



# TOWN OF KILLINGLY

OFFICE OF THE TOWN MANAGER

172 Main Street

Killingly, CT 06239

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

## SPECIAL TOWN COUNCIL MEETING AGENDA

**DATE: Wednesday, February 21, 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 22.  
Go to [www.killingly.org](http://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) Special Town Council Meeting – January 2, 2024
  - b) Regular Town Council Meeting – January 9, 2024
6. PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS
  - a) Proclamation Recognizing February 17<sup>th</sup>-24<sup>th</sup> 2024 as National FFA Week
  - b) Proclamation Recognizing February 2024 as Black History Month
  - c) Proclamation Recognizing February 2024 as Teen Dating Violence Prevention and Awareness Month
  - d) Proclamation Recognizing February 2024 as National Library Lover's Month
  - e) Proclamation Recognizing February 8<sup>th</sup> as the Birthday of the Cub Scouts and Boy Scouts of America
  - f) Presentation on Pavement Management Plan by Mat Dube, Highway Director
  - g) Presentation of Proposed Solid Waste Fund for Fiscal Year 2025
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.

Visit us at: [www.Killingly.org](http://www.Killingly.org)

This institution is an equal opportunity provider and employer.

Public comment can be made in person or submitted by 2 p.m. the day of the meeting via email at [publiccomment@killinglyct.gov](mailto: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](http://www.killingly.org).

9. COUNCIL/STAFF COMMENTS
10. APPOINTMENTS TO BOARDS AND COMMISSIONS
  - a) Vance Carter – Reappointment to Board of Recreation
  - b) Mary Ann Schramm – Appointment to Agriculture Commission
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 - none
13. CORRESPONDENCE/COMMUNICATIONS/REPORTS
  - a) Town Manager's Report
  - b) Letter from Board of Education Requesting Transfer to Non-Lapsing Fund
14. UNFINISHED BUSINESS FOR TOWN COUNCIL ACTION
15. NEW BUSINESS
  - a) Consideration and action on a resolution setting the dates, times and places of the public hearing, the Annual Town Meeting, and the adjourned Annual Town Meeting machine vote on the 2024-2025 budget ordinance
  - b) Consideration and action on a resolution to authorize the Town Manager to rescind the Town's withdrawal from Northeast District Department of Health
  - c) Consideration and action on a resolution to authorize execution of a letter of intent with the Greenskies Clean Energy, LLC for a Connecticut Non-Residential Renewable Energy Solutions Revenue Sharing Agreement
  - d) Consideration and action on a resolution to authorize the Town Manager to execute documents necessary for a grant of \$210,000 for the Owen Bell Park Improvements
  - e) Consideration and action on a resolution authorizing the Town Manager to execute and implement an Affirmative Action Policy Statement
  - f) Consideration and action on a resolution authorizing the Town Manager to execute and implement an Armstrong/Walker "Excessive Force" Certification
  - g) Consideration and action on a resolution authorizing the Town Manager to execute and implement a Relocation Policy and Residential Anti-displacement and Relocation Assistance Plan
  - h) Consideration and action on a resolution authorizing the Town Manager to execute and implement a Compliance Statement with Title VI of the Civil Rights Act of 1964

- i) Consideration and action on a resolution authorizing the Town Manager to execute and implement a Fair Housing Plan
- j) Consideration and action on a resolution affirming a Fair Housing Resolution
- k) Consideration and action on a resolution authorizing the Town Manager to execute and implement a Section 3 Plan to provide feasible economic opportunities to low- and moderate-income persons and businesses when using federal funds
- l) Consideration and action on a resolution authorizing the Town Manager to sign a temporary land access agreement between the Town of Killingly and Hull Forest Products for the use of land at 162 Louisa Viens Drive

16. COUNCIL MEMBER REPORTS AND COMMENTS

17. EXECUTIVE SESSION

- a) Potential Sale of Town Property – Vacant Land Parcels

18. ADJOURNMENT

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

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**KILLINGLY TOWN COUNCIL  
SPECIAL TOWN COUNCIL MEETING**

**DATE:** Tuesday, January 2, 2024

**TIME:** 7:00 P.M.

**PLACE:** Town Meeting Room  
Killingly Town Hall

**AGENDA  
KILLINGLY TOWN COUNCIL**

The Town Council of the Town of Killingly held a Special Meeting on Tuesday, January 2, 2024, 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. Roll Call**

**3. Interviews of Board/Commission applicants**

a) Robert Lofquist – Appointment to the Conservation Commission

- b) Amy Sterling - Appointment to the Inlands, Wetlands, and Water Courses Commission
- c) Raymond Wood II – Appointment to the Water Pollution Control Authority
- d) Andrew Danna - Reappointment to the Water Pollution Control Authority
- e) Kevin Mahan - Reappointment to the Board of Recreation
- f) Vance Carter - Reappointment to the Board of Recreation
- g) Melissa Phillips - Reappointment to the Board of Recreation
- h) Fay Beriau - Reappointment to the Board of Recreation
- i) Michael Hewko - Reappointment to the Planning & Zoning Commission
- j) David Smith – Reappointment to the Housing Authority
- k) Michael Moran - Reappointment to the Housing Authority
- l) Lynn LaBerge - Reappointment to the Zoning Board of Appeals

#### **4. Citizens' 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 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 emailed to [publiccomment@killinglyct.gov](mailto:publiccomment@killinglyct.gov) or mailed to Town of Killingly, 172 Main Street, Killingly, CT 06239 on or before the meeting. All public comment must be received prior to 2 p.m. the day of the meeting. Public comment will be posted on the Town's website [www.killinglyct.gov](http://www.killinglyct.gov)

#### **5. Old Business - none**

#### **6. New Business**

- a) Meeting with Board of Recreation and staff liaison Bucky Lohbusch
- b) Review and discussion of Plan of Conservation and Development with Planning & Zoning Commission representatives and Economic Development Commission representatives

#### **7. Executive Session**

#### **8. Adjournment**

1. Chairman Anderson called the Special Meeting to order at 7:02 p.m.
2. On Roll Call, all counselors were present except Mr. Giambiatista, who was absent with notification. Ms. George attended virtually. Town Manager Calorio and Finance Director Hawkins were also present.
3. Interviews for Boards/Commissions
  - 3a. Robert Lofquist – Appointment to the Conservation Commission  
Councilors interviewed **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.
  - 3b. Amy Sterling - Appointment to the Inlands, Wetlands, and Water Courses Commission  
Councilors interviewed **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 31, 2024.
  - 3c. Raymond Wood II – Appointment to the Water Pollution Control Authority  
Skipped.

3d. Andrew Danna - Reappointment to the Water Pollution Control Authority

Councilors interviewed **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.

