and Supplies	1,850	-	1,349	72.91%
Total	<u>\$239,686</u>	<u>\$0</u>	<u>\$100,502</u>	<u>41.93%</u>

TOWN OF KILLINGLY

Estimated Expenditure Summary

Monthly Report Through December 31, 2023

Expenditure	Fiscal Year 2023-2024			
	Budget	Transfers	December	Percent
Registration/Elections				
Personnel Services	57,495	-	22,316	38.81%
Contractual Services	14,650	-	9,572	65.34%
Materials and Supplies	550	-	227	41.28%
Total	\$72,695	\$0	\$32,115	44.18%
Town Comm. & Service Agencies				
Contractual Services	75,131	-	48,955	65.16%
Total	\$75,131	\$0	\$48,955	65.16%
Planning and Development				
Personnel Services	270,788	-	138,041	50.98%
Contractual Services	6,328	-	1,578	24.93%
Materials and Supplies	1,000	-	438	43.82%
Total	\$278,116	\$0	\$140,057	50.36%
Information Technology				
Contractual Services	238,600	-	147,204	61.70%
Total	\$238,600	\$0	\$147,204	61.70%
Town Hall Building				
Personnel Services	18,500	-	6,752	36.50%
Contractual Services	62,880	-	31,478	50.06%
Materials and Supplies	2,800	-	3,224	115.14%
Capital Outlay	14,848	-	-	0.00%
Total	\$99,028	\$0	\$41,454	41.86%
Economic Development				
Personnel Services	92,500	-	47,284	51.12%
Contractual Services	9,100	-	3,305	36.31%
Materials and Supplies	500	-	454	90.83%
Total	\$102,100	\$0	\$51,042	49.99%
Highway Division Supervision				
Personnel Services	199,329	-	98,329	49.33%
Contractual Services	5,570	-	1,293	23.21%
Materials and Supplies	600	-	170	28.27%
Capital Outlay	11,714	-	-	0.00%
Total	\$217,213	\$0	\$99,791	45.94%
Engineering				
Personnel Services	432,085	-	219,083	50.70%
Contractual Services	14,550	-	980	6.73%
Materials and Supplies	8,500	-	4,888	57.50%
Capital Outlay	11,274	-	-	0.00%
Total	\$466,409	\$0	\$224,950	48.23%

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through December 31, 2023

Expenditure	Fiscal Year 2023-2024			
	Budget	Transfers	December	Percent
Central Garage				
Personnel Services	251,100	-	83,582	33.29%
Contractual Services	123,300	-	43,350	35.16%
Materials and Supplies	313,500	-	107,551	34.31%
Capital Outlay	6,067	-	-	0.00%
Total	\$693,967	\$0	\$234,484	33.79%
Highway Maintenance				
Personnel Services	915,800	-	442,677	48.34%
Contractual Services	62,600	-	13,080	20.89%
Materials and Supplies	72,250	-	36,442	50.44%
Capital Outlay	1,653,213	-	-	0.00%
Total	\$2,703,863	\$0	\$492,198	18.20%
Highway Winter Maintenance				
Personnel Services	115,000	-	1,980	1.72%
Contractual Services	9,000	-	150	1.67%
Materials and Supplies	185,000	-	1,865	1.01%
Total	\$309,000	\$0	\$3,995	1.29%
Recreation Admin. & Program				
Personnel Services	418,055	-	246,519	58.97%
Contractual Services	66,340	-	53,761	81.04%
Materials and Supplies	17,000	-	7,919	46.58%
Capital Outlay	3,053	-	-	0.00%
Total	\$504,448	\$0	\$308,198	61.10%
Parks and Grounds				
Personnel Services	184,155	-	98,936	53.72%
Contractual Services	47,275	-	24,040	50.85%
Materials and Supplies	39,200	-	19,594	49.99%
Capital Outlay	34,313	-	-	0.00%
Total	\$304,943	\$0	\$142,571	46.75%
Public Library				
Personnel Services	440,164	-	232,430	52.81%
Contractual Services	151,650	-	90,890	59.93%
Materials and Supplies	13,200	-	5,482	41.53%
Capital Outlay	3,901	-	-	0.00%
Total	\$608,915	\$0	\$328,803	54.00%
Civic & Cultural Activities				
Contractual Services	3,500	-	-	0.00%
Total	\$3,500	\$0	\$0	0.00%

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through December 31, 2023

Expenditure	Fiscal Year 2023-2024			Percent
	Budget	Transfers	December	
Community Center				
Personnel Services	18,200	-	8,332	45.78%
Contractual Services	78,160	-	27,300	34.93%
Materials and Supplies	7,450	-	2,406	32.29%
Total	\$103,810	\$0	\$38,037	36.64%
Other Town Buildings				
Contractual Services	14,635	-	7,302	49.90%
Materials and Supplies	700	-	1,098	156.87%
Total	\$15,335	\$0	\$8,400	54.78%
Building Safety & Inspections				
Personnel Services	349,923	-	174,310	49.81%
Contractual Services	7,375	-	2,449	33.20%
Materials and Supplies	1,350	-	254	18.81%
Capital Outlay	22,871	-	-	0.00%
Total	\$381,519	\$0	177,013	46.40%
Animal Control				
Contractual Services	66,533	-	16,633	25.00%
Materials and Supplies	60	-	-	0.00%
Total	\$66,593	\$0	\$16,633	24.98%
Law Enforcement				
Personnel Services	1,108,260	-	436,428	39.38%
Contractual Services	249,991	-	20,322	8.13%
Materials and Supplies	49,900	-	17,432	34.93%
Capital Outlay	95,144	-	-	0.00%
Total	\$1,503,295	\$0	\$474,182	31.54%
Law Enforcement/Administration Building				
Personnel Services	9,100	-	-	0.00%
Contractual Services	13,350	-	894	6.70%
Materials and Supplies	2,250	-	51	2.28%
Total	\$24,700	\$0	\$945	3.83%
Community Development				
Personnel Services	101,610	-	50,148	49.35%
Contractual Services	27,100	-	562	2.08%
Materials and Supplies	650	-	207	31.86%
Total	\$129,360	\$0	\$50,917	39.36%
Human Service Subsidies				
Contractual Services	727,120	-	441,941	60.78%
Total	\$727,120	\$0	\$441,941	60.78%

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through December 31, 2023

Expenditure	Fiscal Year 2023-2024			
	Budget	Transfers	December	Percent
Employee Benefits				
Contractual Services	1,933,807	-	915,786	47.36%
Total	\$1,933,807	\$0	\$915,786	47.36%
Insurance				
Contractual Services	712,000	-	519,948	73.03%
Total	\$712,000	\$0	\$519,948	73.03%
Special Reserves & Programs				
Contractual Services	407,000	-	60,761	14.93%
Total	\$407,000	\$0	\$60,761	14.93%
General Town Operating Expenditures	\$14,097,123	\$0	\$5,649,147	40.07%
Debt Service	3,981,471	-	852,642	21.42%
Total	\$3,981,471	\$0	\$852,642	21.42%
Solid Waste Disposal Fund Subsidy	234,801	-	-	0.00%
	234,801	\$0	\$0	0.00%
Capital Projects Fund	1,800,000	-	-	0.00%
	1,800,000	\$0	\$0	0.00%
Due To CNR Education	354,782	-	-	0.00%
	354,782	\$0	\$0	0.00%
TOTAL OPERATIONS & DEBT SERVICE	\$20,468,177	\$0	\$6,501,789	31.77%
General Fund - Education	46,805,118	-	7,545,147	16.12%
	46,805,118	\$0	\$7,545,147	16.12%
Total Expenditures	\$67,273,295	\$0	\$14,046,936	20.88%

MEMO: Susan Nash-Ditzel, Superintendent of Schools

FROM: Christine Clark, Manager of Business Affairs

RE: Monthly Financial Report (November 2023)

DATE: December 8, 2023

Attached please find the financial report for the month of November, the fifth month of fiscal year 2023-2024, which reflects expenditures and encumbrances of \$18,868,360 or 40.31% of the \$46,805,118 budget.

1. **BUDGET STATUS:** This month's report reflects largely the same conditions as last month. Staffing of positions and projection of the related salary and benefit costs remain a challenge and will be a primary focus of the budget review over the course of the year. There are no specific budget accounts of particular concern. There are conditions related to transportation staffing and the use of outside carriers where a budget impact cannot yet be quantified but will require continued monitoring. Vacancies and temporary staffing situations have been valued with placeholders of estimated costs and durations. In general, most accounts are at expected levels of expenditures and encumbrances. Projected costs for special education outplacements have exceeded the budgeted appropriations as of 11/30/23 by \$(613,722) requiring application of a portion of the estimated excess cost reimbursement. Third-party transportation costs for some of these placements have been included in the analysis and have contributed to the projected deficit. Arrangements are being made and changed as staffing and other conditions change. Details of the projected costs are provided in the **OTHER** section below. Other notable accounts are detailed in the following commentary.

SALARIES:

Expenditures for ten payroll periods (out of 26) or 38.46% for our full year (twelve month) employees. Salary accounts for School Administration (5112) and Secretarial/Clerical (5121) are at the expected expenditure levels.

School Administration (5112) salaries are projected to exceed the budget by \$(106,000) primarily due to the addition of a twelve-month Interim Athletic Director position. Corresponding savings from the elimination of the prior part-time Athletic Director position are reflected within the Co-Curricular Stipends (5119) line-item.

Analysis of the Teachers' Salaries (5113) accounts as of 11/30/23 shows a budget surplus of approximately \$365K, a decrease from last month of \$45K, based on November staffing activity. Turnover continues to be active in the certified staff positions,

particularly in special education and related services. Several placeholders have been included for positions not yet filled or filled with uncertified staff. This figure will change over time as vacancies are filled and certifications are received.

Paraprofessionals (5122)- Projection of paraprofessional salaries reflects an anticipated budget surplus of approximately \$15K as of 11/30/23, down from last month based on November staffing activity. In contrast to last year, most of the budgeted paraprofessional positions have been filled and changes in the projections will be based on turnover and actual work hours differing from those budgeted.

BENEFITS:

HRA Funding (Health Reimbursement Account) (5218)- HRA funding is provided as an alternative to HSA contributions for employees enrolled in Medicare and ineligible to contribute to a health savings account. In lieu of the HSA deductible funding, health expenditures up to the annual contribution amount are paid through an administrative service agreement with 90 Degree Benefits. Health reimbursement account expenditures are recorded in the month incurred. HRA funding was budgeted based on the participants enrolled in 2022-2023. As of 11/30/23, there are only two participants and expenditures of \$97.88. If the currently enrolled participants use their maximum contributions and rollover balances from the prior year, there will be a line-item surplus of \$3,037. at year-end.

Pension (5231)- Contribution to the defined benefit pension plan for non-certified staff is actuarially determined and will be booked by the Town by year-end.

Unemployment Compensation (5250)- The State of Connecticut rolled out a new tax and benefit system, ReEmployCT, in July 2022. As a reimbursable employer, Killingly Public Schools' billing was to be switched from monthly to quarterly. As of the end of November, \$9,334 has been paid for unemployment compensation for charges through September 2023. An inquiry report of employer charges indicates potential charges of \$2,255 for the month of October.

Workers' Compensation (5260)- The full year premium has been encumbered for 2023-2024, leaving an available balance of \$16,845. This balance is not expected to materially change.

OTHER:

Field Trips (5324)- The 11/30/23 report reflects 51.72% of the budget expended or encumbered. Most of the expenditures and encumbrances are for KHS Athletics and for outside carriers to provide the transportation services. This line-item requires attention since these trips can cost as much as five times the cost of district-provided transportation. Alternate arrangements are being considered to reduce the reliance on outside carriers.

Pupil Transportation (5510)- Our reliance on outside transportation providers continues for much of the out-of-town special education runs and athletics transportation. As of 11/30/23 expenditures and requisitions of \$17,825 have been recorded. The 2023-2024 line-item budget of \$35,000 was prepared with the assumption that most runs would be covered with in-district staffing. For the most part, we are currently covering the regular education runs with in-district staffing. Driver absences for medical and personal issues continue. The budgetary impact is difficult to project, with both staffing and transportation needs evolving throughout the year. This is an area requiring continued monitoring.