3e. Kevin Mahan - Reappointment to the Board of Recreation

Councilors interviewed **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.

3f. Vance Carter - Reappointment to the Board of Recreation

Skipped.

3g. Melissa Phillips - Reappointment to the Board of Recreation

Skipped.

3h. Fay Beriau - Reappointment to the Board of Recreation

Councilors interviewed **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.

3i. Michael Hewko - Reappointment to the Planning & Zoning Commission

Councilors interviewed **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.

3j. David Smith – Reappointment to the Housing Authority

Councilors interviewed **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.

3k. Michael Moran - Reappointment to the Housing Authority

Councilors interviewed **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.

3l. Lynn LaBerge - Reappointment to the Zoning Board of Appeals

Councilors interviewed **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.

4. Citizens' Statements and Petitions

There were no Public Comments.

5. Old Business - None

6. New Business

6a. Meeting with Board of Recreation and Staff Liaison Bucky Lohbusch

Members of the Board of Recreation and Staff Liaison Bucky Lohbusch gave an update on the activities of the Board of Rec and responded to questions and comments from Councilors.

6b. Review and discussion of Plan of Conservation and Development with Planning & Zoning Commission representatives and Economic Development Commission representatives

Councilors discussed the Plan of Conservation and Development with P&Z and EDC.

7. Executive Session

None

8. Adjournment

Mss. Tiik-Barclay made a motion, seconded by Mr. Grandelski, to adjourn the meeting.

Voice Vote: Unanimous. Motion passed.

The meeting ended at 9:47 p.m.

Respectfully submitted,

Elizabeth Buzalski  
Council Secretary

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8. Adjournment

Mss. Tiik-Barclay made a motion, seconded by Mr. Grandelski, to adjourn the meeting.

Voice Vote: Unanimous. Motion passed.

The meeting ended at 9:47 p.m.

Respectfully submitted,

Elizabeth Buzalski  
Council Secretary

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**KILLINGLY TOWN COUNCIL  
REGULAR MEETING**

**DATE:** Tuesday, January 9, 2024

**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, January 9, 2024, at 7:00 p.m. in the Town Meeting Room of the Killingly Town Hall, 172 Main Street, Killingly, Connecticut. The agenda was as follows:

1. **CALL TO ORDER**
2. **PRAYER**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS**
  - a) Special Town Council Meeting – 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**
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](mailto: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](http://www.killinglyct.gov).
9. **COUNCIL/STAFF COMMENTS**
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 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**

### **REGULAR MEETING**

- 1. Chairman Anderson called the meeting to order at 7:00 p.m.
  - 2. Prayer by Ms. Wakefield.
  - 3. Pledge of Allegiance to the flag.
  - 4. Upon roll call all Councilors were present except Mr. Kerttula, who was absent with notification. Ms. Murphy attended virtually. Also present were Town Manager Calorio and Finance Director Hawkins. Secretary Buzalski attended virtually.
  - 5. Adoption of minutes of previous meetings
  - 5a. & 5b. Mr. Grandelski made a motion, seconded by Ms. George, to adopt the minutes of the Special Town Council Meeting of December 4, 2023, and the Regular Town Council Meeting of December 12, 2023.
  - Voice Vote: Unanimous. Motion passed.
  - 6. Presentations, proclamations, and declarations:
  - 6a. Presentation of Awards to Firefighters and Emergency Medical Services for response to the Ballouville Mill Fire
- Killingly gave thanks to the following for their response to the Ballouville Mill Fire:  
 Attawaugan Fire Department, Dayville Fire Company, East Putnam Fire Department, East Killingly Fire Department, Williamsville Fire Engine Company, Putnam Fire Department,

Danielson Fire Department, South Killingly Fire Department, West Thompson Fire Department, Community Fire Company, Woodstock Volunteer Fire Association Station 76, Mortlake Fire Company, East Brooklyn Fire Department, Bungay Fire Brigade, Plainfield Fire Company, Moosup Fire Department, Muddy Brook Fire Department, Pomfret Fire Department, Atwood Hose Fire Company, Webster Fire and Rescue, KB Ambulance. Putnam EMS Special Signal Fire Association and Providence Canteen.

7. Unfinished Business for Town Meeting Action: None

8. Citizens' Statements and Petitions:

There were no written comments received.

John LaBelle, 57 Island Rd, gave thanks to all the firefighters who responded to the Ballouville Mill Fire.

9. Council/Staff Comments:

Mr. Grandelski thanked the firefighters. Ms. Tiik-Barclay said they did an amazing job. Town Manager Calorio praised the responders as true professionals. Ms. Wakefield reminded everyone that these firefighters are all volunteers. Mr. Anderson expressed his thanks, also. Ms. George reminded everyone that there is a need for more volunteers. Ms. Murphy concurred and is grateful.

10. Appointments to Boards and Commissions:

10a. Robert Lofquist – Appointment to the Conservation Commission

Mr. Grandelski made a motion, seconded by Mr. Giambattista, to appoint **Robert Lofquist, 25 Lafantasie Road, Danielson, CT 06239**, as a Regular Member of the Conservation Commission. His term would run from March 1, 2020, to February 28, 2025.

Discussion followed. Voice vote: Unanimous. Motion passed.

10b. Michael Montville – Switching from Regular Member to Alternate Member on the Conservation Commission

Mr. Grandelski made a motion, seconded by Ms. Tiik-Barclay, to move **Michael Montville** from a Regular Member to an Alternate Member of the Conservation Commission. His new term would run from November 2022 through October 2025.

Discussion followed. Voice vote: Unanimous. Motion passed.

10c. Amy Sterling - Appointment to the Inlands, Wetlands, and Water Courses Commission

Mr. Grandelski made a motion, seconded by Ms. George, to appoint **Amy Sterling, 924 Upper Maple Street, Dayville, CT 06241**, as an Alternate Member of the Inlands, Wetlands, and Water Courses Commission. Her term would run from September 1, 2022, to August 31, 2024.

Discussion followed. Voice vote: Unanimous. Motion passed.

10d. Andrew Danna - Reappointment to the Water Pollution Control Authority

Mr. Grandelski made a motion, seconded by Ms. Tiik-Barclay, to reappoint **Andrew Danna, 1809 Upper Maple Street, Danielson, CT 06239**, as a Regular Member of the WPCA. His term would run from November 1, 2023, to October 31, 2026.

Discussion followed. Voice vote: Unanimous. Motion passed.

10e. Kevin Mahan - Reappointment to the Board of Recreation

Ms. Wakefield made a motion, seconded by Mr. Grandelski, to re-appoint **Kevin Mahan, 17 Vezina Drive, Danielson, CT 06239**, as a Regular Member of the Board of Recreation. His term would run from January 1, 2024, to December 31, 2026.