Tuition (5560)- Regular and special education tuition costs of \$251,528 for students enrolled in magnet schools have been expended as of 11/30/23. Magnet school enrollment is currently at thirty-nine slots, exceeding the thirty-five budgeted slots. Additional funds budgeted for magnet school special education services have not been fully expended as of 11/30/23, offsetting the regular education tuition deficit and leaving an unexpended line-item balance of \$20,821.

Local and Agency Placement Tuition (5561) and (5562)- Local and agency outplacements per the November 30 report reflect balances of \$(851,422) and \$190,000, respectively. Expenditures and encumbrances of \$5,099,422 for local and agency placement tuition have been recorded for known placements. Some anticipated adjustments expected within the next month increase the total costs to \$5,051,722, exceeding the budget of \$4,438,000 by \$613,722. For purposes of estimating excess cost reimbursement, a per pupil expenditure amount of \$18,794 is being applied to agency placements and 4.5 times or \$84,575 is being applied to local placements. A cap of 30% is being assumed (the 2022-2023 cap was 21.08%). The payment of the excess costs grant was modified by the State last year to include three tiers of reimbursement percentages based on a town's wealth ranking. Excess cost reimbursement on the outplacements known as of 11/30/23 totals \$791,999. Analysis of these accounts will be ongoing as the variables change as the year progresses.

The following table illustrates the projected costs and budget impact of the application of estimated excess cost reimbursement based on the stated assumptions. As of November 30, 2023, total outplacement costs are projected to exceed budget by \$613,722; therefore, a portion of the estimated excess cost reimbursement would be applied to the expenditures. The Town would retain the balance of excess cost reimbursement received from the State.

As of November 30, 2023	Budget Impact without Excess Cost Reimbursement	Budget Impact with Excess Cost Reimbursement
Budgeted Local Placement Costs	\$4,248,000	\$4,248,000
Total Projected Local Placement Costs	\$5,051,722	\$5,051,722
Excess Cost Reimbursement-Local Placements	\$0	\$613,722
Net Local Placements	(\$803,722)	\$(190,000)
Budgeted Agency Placement Costs	\$190,000	\$190,000
Total Projected Agency Placement Costs	\$0	\$0
Excess Cost Reimbursement- Agency Placements	\$0	\$0
Net Agency Placements	\$190,000	\$190,000
Net Outplacements	(\$613,722)	\$0

The Other Purchased Services (5590) line-item budget includes Adult Education services provided by Eastconn and the School Resource Officer (SRO) and Armed Security Officers (ASO) provided by the Town of Killingly. To date, only expenditures of \$94,636 for Adult Education services have been made. Reimbursement for the SRO and ASOs will be booked by the Town at year-end. As of 11/30/23 only three of the five budgeted ASO positions have been filled.

Heat Energy (5620)- The 2023-2024 budget was prepared with the expectation natural gas service would be operational for Killingly High School and Killingly Central School. The heating oil previously budgeted in this line item was removed and replaced with natural gas budgeted in Utilities (5410). At the end of November, the line-item deficit of \$(3,523) reflects the purchase of propane for Killingly High School's kitchen, science labs, and concession stand. Natural gas service is expected for Killingly Central School for the

heating season, with no need for heating oil purchases. Killingly High Schools' conversion has been extended due to discovery of unknown conditions requiring additional work. The timeline for completion of this work is expected to be the end of December, with heating oil purchases needed for some portion of the year.

2. **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 November:

From: 100-110-10-10060-5530 KHS Communications	\$ 400.00
To: 100-110-10-10060-5612 KHS Instructional Supplies	\$ 400.00

To transfer KHS World Languages department funds for purchase of French instructional aids and student supplies

From: 100-110-10-10020-5642 KHS Library Books/Periodicals	\$ 95.00
To: 100-110-10-10020-5612 KHS Instructional Supplies	\$ 95.00

To transfer KHS Art department funds for purchase of three art sketch boards

From: 100-110-10-10101-5530 KHS- Communications	\$ 360.00
To: 100-110-10-10101-5810 KHS- Dues and Fees	\$ 360.00

To transfer KHS Video Tech department funds for additional student video competition registrations

From: 100-125-25-10000-5530 KMS- Communications	\$ 190.00
From: 100-125-25-10140-5530 KMS- Communications	\$ 59.00
From: 100-125-25-10120-5612 KMS- Instructional Supplies	\$ 10.00
From: 100-125-25-10140-5612 KMS- Instructional Supplies	\$ 430.45
From: 100-125-25-10150-5612 KMS- Instructional Supplies	\$ 1,247.41
From: 100-125-25-10140-5642 KMS- Library Books/Periodicals	\$ 35.00
From: 100-125-25-10000-5731 KMS- Instructional Equipment	\$ 28.14
To: 100-125-25-10050-5612 KMS- Instructional Supplies	\$ 2,000.00

To transfer KMS Schoolwide and department funds to Language Arts department for purchase of Grade 3 class library books

From: 100-125-25-10150-5612 KMS Instructional Supplies	\$ 250.00
To: 100-125-25-10130-5612 KMS Instructional Supplies	\$ 250.00

To reclass KMS funds budgeted for purchase of Grade 4 Science Spin magazine from Social Studies department to Science department

From: 100-110-10-24000-5642 KHS Library Books/Periodicals	\$ 165.83
To: 100-110-10-10090-5612 KHS Instructional Supplies	\$ 165.83

To transfer KHS Administrative department funds to Family & Consumer Science department for purchase of food supplies

From: 100-152-10-22200-5642 Library-KHS Library Books/Periodicals	\$ 355.09
To: 100-152-10-22200-5530 Library-KHS Communications	\$ 355.09

To transfer KHS Library department funds for subscription to Gale Opposing Viewpoints research database

From: 100-110-10-10110-5530 KHS- Communications	\$ 8.00
To: 100-110-10-10110-5810 KHS- Dues and Fees	\$ 8.00

To transfer KHS Math department funds for increase in NCTM (National Council of Teachers of Mathematics) membership fee

From: 100-110-10-13700-5550 KHS Printing & Binding	\$ 85.00
To: 100-110-10-13700-5530 KHS Communications	\$ 85.00

To transfer KHS Athletics department funds for price increase to Hudl athletic performance video analysis and data software

3. **2022-2023 STATUS:** As of 11/30/23 there are 33 outstanding purchase orders totaling \$329,901 that remain open from fiscal year 2022-2023. Several larger projects in progress are included, such as school security upgrades, firewall installation, and copier lease charges. Others represent purchases or services not received in their entirety, with many items backordered. Efforts continue to resolve the remaining issues.

4. **SUBSTANTIAL DONATIONS:** In accordance with BOE policy, the following substantial donations were received and reported to the Business Office in November 2023:

Baker's Dozen	\$ 600.	Sign Sponsor	KHS Athletics
Drock Trucking	\$1,000.	KTV Sponsor	KHS Video Tech
Gerardi/Hill Group	\$ 500.	KTV Sponsor	KHS Video Tech
Quiet Corner Inn	\$ 500.	KTV Sponsor	KHS Video Tech

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

Killingly Public Schools System Object

Report # 124613

Statement Code: Sys Object

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Transfers 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Encumbrances 7/1/2023 - 11/30/2023	Requisitions	Expenditures 7/1/2023 - 11/30/2023	Amount Remaining 7/1/2023 - 11/30/2023	Percent Expended
5111 Central Administration								
5112 School Administration	\$362,541.63	\$0.00	\$362,541.63	\$0.00	\$0.00	\$116,803.42	\$245,738.21	32.22%
5113 Teachers' Salaries	\$2,009,525.73	\$0.00	\$2,009,525.73	\$0.00	\$0.00	\$795,872.66	\$1,213,653.07	39.61%
5114 Finance/HR/Computer	\$16,332,423.66	\$(119,753.00)	\$16,212,670.66	\$0.00	\$0.00	\$3,752,331.84	\$12,460,338.82	23.14%
5115 Tutoring	\$499,075.65	\$0.00	\$499,075.65	\$0.00	\$0.00	\$161,105.98	\$337,969.67	32.28%
5119 Co-Curricular Stipends	\$50,000.00	\$(3,500.00)	\$46,500.00	\$0.00	\$0.00	\$11,772.00	\$34,728.00	25.32%
5120 Non-Certified Salaries	\$391,260.97	\$0.00	\$391,260.97	\$0.00	\$0.00	\$92,522.28	\$298,738.69	23.65%
5121 Secretarial/Clerical	\$335,000.69	\$0.00	\$335,000.69	\$0.00	\$0.00	\$92,306.62	\$242,694.07	27.55%
5122 Para-Professionals	\$1,350,479.38	\$0.00	\$1,350,479.38	\$0.00	\$0.00	\$521,236.74	\$829,242.64	38.60%
5123 Medical/Health	\$2,191,343.22	\$0.00	\$2,191,343.22	\$0.00	\$0.00	\$554,950.97	\$1,636,392.25	25.32%
5124 Operations & Maintenance	\$520,797.06	\$0.00	\$520,797.06	\$0.00	\$0.00	\$115,029.62	\$405,767.44	22.09%
5125 Transportation	\$1,865,012.61	\$0.00	\$1,865,012.61	\$0.00	\$0.00	\$691,615.25	\$1,173,397.36	37.08%
5126 Substitutes	\$1,497,137.00	\$0.00	\$1,497,137.00	\$0.00	\$0.00	\$436,389.68	\$1,060,747.32	29.15%
5127 Student Services	\$500,842.00	\$0.00	\$500,842.00	\$0.00	\$0.00	\$159,095.00	\$341,747.00	31.77%
5128 Temporary	\$37,000.00	\$0.00	\$37,000.00	\$0.00	\$0.00	\$20,433.75	\$16,566.25	55.23%
5130 Overtime	\$89,300.00	\$0.00	\$89,300.00	\$0.00	\$0.00	\$18,967.25	\$70,332.75	21.24%
5131 Computer Maintenance	\$205,500.00	\$(6,000.00)	\$199,500.00	\$0.00	\$0.00	\$71,005.41	\$128,494.59	35.59%
	\$223,394.50	\$0.00	\$223,394.50	\$0.00	\$0.00	\$73,776.22	\$149,618.28	33.03%

Killingly Public Schools System Object

Report # 124613

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Transfers 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Encumbrances 7/1/2023 - 11/30/2023	Requisitions	Expenditures 7/1/2023 - 11/30/2023	Amount Remaining 7/1/2023 - 11/30/2023	Percent Expended
5200 Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5210 Health/Dental Insurance	\$4,916,303.36	\$(8,747.00)	\$4,907,556.36	\$0.00	\$0.00	\$1,879,655.28	\$3,027,901.08	38.30%
5212 HSA Contributions	\$485,218.75	\$0.00	\$485,218.75	\$0.00	\$0.00	\$212,964.59	\$272,254.16	43.89%
5213 Life Insurance	\$30,710.28	\$0.00	\$30,710.28	\$0.00	\$0.00	\$11,770.44	\$18,939.84	38.33%
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	\$5,163.96	\$0.00	\$5,163.96	\$0.00	\$0.00	\$1,965.52	\$3,198.44	38.06%
5218 HRA Funding	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$97.88	\$8,902.12	1.09%
5220 FICA	\$492,902.72	\$0.00	\$492,902.72	\$0.00	\$0.00	\$148,298.01	\$344,604.71	30.09%
5225 Medicare	\$412,574.52	\$0.00	\$412,574.52	\$0.00	\$0.00	\$104,742.57	\$307,831.95	25.39%
5230 ERIP Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5231 Pension	\$203,410.00	\$0.00	\$203,410.00	\$0.00	\$0.00	\$0.00	\$203,410.00	0.00%
5232 Annuity Contributions	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$1,546.76	\$5,453.24	22.10%
5250 Unemployment Compensation	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$9,334.00	\$40,666.00	18.67%
5260 Workers' Compensation	\$375,000.00	\$0.00	\$375,000.00	\$179,079.55	\$0.00	\$179,075.65	\$16,844.80	95.51%
5322 Instructional Improvement	\$30,500.00	\$50.00	\$30,550.00	\$1,266.00	\$0.00	\$11,174.45	\$18,109.55	40.72%
5323 Pupil Services	\$127,840.00	\$0.00	\$127,840.00	\$4,300.00	\$0.00	\$32,988.18	\$90,551.82	29.17%