Discussion followed. Voice vote: Unanimous. Motion passed.

10f. Fay Beriau - Reappointment to the Board of Recreation

Ms. Wakefield made a motion, seconded by Ms. George, to re-appoint **Fay Beriau, 32 Juniper Avenue, Danielson, CT 06239**, as a Regular Member of the Board of Recreation. Her term would run from January 1, 2023, to December 31, 2025.

Discussion followed. Voice vote: Unanimous. Motion passed.

10g. Michael Hewko - Reappointment to the Planning & Zoning Commission

Mr. Grandelski made a motion, seconded by Mr. Giambattista, to re-appoint **Michael Hewko, 20 John Street, Danielson, CT 06239**, as an Alternate Member of the Planning and Zoning Commission. His term would run from January 1, 2024, to December 31, 2027.

Discussion followed. Voice vote: Unanimous. Motion passed.

10h. David Smith – Reappointment to the Housing Authority

Mr. Grandelski made a motion, seconded by Ms. Tiik-Barclay to re-appoint **David Smith, 104 Reynolds Street, Danielson, CT 06239**, as a Regular Member of the Housing Authority. His term would run from January 1, 2024, to December 31, 2027.

Discussion followed. Voice vote: Unanimous. Motion passed.

10i. Michael Moran - Reappointment to the Housing Authority

Ms. Tiik-Barclay made a motion, seconded by Mr. Giambattista, to re-appoint **Michael Moran, 58 Maple Court, Danielson, CT 06239**, as a Regular Member of the Housing Authority. His term would run from January 1, 2024, to December 31, 2027.

Discussion followed. Voice vote: Unanimous. Motion passed.

10j. Lynn LaBerge - Reappointment to the Zoning Board of Appeals

Mr. Giambattista made a motion, seconded by Mr. Grandelski, to re-appoint **Lynn LaBerge, 28 East Franklin Street, Apt B, Danielson, CT 06239**, as a Regular Member of the Zoning Board of Appeals. Her term would run from February 1, 2023, to January 31, 2028.

Discussion followed. Voice vote: Unanimous. Motion passed.

11. Reports from Liaisons:

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

11b. Report from the Borough Liaison:

Borough Liaison Christy Bransfield reported on various activities of the Borough of Danielson.

12. Discussion and Acceptance of Monthly Budget Reports:

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

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

Discussion followed. Voice Vote: Unanimous. Motion passed.

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

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

Discussion followed. Voice Vote: Unanimous. Motion passed.

13. Correspondence/Communications/Reports:

13a. Town Manager Report

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

14. Unfinished Business for Town Council Action: None.

15. New Business:

15a. Discussion on setting the meeting calendar for the budget process

Councilors discussed dates for upcoming budget process.

16. Council Member Reports and Comments:

Mr. Grandelski reported on the Conservation Commission.

Mr. Whitehead reported on the IWWC meeting.

Ms. Wakefield attended a ribbon cutting for On-Med.

Ms. Murphy attended the WPCA meeting.

Mr. Anderson noted that Cable Advisory has two positions open.

17. Executive Session:

17a. Evaluation of possible claims

Mr. Grandelski made a motion, seconded by Ms. Tiik-Barclay, to move to Executive Session with Town Manager Calorio to discuss an evaluation of possible claims.

Voice vote: Unanimous. Motion passed.

Move to Executive Session at 8:22 p.m. and returned at 8:43 p.m.

18. Adjournment:

Mr. Grandelski made a motion, seconded by Ms. Tiik-Barclay, to adjourn the meeting.

Voice Vote: Unanimous. Motion passed.

The meeting ended at 8:43 p.m.

Respectfully submitted,

Elizabeth Buzalski  
Council Secretary

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Agenda Item # 6(a)

**PROCLAMATION RECOGNIZING FEBRUARY 17-24, 2024 AS  
NATIONAL FFA WEEK**

**WHEREAS**, FFA and agricultural education provide a strong foundation for the youth of America and the future of food, fiber, and natural resources systems; and,

**WHEREAS**, FFA promotes premier leadership, personal growth and career success among its members; and,

**WHEREAS**, agricultural education and FFA ensure a steady supply of young professionals to meet the growing needs in the science, business, and technology of agriculture; and,

**WHEREAS**, the FFA motto – “Learning to Do, Doing to Learn, Earning to Live, Living to Serve” – gives direction and purpose to these students who take an active role in succeeding in agricultural education; and,

**WHEREAS**, FFA promotes citizenship, volunteerism, patriotism and cooperation; and

**NOW, THEREFORE**, BE IT PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the week of February 17<sup>th</sup>-24<sup>th</sup>, 2024 is hereby recognized as National FFA Week.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 21<sup>st</sup> day of February 2024

Agenda Item #6(b)

**PROCLAMATION RECOGNIZING FEBRUARY 2024 AS  
BLACK HISTORY MONTH**

**WHEREAS**, Black History Month is observed annually across the United States in February. We celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

**WHEREAS**, in 1915, Dr. Carter Godwin Woodson, a noted historian and author, second African American to earn a PH.D. from Harvard University, founded the Association for the Study of Negro Life and History, which was later renamed the Association for the Study of African American Life and History (ASALH); and

**WHEREAS**, Dr. Woodson initiated Black History Week on February 12, 1926; and for many years, the second week of February, chosen to coincide with the birthdays of Frederick Douglas and Abraham Lincoln, has been celebrated by African Americans in the United States; and

**WHEREAS**, in 1976, President Gerald Ford officially declared Black History Month as part of the nation's bicentennial, Black History Week was expanded and became established as Black History Month, and is now celebrated all across North America; and

**NOW, THEREFORE**, the Killingly Town Council does hereby proclaim the month of February 2024 as Black History Month which is a time for honoring the significant achievements, inspirations and contributions African Americans have made to our town, state, and nation.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut,  
this 21<sup>st</sup> day of February 2024

Agenda Item #6(c)

**PROCLAMATION RECOGNIZING FEBRUARY 2024 AS  
TEEN DATING VIOLENCE PREVENTION AND AWARENESS MONTH**

**WHEREAS**, Teen Dating Violence Prevention and Awareness Month is a national effort to raise awareness about abuse in teen and young adult relationships and promotes programs that prevent this abuse during the month of February; and

**WHEREAS**, teen dating violence is a wide-spread problem, affecting youth in every community across the nation; and

**WHEREAS**, one in three young people are affected by physical, sexual, or verbal dating violence; one in ten in a serious relationship have reported being slapped, pushed, hit, threatened or coerced by their partner, and recognizing breakups are a time of greater risk, even when a relationship was never physically abusive; and