Killingly Public Schools System Object

Report # 124613

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Transfers 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Encumbrances 7/1/2023 - 11/30/2023	Requisitions	Expenditures 7/1/2023 - 11/30/2023	Amount Remaining 7/1/2023 - 11/30/2023	Percent Expended
5324 Field Trips	\$130,175.00	\$0.00	\$130,175.00	\$0.00	\$5,314.00	\$67,332.68	\$62,842.32	51.72%
5326 Testing	\$26,850.00	\$0.00	\$26,850.00	\$0.00	\$7,031.68	\$9,236.26	\$17,613.74	34.40%
5330 Professional/Technical Services	\$660,955.00	\$92,750.00	\$753,705.00	\$281,250.95	\$0.00	\$212,915.22	\$259,538.83	65.56%
5410 Utilities	\$1,560,549.04	\$0.00	\$1,560,549.04	\$23,662.28	\$0.00	\$362,270.69	\$1,174,616.07	24.73%
5420 Contracted Maintenance Services	\$995,277.93	\$6,782.52	\$1,002,060.45	\$281,662.44	\$0.00	\$550,087.51	\$170,310.50	83.00%
5430 Repairs & Maintenance Services	\$490,482.00	\$11,341.12	\$479,140.88	\$97,144.78	\$1,750.00	\$79,128.38	\$302,867.72	36.79%
5432 Technology-Related Repairs/Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
5440 Rentals	\$29,110.00	\$(5,000.00)	\$24,110.00	\$1,341.82	\$0.00	\$878.16	\$21,890.02	9.21%
5510 Pupil Transportation	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$5,750.00	\$12,075.00	\$22,925.00	34.50%
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	\$16,375.00	\$1,625.00	90.97%
5530 Communications	\$392,928.62	\$49,659.33	\$442,587.95	\$23,932.52	\$1,242.06	\$318,441.07	\$100,214.36	77.36%
5531 Postage	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$0.00	\$20,023.85	\$5,976.15	77.01%
5532 Telephone	\$78,000.00	\$0.00	\$78,000.00	\$0.00	\$0.00	\$26,949.80	\$51,050.20	34.55%
5540 Advertising	\$12,574.00	\$0.00	\$12,574.00	\$0.00	\$0.00	\$4,927.25	\$7,646.75	39.19%
5550 Printing & Binding	\$27,840.00	\$(194.00)	\$27,646.00	\$3,110.22	\$1,017.68	\$3,832.35	\$20,703.43	25.11%
5560 Tuition	\$272,348.00	\$0.00	\$272,348.00	\$0.00	\$0.00	\$251,527.50	\$20,820.50	92.36%

Killingly Public Schools System Object

Report # 124613

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5561 Local Placement Tuition	\$4,248,000.00	\$0.00	\$4,248,000.00	\$3,466,708.33	\$3,400.00	\$1,632,713.91	\$ (851,422.24)	120.04%
5562 Agency Placement Tuition	\$190,000.00	\$0.00	\$190,000.00	\$0.00	\$0.00	\$0.00	\$190,000.00	0.00%
5580 Travel	\$69,506.00	\$ (1,641.00)	\$67,865.00	\$0.00	\$0.00	\$9,938.84	\$57,926.16	14.65%
5590 Other Purchased Services	\$615,788.00	\$0.00	\$615,788.00	\$0.00	\$0.00	\$94,636.00	\$521,152.00	15.37%
5611 Instructional Supplies- Warehouse	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5612 Instructional Supplies	\$169,602.82	\$16,650.61	\$186,253.43	\$26,063.81	\$2,864.87	\$82,656.42	\$77,533.20	58.37%
5613 Custodial & Maintenance Supplies	\$205,320.00	\$0.00	\$205,320.00	\$11,235.16	\$11.02	\$53,920.39	\$140,164.45	31.73%
5620 Heat Energy	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$7,023.48	\$ (3,523.48)	200.67%
5626 Motor Fuels & Oils	\$303,456.00	\$0.00	\$303,456.00	\$0.00	\$0.00	\$69,108.14	\$234,347.86	22.77%
5627 Transportation Supplies	\$137,300.00	\$0.00	\$137,300.00	\$6,724.99	\$272.27	\$44,215.49	\$86,359.52	37.10%
5641 Textbooks	\$3,256.00	\$0.00	\$3,256.00	\$0.00	\$0.00	\$3,188.77	\$67.23	97.94%
5642 Library Books/Periodicals	\$49,289.10	\$ (2,474.69)	\$46,814.41	\$9,076.35	\$0.00	\$4,290.94	\$33,447.12	28.55%
5691 Office Supplies	\$27,170.98	\$0.00	\$27,170.98	\$933.21	\$246.24	\$4,532.44	\$21,705.33	20.12%
5692 Health Supplies	\$18,000.00	\$0.00	\$18,000.00	\$9,167.60	\$0.00	\$3,934.34	\$4,898.06	72.79%
5695 Computer Software & Supplies	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$9,388.90	\$10,611.10	46.94%
5730 Non-Instructional Equipment	\$18,997.00	\$ (533.08)	\$18,463.92	\$816.00	\$0.00	\$8,212.24	\$9,435.68	48.90%
5731 Instructional Equipment	\$68,175.55	\$130.43	\$68,305.98	\$337.50	\$0.00	\$57,378.20	\$10,590.28	84.50%

Killingly Public Schools System Object

Report # 124613

Account Number / Description	Adopted Budget 7/1/2023 - 6/30/2024	Transfers 7/1/2023 - 6/30/2024	Revised Budget 7/1/2023 - 6/30/2024	Encumbrances 7/1/2023 - 11/30/2023	Requisitions	Expenditures 7/1/2023 - 11/30/2023	Amount Remaining 7/1/2023 - 11/30/2023	Percent Expended
5732 Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5734 Computer Hardware	\$43,500.00	\$0.00	\$43,500.00	\$20,985.09	\$0.00	\$21,205.80	\$1,309.11	96.99%
5810 Dues & Fees	\$120,381.27	\$(4,742.00)	\$115,639.27	\$3,649.98	\$507.93	\$64,049.40	\$47,939.89	58.54%
5890 Other Objects	\$121,528.00	\$(2,097.00)	\$119,431.00	\$12,628.52	\$494.55	\$18,059.97	\$88,742.51	25.70%
5900 Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
100 General Fund	\$46,805,118.00	\$0.00	\$46,805,118.00	\$4,465,077.10	\$29,902.30	\$14,403,282.41	\$27,936,758.49	40.31%
GRAND TOTAL	\$46,805,118.00	\$0.00	\$46,805,118.00	\$4,465,077.10	\$29,902.30	\$14,403,282.41	\$27,936,758.49	40.31%

Town of Killingly
Town Manager's Report
January 9, 2024

1. Owen Bell Improvements

As previously reported in February 2023 the Town submitted a request to Senator Mae Flexer for consideration to provide funding for several proposed improvements to Owen Bell Park. I received notification from Senator Flexer that Killingly would receive the full funding request of \$210,000. This will be used on the following improvements:

The Joyce Ricci Pavilion – The Ricci family had raised approximately \$12,000 towards the installation of a new pavilion in her honor. The cost of the pavilion material is \$20,455.

Dredging the pond – Due to the delay in approvals from the Army Corp of Engineers, we anticipate the cost for dredging will have increased. This funding will provide the additional funds needed to complete that project. We are still awaiting approvals from Army Corp of Engineers.

Toddler Splash Pad – The existing splash pad is heavily utilized. We have observed that many of our younger children want to play in the features, but the water volume or pressure is just a bit too much for them. So, they tend to play in puddles along the side of the concrete pad. This had led to an erosion around the concrete slab and can be a tripping hazard. The Town is seeking to install a splash pad adjacent to the existing one that will have features focused on our young children. This project includes identifying and installing a water source for that feature and installation of shade structures for both areas.

We are very grateful for the funding commitment by the State for these improvements.

2. Storm Response

On December 18, 2023, the region experienced a significant rain/wind event. During the storm event, Highway crews responded to road blockages. Most roads that were impacted were from trees with wires down. In total, the Town received just over 4 inches of rain over the course of 12 hours. The State recorded the river levels at a 25-year storm event and increased within 2 hours to a 100-year storm event. Overall, the Town experienced approximately 15 road closures and about 30% of the Town was without power. Emergency response maintained regular communication with Eversource and communicated priority outages. Due to this communication, the Town had 97% restoration of power by late Tuesday evening.

3. Box Culvert Replacement - Update

The culvert on Valley Road over Mashentuck Brook has been replaced and the road has reopened. The project was completed on schedule and within budget. Northern Construction has moved operations to the box culvert on Bear Hill Road. Bear Hill Road closed on January 2nd. Attached is the detour route. We anticipate the closure to be for approximately 3 months. Upon completion, the crew will replace the second culvert on Valley Road.

Below is a picture of the completed culvert on Valley Road going over the Mashentuck Brook.