**WHEREAS**, young people can choose better relationships when they understand that healthy relationships are based on respect and learn to identify early warning signs of an abusive relationship; and

**WHEREAS**, elimination of dating violence must be achieved through cooperation of individuals, organizations, and communities and young people across the nation have organized to put a stop to dating abuse and work alongside their adult allies to educate young people about this violence; and

**WHEREAS**, Teen Dating Violence Prevention and Awareness Month provides an excellent opportunity for citizens to learn more about preventing teen dating violence and to show support for the numerous organizations and individuals who provide critical advocacy, services and assistance to victims; now

**THEREFORE**, the Killingly Town Council does hereby proclaim the month of February 2024 as Teen Dating Violence Prevention and Awareness Month in the Town of Killingly.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut,  
this 21<sup>st</sup> day of February 2024

Agenda Item #6(d)

**PROCLAMATION RECOGNIZING FEBRUARY 2024 AS NATIONAL LIBRARY  
LOVER'S MONTH**

**WHEREAS**, libraries provide much more than a place for us to enjoy great novels or discover amazing adventures of untold history;

**WHEREAS**, in a world undergoing constant change, libraries provide enduring connections to the past and future of our communities, nations and civilizations;

**WHEREAS**, the expansion of electronic networks linking libraries and their resources makes possible easily accessible information for library users around the world;

**WHEREAS**, libraries provide entry to important research about health, economics, housing, the environment and countless other areas to support better living conditions and to help people lead longer, more productive and fulfilling lives;

**WHEREAS**, libraries support a competitive workforce with basic literacy programs, computers and other resources to help children and adults learn to find, evaluate and use information they need for their jobs, health, education and other needs;

**WHEREAS**, libraries offer pre-school story hour and summer reading programs to encourage children to begin a habit of reading that will serve to benefit their personal and professional lives;

**NOW, THEREFORE**, the Killingly Town Council does hereby proclaim February 2024 as National Library Lovers Month and urges everyone to visit the library to explore the adventures and possibilities.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut,  
this 21<sup>st</sup> day of February 2024



Agenda Item #6(e)

**PROCLAMATION RECOGNIZING FEBRUARY 8<sup>th</sup> AS  
THE BIRTHDAY OF THE CUB SCOUTS AND BOY SCOUTS OF AMERICA**

**WHEREAS**, the Cub Scouts and Boy Scouts of America have served America's youth since 1910 when Chicago publisher William Boyce filed incorporation papers in the District of Columbia to create the Boy Scouts of America. Since then, the Cub Scouts and Boy Scouts have had a profound impact on the United States. Presidents, astronauts and other dignitaries have been Cub Scouts and Boy Scouts over the years; and

**WHEREAS**, with more than one million members between the ages of five and twenty-one and more than 628,000 volunteers in local councils throughout the United States, the Cub Scouts and Boy Scouts of America offer a tremendously valuable program of life skills and values for millions of boys and young men. The top award of Eagle Scout is an accomplishment that reaps recognition, rewards, and benefits for a young man throughout his life; and

**WHEREAS**, on February 8<sup>th</sup>, we celebrate National Boy Scout Day to honor those who are trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean and reverent. For over 114 years, the values learned through Scouting have given boys and young men across the United States the confidence to make ethical choices and to realize their full potential as active and responsible citizens; and

**NOW, THEREFORE**, the Killingly Town Council does hereby proclaim February 8<sup>th</sup>, 2024, as the birthday of the Cub Scouts and Boy Scouts of America, which is a time to honor the boys and young men of the United States and the dedicated volunteers who help organize the numerous troops, meetings and various community activities lead by the Cub Scouts and Boy Scouts of America.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut,  
this 21<sup>st</sup> day of February 2024

**From:** Contact form at Town of Killingly CT <cmsmailer@civicplus.com>  
**Sent:** Tuesday, January 23, 2024 2:03 PM  
**To:** Mary Calorio <mcalorio@killinglyct.gov>  
**Subject:** [Town of Killingly CT] mill fires / trash (Sent by Jennifer Thomas, 50niffy@gmail.com)

Hello mcalorio,

Jennifer Thomas ([50niffy@gmail.com](mailto:50niffy@gmail.com)) has sent you a message via your contact form (<https://www.killingly.org/user/101/contact>) at Town of Killingly CT.

If you don't want to receive such e-mails, you can change your settings at

<https://www.killingly.org/user/101/edit>.

Message:

Town of Killingly Manager Mary Caloio,

Hello I am writing to you about the Ballouville Mill that has been burndown and fenced but remains an eyesore as well as causing the neighborhood to go down in tax revenue due to blight. I don't want this spot to continue in the same direction as the Baily hill road mill that of total blight and a loss of tax revenues for about ten years now. Due to the mill and the derelict homes surrounding that aria. I have written Kevin Kerttula as well as Michelle Murphy on this matter as well, and I am hoping for a very strong response from our Town Counsel and Town Ordinance personnel. Please feel free to share this email with the counsel at large.  
I have retied recently so I have time and will feel free to use it for getting this worked out.

Thank you  
Taxpayer  
Jennifer Thomas

## Mary Calorio

---

**From:** Norm Ferron <norm.ferron@gmail.com>  
**Sent:** Tuesday, January 30, 2024 2:21 PM  
**To:** Jason Anderson; Mary Calorio  
**Subject:** Recent BOE behaviors and by-law violations

Hi Jason and Mary,

I'm concerned about by-law violations and a failure to practice due diligence by the Killingly BOE. Recently they failed to acquire a 2/3 vote, yet added agenda and action items without proper public posting a minimum of 24 hours in advance as required by board by-laws. They also decided to forgo the bidding process as required for costs over \$10,000.00 and hired a law firm to represent the BOE for matters relating to the 10 4B complaint that the board has been dealing with off and on for two years. This attorney, who charges \$550.00 per hour, was hired, with no concern for proper procedure.

In a second move, they hired Shipman and Goodwin for all other legal matters, foregoing the bidding process once again. In a second affront to taxpayers, they voted to enter an agreement, with Shipman and Goodwin, without even reading the letter of engagement. In fact, they refused minority board member requests to hold off until the engagement letter could be presented and read. So, they voted for this, and have no idea of the terms or hourly rates for this firm's engagement with the BOE and the Killingly schools.....and the taxpayers.

In the interests of myself and all other Killingly taxpayers, I would like to request that the Town Council add a review of these actions to the next regular town council meeting.

Best Regards,

Norm Ferron  
Killingly, CT  
860-428-6955

## Interview Candidates for Boards and Commissions

### **Board of Recreation**

**Vance Carter, 77 Stearns Street, Danielson, CT 06239**

Mr. Carter 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. Carter's attendance over the course of his appointment has been consistent with only (1) absence in 2022.