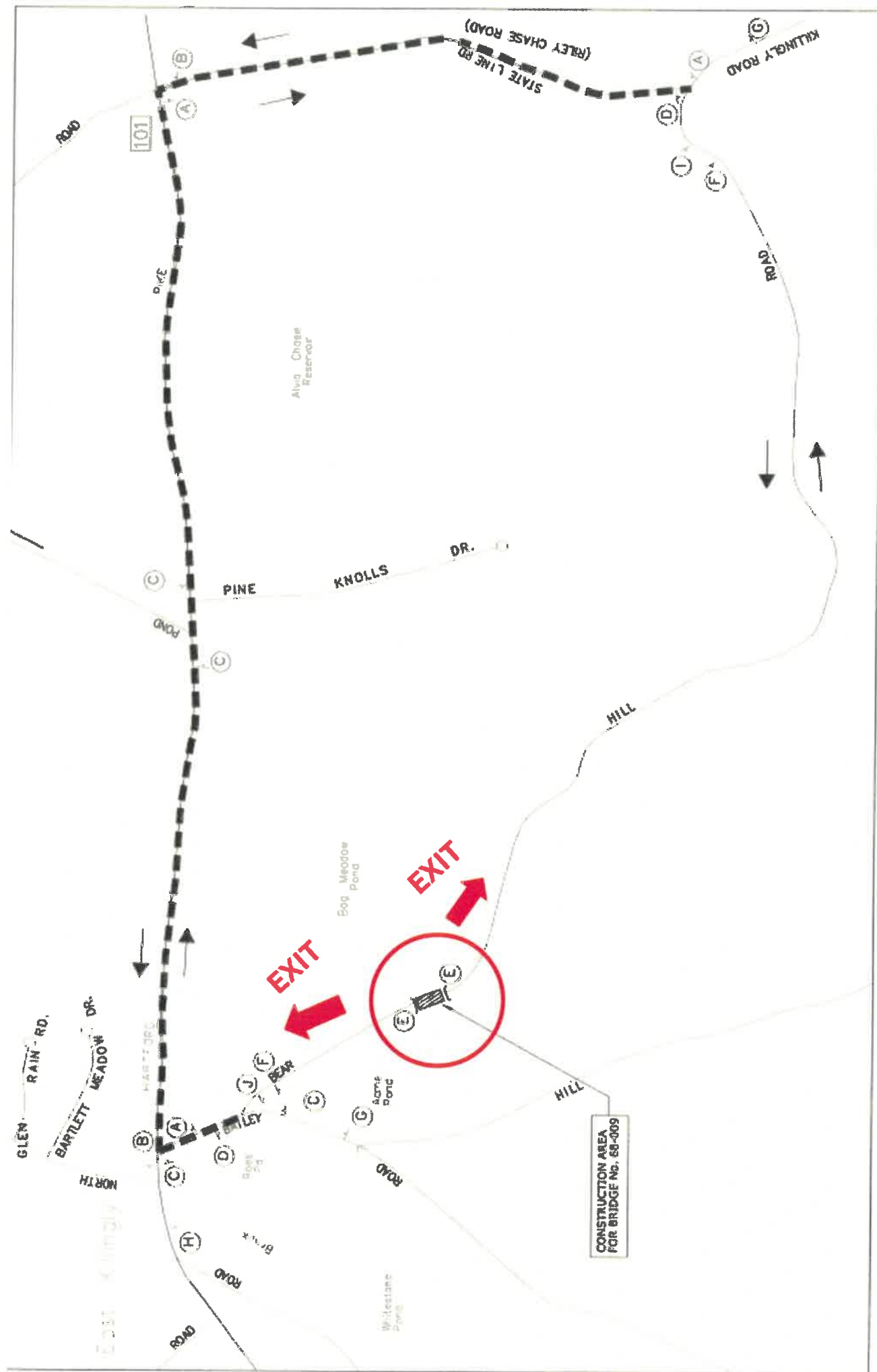
4. Birchwood Terrace Grant Application

The Housing Authority Executive Director was notified by CHFA that Small Cities CDBG funding may be available for the Birchwood Terrace Renovation Project in the 25-26 funding cycle (application due in 2025). Funds may also be available for pre-development costs that may be used to complete the required environmental testing and project design. The Town applied for Small Cities funding for Birchwood Terrace Renovations in 2019 and 2020 without success. The project scope includes new windows, siding, doors, bath remodel including replacing bathtubs with handicap showers, new kitchens, new split units (providing cooling and heating), new flooring and painting. Other improvements to the community building and exterior sidewalk replacement will also be included. A rough estimate of the cost for the improvements (40 units) is \$5 million.

5. Meetings Attended

Weekly KMS Project planning meeting

CIRMA Board of Directors Meeting



AGENDA ITEM COVER SHEET

ITEM: Discussion on setting the meeting calendar for the budget process

ITEM SUBMITTED BY: Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF: January 9, 2024

TOWN MANAGER APPROVAL:



ITEM SUMMARY: Section 1004 of the Town Charter requires the Town Manager to present to the Council the budget by April 1st of each year. The budget will be delivered (presented) to the Council by March 29th this year. However, historically the Town Manager and BOE do a formal presentation on the Saturday closest to April 1st. This year that would be March 30th. However, that is Easter weekend. There are a couple of alternatives for the Council to consider.

1. Hold the Saturday presentation on the following weekend – April 6th. We could schedule this to be a full day presentation. The BOE could present from 8am – 10am and then I would present the Town's budget afterwards. We would likely be able to complete budget presentations on this day. However, we could schedule an evening meeting on Monday as a placeholder if needed.
2. We could begin budget presentations on Monday – April 1st. The BOE could present on Tuesday April 2nd in place of your special meeting. Then the Town would continue presentation on Wednesday and Thursday. This schedule would not require a Saturday session. But would likely require a meeting each evening that week.
3. The BOE could present their budget on Tuesday April 2nd instead of the Council holding your special meeting. I could present the Town budget on Saturday April 6th.

I have worked up sample schedules reflecting both scenarios. The BOE had indicated they would prefer to present their budget on Tuesday April 2nd. I'm looking for guidance from the Council on how you wish to proceed with the schedule.

FINANCIAL SUMMARY: N/A

STAFF RECOMMENDATION: N/A

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Provide guidance on scheduling.

SUPPORTING MATERIALS:

- Draft schedules

TOWN COUNCIL BUDGET MEETINGS for FISCAL YEAR 2024-2025

Budget Review Schedule 2024

MARCH & APRIL MEETINGS & DEADLINES

Friday	March 8		Capital Improvement Plans submitted to Town for Submission to P&Z (<i>per Town Charter, Section 1004</i>)
Friday	March 15		Board of Education Budget submitted to Town. (<i>per Town Charter, Section 1003</i>)
Thursday	March 28		Budget submitted to Town Council (<i>per Town Charter, Section 1004 by April 1st</i>)
Saturday	April 6	8 – 10AM 10AM – 4PM	Joint meeting w/BOE re: BOE Operating Budget Budget presentation to Town Council (<i>lunch will be provided</i>)
Monday	April 8	7 – 9:30PM	Council consideration of Budget (<i>if necessary</i>)
Tuesday	April 9	7:00PM	Regular Town Council Meeting
Thursday	April 11	7 – 9:30PM	Public Hearing – Killingly High School Auditorium
Monday	April 15	7 – 9:30PM	Council consideration and/or action on Budget
Tuesday	April 16	7 – 9:30PM	Council consideration and/or action on Budget (<i>if necessary</i>)
Wednesday	April 17	7 – 9:30PM	Council consideration and/or action on Budget (<i>if necessary</i>)
Thursday	April 18	7 – 9:30PM	Council consideration and/or action on Budget (<i>if necessary</i>)

Notice of public hearing must be published at least 5 days prior to April 11th. Notice of Public Hearing should be published by April 6th. Per Town Charter, budget must be adopted by Resolution by Town Council no later than 10 days after Public Hearing (**by April 21st**) Per Town Charter, Town Council Approved Budget Published at least 5 days prior to Annual Town Meeting (**to err on side of caution, no later than April 29/30, 2024 – cannot count day of transmission**)

MAY/JUNE DEADLINES

Monday	May 6	7:00PM	Annual Town Meeting (<i>per Town Charter, Section 701 – held first Monday in May</i>)
Tuesday	May 7	7:00PM	Special Town Council Meeting
Tuesday	May 14	7:00PM	Regular Town Council Meeting
Tuesday	May 14	6AM – 8PM	Town-wide, all-day machine vote on Budget (<i>required by Town Charter – not less than 7 or more than 14 days after Annual Town Meeting</i>)

IF NEEDED:

Monday	June 3	7:00PM	Reconvened Town Meeting to be adjourned to Budget machine vote (<i>per Town Charter, Sec. 1007</i>)
Tuesday	June 11	6AM – 8PM	Town-wide, all-day machine vote on Budget
Monday	June 17	7:00PM	Reconvened Town Meeting to be adjourned to Budget machine vote (<i>per Town Charter, Sec. 1007</i>)
Tuesday	June 25	6AM – 8PM	Town-wide, all-day machine vote on Budget