Board of Recreation currently has no vacancies.

### **Agriculture Commission**

There is currently (1) Regular vacancy and (3) Alternate member vacancies.

The Regular term runs for 3 years from November 1<sup>st</sup> to October 31<sup>st</sup>.

**Mary Ann Schramm, 427 Chestnut Hill Road, Dayville, CT 06241**

Ms. Schramm is interested in being appointed as a Regular Member of the Agriculture Commission. Her term would run from November 1, 2021 to October 31, 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: 11-15-2023

NAME: Vance Carter

Physical Address: 77 Stearns Street/Danielson, CT 06239-2926

Mailing Address: Same

Best phone contact: Cell: 860-<sup>428-3204</sup>~~774~~ Home: 860-774-5232

\*EMAIL: pharmrun@yahoo.com

PARTY AFFILIATION: ☐ Republican ☐ Democrat ☒ Unaffiliated/Other

Are you a registered voter? ☒ Yes ☐ No

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

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

Vance Carter  
(signature)

#### TOWN MANAGERS OFFICE TO COMPLETE

Attendance Current Year 2023 Attendance Previous Year 2022

Address confirmed: ☒ Y ☐ N 0 absences 1 absence

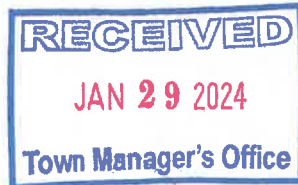
Party confirmed: Y/N

Interview Date: 2/6/2024



# 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: 2/6/24

Interview Time: 7 PM

Action Taken: NDA

All Actions Completed: ☒ Yes ☐ No

## Boards & Commissions Questionnaire

01/25/2024

Date: \_\_\_\_\_

Name: Mary Ann Schramm

Residence Address: 427 Chestnut Hill Road

Mailing Address: Dayville, CT 06241

Occupation: farmer

Phone Number: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: 860-336-1154

E-Mail Address: madayville@hotmail.com

1. How long have you lived in Killingly? 5 years
2. Are you a registered voter of the Town of Killingly? ☒ Yes ☐ No:
3. What is your party affiliation? ☒ Republican ☐ Democrat ☐ Unaffiliated/Other
4. Which Board or Commission appointment are you seeking? Agriculture Commission
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 would love to serve on the Ag commission because farming is my passion and perhaps I could be useful to the town
7. What is your experience or knowledge regarding this Board or Commission? I have none.
8. State your philosophy in regard to this Board or Commission: I am passionate about farming, I have been farming in some way all my life and would like to share my knowledge and enthusiasm with the town of Killingly.
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

1/29/24 ✓ NDA  
address + party  
confirmed

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? \_\_\_\_\_

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. wetlands

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

## FINANCE DEPARTMENT

172 Main Street, Killingly, CT 06239

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

## Finance Department Budget Review

January 31, 2024

To: Mary Calorio, Town Manager

### January 2024 Revenues

As of January 31, 2024, the Town's fiscal year 2023-2024 collections appear to be within expectations at 73.23% of the overall budget for general town revenue. In the prior year, January 2023 revenue collections represented 73.73%. 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.

### January 2024 Expenditures

Budget to actual results for total Town operations and debt service expenditures are currently at 61.55% for the month of January 2024 and compared to 57.49% in the prior year (January 2023). Transfers to the Town's Capital and Nonrecurring Fund and Capital Improvements Fund, as budgeted for the year, have been made reflecting a 100% utilization for these line items. Aside from these specific line items, 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.



## **January 2024 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 January 31, 2024**

REVENUE ITEM	Fiscal Year 2023-2024		
	Budget	January	Percent
<b>TAXES</b>			
Current Property Taxes	44,389,394	32,999,428	74.34%
Back Taxes	575,000	323,316	56.23%
Penalty Fees	7,000	2,982	42.60%
Tax Interest	300,000	155,973	51.99%
Supplemental Motor Vehicle	400,000	300,790	75.20%
Remediation Financing	(150,595)	(75,298)	50.00%
<b>TOTAL</b>	<b>\$45,520,799</b>	<b>33,707,192</b>	<b>74.05%</b>
<b>LICENSES &amp; PERMITS</b>			
Building Permits	245,000	214,883	87.71%
P&Z Permits	13,500	15,575	115.37%
Other Permits	12,000	4,275	35.63%
Airplane Tax	1,850	1,150	62.16%
<b>TOTAL</b>	<b>\$272,350</b>	<b>\$235,883</b>	<b>86.61%</b>
<b>FINES &amp; FEES</b>			
Library Fines & Fees	9,000	4,687	52.08%
Alarm Reg Fees and Fines	6,000	3,235	53.91%
Dog Licenses	500	1,935	387.00%
<b>TOTAL</b>	<b>\$15,500</b>	<b>\$9,857</b>	<b>63.59%</b>
<b>USE OF MONEY &amp; PROPERTY</b>			
Interest Income	95,000	488,581	514.30%
Louisa E. Day Trust	60	-	0.00%
Thomas J. Evans Trust	30	-	0.00%
Sewer Plant Lease	-	-	100.00%
Communication Tower Lease	85,655	63,482	74.11%
<b>TOTAL</b>	<b>\$180,745</b>	<b>\$552,063</b>	<b>305.44%</b>
<b>STATE GRANTS IN LIEU OF TAXES</b>			
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%
	<b>\$522,033</b>	<b>\$536,899</b>	<b>102.85%</b>
<b>OTHER STATE GRANTS</b>			
Municipal Grants - In - Aid	1,228,578	-	0.00%
Connecticard	-	-	0.00%
Adult Education	114,045	83,223	72.97%
<b>TOTAL</b>	<b>\$1,342,623</b>	<b>\$83,223</b>	<b>6.20%</b>

**TOWN OF KILLINGLY**  
**Estimated Revenue Detail**  
**Monthly Report Through January 31, 2024**

REVENUE ITEM	Fiscal Year 2023-2024		
	Budget	January	Percent
<b>CHARGES OF SERVICE</b>			
Community Development	35,000	-	0.00%
Town Clerk	200,000	87,045	43.52%
Conveyance Tax	275,000	162,999	59.27%
Elderly Housing - Sewer PILOT	29,500	-	0.00%
Recreation	145,500	50,908	34.99%
District Collections	19,482	-	0.00%
<b>TOTAL</b>	<b>704,482</b>	<b>300,953</b>	<b>42.72%</b>
<b>OTHER REVENUES</b>			
Miscellaneous	85,000	43,737	51.45%
Sewer Assessment Fund	15,000	-	0.00%
Sewer Operating Fund	2,020,411	2,020,411	100.00%
PILOT - Telecommunications	50,873	-	0.00%
Law Enforcement - SRO Reimbursement	531,232	-	0.00%
School Capital Contribution	142,107	152,222	107.12%
<b>TOTAL</b>	<b>2,844,623</b>	<b>2,216,369</b>	<b>77.91%</b>
<b>GENERAL TOWN REVENUE</b>	<b>\$51,403,155</b>	<b>\$37,642,439</b>	<b>73.23%</b>
<b>SCHOOL</b>			
Educational Cost Sharing	15,245,633	7,622,816	50.00%
Vocational Agriculture	733,786	588,567	80.21%
Non-Public School - Health	24,795	23,878	96.30%
Tuition:			
Regular	947,514	564,704	59.60%
Special Ed-Voluntary	250,000	-	0.00%
Vocational-Agriculture	893,813	599,855	67.11%
<b>TOTAL</b>	<b>\$18,095,541</b>	<b>9,399,821</b>	<b>51.95%</b>
Fund Balance	2,750,000	-	0.00%
	<b>72,248,696</b>	<b>47,042,260</b>	<b>65.11%</b>

**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through January 31, 2024**

Expenditure	Fiscal Year 2023-2024			
	Budget	Transfers	January	Percent
<u>GENERAL GOVERNMENT</u>				
Town Council				
Personnel Services	13,500	-	5,250	38.89%
Contractual Services	27,525	-	19,217	69.82%
Materials and Supplies	800	-	711	88.83%
Total	<u>\$41,825</u>	<u>\$0</u>	<u>\$25,178</u>	<u>60.20%</u>
Town Manager				
Personnel Services	231,162	-	135,454	58.60%
Contractual Services	22,350	-	11,515	51.52%
Materials and Supplies	2,500	-	420	16.80%
Total	<u>\$256,012</u>	<u>\$0</u>	<u>\$147,388</u>	<u>57.57%</u>
Legal Services				
Contractual Services	99,200	-	34,064	34.34%
Total	<u>\$99,200</u>	<u>\$0</u>	<u>\$34,064</u>	<u>34.34%</u>
Town Clerk				
Personnel Services	174,040	-	101,789	58.49%
Contractual Services	30,000	-	15,319	51.06%
Materials and Supplies	1,800	-	743	41.26%
Total	<u>\$205,840</u>	<u>\$0</u>	<u>\$117,851</u>	<u>57.25%</u>
Finance				
Personnel Services	281,966	-	165,211	58.59%
Contractual Services	57,450	-	22,460	39.09%
Materials and Supplies	1,600	-	1,048	65.49%
Total	<u>\$341,016</u>	<u>\$0</u>	<u>\$188,719</u>	<u>55.34%</u>
Assessor				
Personnel Services	220,552	-	129,586	58.76%
Contractual Services	9,325	-	7,117	76.32%
Materials and Supplies	1,200	-	1,046	87.14%
Total	<u>\$231,077</u>	<u>\$0</u>	<u>\$137,748</u>	<u>59.61%</u>
Revenue Collection				
Personnel Services	203,390	-	106,324	52.28%
Contractual Services	34,446	-	10,275	29.83%
Materials and Supplies	1,850	-	1,522	82.27%
Total	<u>\$239,686</u>	<u>\$0</u>	<u>\$118,121</u>	<u>49.28%</u>

**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through January 31, 2024**

Expenditure	Fiscal Year 2023-2024			
	Budget	Transfers	January	Percent
Registration/Elections				
Personnel Services	57,495	-	22,316	38.81%
Contractual Services	14,650	-	10,224	69.79%
Materials and Supplies	550	-	227	41.28%
Total	<u>\$72,695</u>	<u>\$0</u>	<u>\$32,767</u>	<u>45.07%</u>
Town Comm. & Service Agencies				
Contractual Services	75,131	-	50,487	67.20%
Total	<u>\$75,131</u>	<u>\$0</u>	<u>\$50,487</u>	<u>67.20%</u>
Planning and Development				
Personnel Services	270,788	-	158,881	58.67%
Contractual Services	6,328	-	3,486	55.10%
Materials and Supplies	1,000	-	528	52.78%
Total	<u>\$278,116</u>	<u>\$0</u>	<u>\$162,895</u>	<u>58.57%</u>
Information Technology				
Contractual Services	238,600	-	188,514	79.01%
Total	<u>\$238,600</u>	<u>\$0</u>	<u>\$188,514</u>	<u>79.01%</u>
Town Hall Building				
Personnel Services	18,500	-	7,917	42.79%
Contractual Services	62,880	-	36,415	57.91%
Materials and Supplies	2,800	-	4,455	159.11%
Capital Outlay	14,848	-	14,848	100.00%
Total	<u>\$99,028</u>	<u>\$0</u>	<u>\$63,635</u>	<u>64.26%</u>
Economic Development				
Personnel Services	92,500	-	54,558	58.98%
Contractual Services	9,100	-	3,360	36.92%
Materials and Supplies	500	-	626	125.20%
Total	<u>\$102,100</u>	<u>\$0</u>	<u>\$58,544</u>	<u>57.34%</u>
Highway Division Supervision				
Personnel Services	199,329	-	115,477	57.93%
Contractual Services	5,570	-	1,677	30.10%
Materials and Supplies	600	-	209	34.85%
Capital Outlay	11,714	-	11,714	100.00%
Total	<u>\$217,213</u>	<u>\$0</u>	<u>\$129,077</u>	<u>59.42%</u>
Engineering				
Personnel Services	432,085	-	253,206	58.60%
Contractual Services	14,550	-	1,611	11.08%
Materials and Supplies	8,500	-	5,346	62.90%
Capital Outlay	11,274	-	11,274	100.00%
Total	<u>\$466,409</u>	<u>\$0</u>	<u>\$271,437</u>	<u>58.20%</u>