TOWN COUNCIL BUDGET MEETINGS for FISCAL YEAR 2024-2025**Budget Review Schedule 2024****MARCH & APRIL MEETINGS & DEADLINES**

Friday	March 8		Capital Improvement Plans submitted to Town for Submission to P&Z <i>(per Town Charter, Section 1004)</i>
Friday	March 15		Board of Education Budget submitted to Town. <i>(per Town Charter, Section 1003)</i>
Thursday	March 28		Budget submitted to Town Council <i>(per Town Charter, Section 1004 by April 1st)</i>
Monday	April 1	7 – 9:30PM	Budget Presentation to the Council
Tuesday	April 2	7 – 9:30PM	Special Town Council Meeting (no interviews)
			Joint Meeting with Board of Education, re: BOE Budget
Wednesday	April 3	7 – 9:30PM	Budget Presentation to the Council <i>(if necessary)</i>
Thursday	April 4	7 – 9:30PM	Budget Presentation to the Council <i>(if necessary)</i>
Monday	April 8	7 – 9:30PM	Council consideration of Budget <i>(if necessary)</i>
Tuesday	April 9	7:00PM	Regular Town Council Meeting
Thursday	April 11	7 – 9:30PM	Public Hearing – Killingly High School Auditorium
Monday	April 15	7 – 9:30PM	Council consideration and/or action on Budget
Tuesday	April 16	7 – 9:30PM	Council consideration and/or action on Budget <i>(if necessary)</i>
Wednesday	April 17	7 – 9:30PM	Council consideration and/or action on Budget <i>(if necessary)</i>
Thursday	April 18	7 – 9:30PM	Council consideration and/or action on Budget <i>(if necessary)</i>

Notice of public hearing must be published at least 5 days prior to April 11th. Notice of Public Hearing should be published by April 6th.
 Per Town Charter, budget must be adopted by Resolution by Town Council no later than 10 days after Public Hearing **(by April 21st)**
 Per Town Charter, Town Council Approved Budget Published at least 5 days prior to Annual Town Meeting **(to err on side of caution, no later than April 29/30, 2024 – cannot count day of transmission)**

MAY/JUNE DEADLINES

Monday	May 6	7:00PM	Annual Town Meeting <i>(per Town Charter, Section 701 – held first Monday in May)</i>
Tuesday	May 7	7:00PM	Special Town Council Meeting
Tuesday	May 14	7:00PM	Regular Town Council Meeting
Tuesday	May 14	6AM – 8PM	Town-wide, all-day machine vote on Budget <i>(required by Town Charter – not less than 7 or more than 14 days after Annual Town Meeting)</i>

IF NEEDED:

Monday	June 3	7:00PM	Reconvened Town Meeting to be adjourned to Budget machine vote <i>(per Town Charter, Sec. 1007)</i>
Tuesday	June 11	6AM – 8PM	Town-wide, all-day machine vote on Budget
Monday	June 17	7:00PM	Reconvened Town Meeting to be adjourned to Budget machine vote <i>(per Town Charter, Sec. 1007)</i>
Tuesday	June 25	6AM – 8PM	Town-wide, all-day machine vote on Budget

TOWN COUNCIL BUDGET MEETINGS for FISCAL YEAR 2024-2025**Budget Review Schedule 2024****MARCH & APRIL MEETINGS & DEADLINES**

Friday	March 8		Capital Improvement Plans submitted to Town for Submission to P&Z <i>(per Town Charter, Section 1004)</i>
Friday	March 15		Board of Education Budget submitted to Town. <i>(per Town Charter, Section 1003)</i>
Thursday	March 28		Budget submitted to Town Council <i>(per Town Charter, Section 1004 by April 1st)</i>
Tuesday	April 2	7 – 9:30PM	Special Town Council Meeting (no interviews) Joint Meeting with BOE, re: BOE budget
Saturday	April 6	8am – 2pm	Budget Presentation to Town Council <i>(lunch will be provided)</i>
Monday	April 8	7 – 9:30PM	Council consideration of Budget <i>(if necessary)</i>
Tuesday	April 9	7:00PM	Regular Town Council Meeting
Thursday	April 11	7 – 9:30PM	Public Hearing – Killingly High School Auditorium
Monday	April 15	7 – 9:30PM	Council consideration and/or action on Budget
Tuesday	April 16	7 – 9:30PM	Council consideration and/or action on Budget <i>(if necessary)</i>
Wednesday	April 17	7 – 9:30PM	Council consideration and/or action on Budget <i>(if necessary)</i>
Thursday	April 18	7 – 9:30PM	Council consideration and/or action on Budget <i>(if necessary)</i>

Notice of public hearing must be published at least 5 days prior to April 11th. Notice of Public Hearing should be published by April 6th.
 Per Town Charter, budget must be adopted by Resolution by Town Council no later than 10 days after Public Hearing **(by April 21st)**
 Per Town Charter, Town Council Approved Budget Published at least 5 days prior to Annual Town Meeting **(to err on side of caution, no later than April 29/30, 2024 – cannot count day of transmission)**

MAY/JUNE DEADLINES

Monday	May 6	7:00PM	Annual Town Meeting <i>(per Town Charter, Section 701 – held first Monday in May)</i>
Tuesday	May 7	7:00PM	Special Town Council Meeting
Tuesday	May 14	7:00PM	Regular Town Council Meeting
Tuesday	May 14	6AM – 8PM	Town-wide, all-day machine vote on Budget <i>(required by Town Charter – not less than 7 or more than 14 days after Annual Town Meeting)</i>

IF NEEDED:

Monday	June 3	7:00PM	Reconvened Town Meeting to be adjourned to Budget machine vote <i>(per Town Charter, Sec. 1007)</i>
Tuesday	June 11	6AM – 8PM	Town-wide, all-day machine vote on Budget
Monday	June 17	7:00PM	Reconvened Town Meeting to be adjourned to Budget machine vote <i>(per Town Charter, Sec. 1007)</i>
Tuesday	June 25	6AM – 8PM	Town-wide, all-day machine vote on Budget