**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through January 31, 2024**

Expenditure	Fiscal Year 2023-2024			
	Budget	Transfers	January	Percent
Central Garage				
Personnel Services	251,100	-	97,947	39.01%
Contractual Services	123,300	-	53,865	43.69%
Materials and Supplies	313,500	-	148,996	47.53%
Capital Outlay	6,067	-	6,067	100.00%
Total	\$693,967	\$0	\$306,875	44.22%
Highway Maintenance				
Personnel Services	915,800	-	514,924	56.23%
Contractual Services	62,600	-	14,051	22.45%
Materials and Supplies	72,250	-	49,833	68.97%
Capital Outlay	1,653,213	-	1,653,213	100.00%
Total	\$2,703,863	\$0	\$2,232,021	82.55%
Highway Winter Maintenance				
Personnel Services	115,000	-	49,449	43.00%
Contractual Services	9,000	-	150	1.67%
Materials and Supplies	185,000	-	15,475	8.37%
Total	\$309,000	\$0	\$65,074	21.06%
Recreation Admin. & Program				
Personnel Services	418,055	-	276,533	66.15%
Contractual Services	66,340	-	59,137	89.14%
Materials and Supplies	17,000	-	9,127	53.69%
Capital Outlay	3,053	-	3,053	100.00%
Total	\$504,448	\$0	\$347,850	68.96%
Parks and Grounds				
Personnel Services	184,155	-	109,158	59.27%
Contractual Services	47,275	-	28,522	60.33%
Materials and Supplies	39,200	-	20,692	52.79%
Capital Outlay	34,313	-	34,313	100.00%
Total	\$304,943	\$0	\$192,685	63.19%
Public Library				
Personnel Services	440,164	-	268,179	60.93%
Contractual Services	151,650	-	106,134	69.99%
Materials and Supplies	13,200	-	7,202	54.56%
Capital Outlay	3,901	-	3,901	100.00%
Total	\$608,915	\$0	\$385,417	63.30%
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 January 31, 2024**

Expenditure	Fiscal Year 2023-2024			
	Budget	Transfers	January	Percent
Community Center				
Personnel Services	18,200	-	9,542	52.43%
Contractual Services	78,160	-	38,141	48.80%
Materials and Supplies	7,450	-	2,574	34.55%
Total	\$103,810	\$0	\$50,257	48.41%
Other Town Buildings				
Contractual Services	14,635	-	8,425	57.57%
Materials and Supplies	700	-	1,103	157.58%
Total	\$15,335	\$0	\$9,528	62.13%
Building Safety & Inspections				
Personnel Services	349,923	-	198,609	56.76%
Contractual Services	7,375	-	3,026	41.03%
Materials and Supplies	1,350	-	603	44.63%
Capital Outlay	22,871	-	22,871	100.00%
Total	\$381,519	\$0	225,108	59.00%
Animal Control				
Contractual Services	66,533	-	33,266	50.00%
Materials and Supplies	60	-	-	0.00%
Total	\$66,593	\$0	\$33,266	49.95%
Law Enforcement				
Personnel Services	1,108,260	-	509,568	45.98%
Contractual Services	249,991	-	28,524	11.41%
Materials and Supplies	49,900	-	21,909	43.91%
Capital Outlay	95,144	-	95,144	0.00%
Total	\$1,503,295	\$0	\$655,145	43.58%
Law Enforcement/Administration Building				
Personnel Services	9,100	-	-	0.00%
Contractual Services	13,350	-	1,007	7.54%
Materials and Supplies	2,250	-	51	2.28%
Total	\$24,700	\$0	\$1,058	4.28%
Community Development				
Personnel Services	101,610	-	58,762	57.83%
Contractual Services	27,100	-	6,784	25.03%
Materials and Supplies	650	-	215	33.09%
Total	\$129,360	\$0	\$65,760	50.84%
Human Service Subsidies				
Contractual Services	727,120	-	526,177	72.36%
Total	\$727,120	\$0	\$526,177	72.36%

**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through January 31, 2024**

Expenditure	Fiscal Year 2023-2024			
	Budget	Transfers	January	Percent
Employee Benefits				
Contractual Services	1,933,807	-	1,072,079	55.44%
Total	\$1,933,807	\$0	\$1,072,079	55.44%
Insurance				
Contractual Services	712,000	-	524,504	73.67%
Total	\$712,000	\$0	\$524,504	73.67%
Special Reserves & Programs				
Contractual Services	407,000	-	257,715	63.32%
Total	\$407,000	\$0	\$257,715	63.32%
<b>General Town Operating Expenditures</b>	<b>\$14,097,123</b>	<b>\$0</b>	<b>\$8,676,943</b>	<b>61.55%</b>
Debt Service	3,981,471	-	1,221,722	30.69%
Total	\$3,981,471	\$0	\$1,221,722	30.69%
Solid Waste Disposal Fund Subsidy	234,801	-	-	0.00%
	234,801	\$0	\$0	0.00%
Capital Projects Fund	1,800,000	-	1,800,000	100.00%
	1,800,000	\$0	\$1,800,000	100.00%
Due To CNR Education	354,782	-	354,782	100.00%
	354,782	\$0	\$354,782	100.00%
<b>TOTAL OPERATIONS &amp; DEBT SERVICE</b>	<b>\$20,468,177</b>	<b>\$0</b>	<b>\$12,053,447</b>	<b>58.89%</b>
General Fund - Education	46,805,118	-	16,684,202	35.65%
	46,805,118	\$0	\$16,684,202	35.65%
<b>Total Expenditures</b>	<b>\$67,273,295</b>	<b>\$0</b>	<b>\$28,737,650</b>	<b>42.72%</b>



Town of Killingly  
Town Manager's Report  
February 21, 2024

1. Governor's Proposed FY 25 State Budget Adjustments

The Governor's proposed State budget adjustments were published on February 7<sup>th</sup>. CCM provided the breakdown of municipal aid for Killingly below:

	Est. FY 24	Orig. FY 25	Gov. Prop. FY 25	\$ Change Gov. Prop. v. FY 24	% Change Gov. Prop. v. FY 24	\$ Change Gov. Prop. v. Orig. FY 25	% Change Gov. Prop. v. Orig. FY 25
Adult Education	124,835	119,729	124,835	0	0.0%	5,106	4.3%
ECS	15,574,402	15,574,402	15,574,402	0	0.0%	0	0.0%
LoCIP	213,621	208,131	213,621	0	0.0%	5,490	2.6%
Pequot-Mohegan	94,184	94,184	94,184	0	0.0%	0	0.0%
PILOT	251,808	251,808	269,236	17,428	6.9%	17,428	6.9%
Town Aid Road	357,625	362,744	357,625	0	0.0%	(5,119)	-1.4%
Municipal Grants-in-Aid	1,228,578	1,228,578	1,228,578	0	0.0%	0	0.0%
Supplemental Revenue Sharing	268,063	268,063	268,063	0	0.0%	0	0.0%
TOTAL	18,113,116	18,107,638	18,130,544	17,428	0.1%	22,905	0.1%

Overall, the Town's State funding will largely remain as originally projected. There is an increase in PILOT for State owned properties. Additionally, the amount reflected above for ECS (Educational Cost Sharing) includes Alliance District Grant portion. The amount eligible for General Fund revenue remains at \$15,245,633. The additional \$328,769 is required to be used by the District for new initiatives, rather than supplant existing costs (see attached). The State's funding of ECS has remained at 2012 levels as all additional funding is considered Alliance District Grant funds. Lastly, while the Governor's budget reflects funding for the Pequot-Mohegan grant, Killingly is ineligible to receive that funding. This ineligibility was reflected in the budget process for the current fiscal year. The above estimates will be used in the development of Killingly's Fiscal Year 2025 budget.

2. Website Redesign Update

As previously reported, Town staff reviewed numerous website platforms suitable for government websites. The field was narrowed to two potential platforms. Revize has been selected to redesign the Town's website. This platform offered a fully compliant website design with the greatest flexibility and personalization at a reasonable cost. I've attached some information about the platform and the estimated timeline for conversion. To begin the redesign, staff created a survey (copy attached) to better understand what the end user of the website might be looking to see or interact with on our website. Here is the link: <https://www.surveymonkey.com/r/X5X65J8>. The survey link will be posted on our website and shared on all social media platforms. Hard copies of the survey will be available at the Library, Town Hall, and Community Center. The survey will be available until March 15<sup>th</sup>. The website redesign will cost \$11,095.

There are sufficient funds in the IT Reserve Fund for this project. No additional funds need to be requested. This website platform has a feature that will replace the SeeClickFix program. That will save the Town approximately \$5,200 annually in program subscription costs.

3. Fiscal Year 2023 Audit Update

Finance Director, Jennifer Hawkins, has been working with our audit team at Mahoney and Sabol to provide them with all necessary documentation under the audit process. The auditors anticipate issuing the audit by early March. I anticipate the auditors will make a presentation at your March regular meeting.

4. Transparency Software Update

During the testing phase, additional mapping work was required. That work has been completed; finance staff have been reviewing the updated mapping. This project did have to be paused for the finance staff to complete the documents required for the audit. Finance staff will resume the review upon the completion of the audit.

5. Library Program – The Giant Room

The Killingly Public Library hosted a Giant Room program in October. The Giant Room Program is from New York City. The program brings all types of art/craft media for children and adults to create based on a theme. The theme was “I Used to Be Afraid”. Children and adults created creatures and animals that someone might be afraid of. The Giant Room program took pictures of all the creations and created a book. The Giant Room program then took all the creatures and created them into 3D characters in a second book “Where is my Monster?”. The book is available at the library to borrow. Copies are available for any Council member that would like to receive one.

6. Meetings Attended

Weekly KMS Project planning meeting  
Weekly Westfield Ave Project planning meetings  
COST Annual Meeting  
COST Board of Directors Meeting  
NECCOG Regular Meeting  
CTCMA Board of Directors Meeting

CIRMA Board of Directors Meeting  
North East Childhood Council  
CCM Legislative Meeting  
CCM Board of Directors Meeting  
Ribbon Cutting – Love Me Bridal

## Overview

In an attempt to increase student achievement in Connecticut's lowest-performing districts and schools, the Connecticut General Assembly has appropriated funds to support Alliance District and Priority School District grants. The goal of these grants is to aid districts and schools as they work to increase student achievement and enhance educational opportunities. This policy briefing focuses on the funding of these programs, and details the process Alliance Districts and Priority School Districts must follow to receive their grant funding, as well as the allowable uses of grant funds.

## Alliance Districts

### **Alliance District Funding**

Unlike the Priority School District grant, Alliance District funding is not allocated through a separate grant. Instead, Alliance District funding comes to an Alliance District as a portion of its town's Education Cost Sharing (ECS) grant. In fiscal year (FY) 2023, the Alliance District grant portion of the ECS grant was approximately \$307 million, or 14 percent of all ECS funding.<sup>1</sup> Alliance District funding is contingent on eligible school districts complying with the Alliance District program's requirements.<sup>2</sup>

The Alliance District portion of a town's ECS grant is calculated by taking the town's current year ECS grant and subtracting the town's FY 2012 ECS grant amount.<sup>3</sup> This means all ECS increases to Alliance Districts since FY 2012 are considered Alliance District funding for these districts. Additionally, Alliance District funds must be used to support new initiatives, rather than supplant existing costs.<sup>4</sup> Continuation of these funds over the 5-year period of a district's Alliance District designation is contingent upon the district's ability, on an annual basis, to adequately meet, exceed, and adjust its goals as outlined in its initially submitted Alliance District Plan. The Connecticut State Department of Education (CSDE) may withhold funds if a district fails to comply with its Alliance District Plan.<sup>4</sup>

Additionally, in FY 2024, the CSDE is required to withhold 10 percent of an Alliance District's FY 2021 grant that is above the district's FY 2020 grant. This 10 percent will then be sent to the Alliance District to be specifically used for the recruitment, certification, and hiring of racial or ethnic minority teaching candidates.<sup>5</sup>

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<sup>A</sup> Originally published in February 2020, this policy briefing has been updated with statutory changes from the 2021 and 2023 legislative sessions.

<sup>B</sup> While this is not statutorily regulated, in order for a district's plan to be approved, the district must assure that "grant funds shall not be used to supplant funds normally budgeted by the local education agency (LEA)." Connecticut State Department of Education. (n.d). 2018-2019 Plans. Retrieved from <https://portal.ct.gov/SDE/Lists/Alliance-District-Approved-Plans/2018-2019-Plans>.

### **Eligibility**

Alliance Districts are local school districts identified as the 36 lowest-performing school districts in Connecticut. This designation is determined through a district's District Performance Index score, which is calculated using a formula that includes student proficiency levels in English/language arts, mathematics, and science.<sup>6</sup> The list of the Alliance Districts for the 2022-23 school year can be found in the Appendix of this policy briefing.

### **Proposal Process**

Every year, each Alliance District must submit a detailed plan to the CSDE describing how the district will use its Alliance District funds to improve student performance. These plans are known as Alliance District Plans. Before Alliance District funding is released, a district's Plan must be approved by the commissioner of the CSDE.<sup>7</sup> Approved Alliance District Plans must be posted on the CSDE website.<sup>8,9</sup> The CSDE reviews each district's progress toward its goals annually to determine whether the district is making sufficient progress for funding to be continued.<sup>10</sup>

### **Alliance District Plan Requirements**

In order to qualify for Alliance District funds, a district's Alliance District Plan must include objectives and performance targets that are, in part, based on student academic performance data. The Plan must also include strategies to improve student performance. According to statute, a district's Alliance District Plan may include, but is not limited to, the following strategies:<sup>11</sup>

- Tiered interventions for schools within the district, based on the need of the specific school;
- K-3 foundational reading programs;
- Additional learning time, either in the form of an extended day or extended year;
- A talent strategy to attract, retain, promote, and bolster staff performance in the form of performance evaluations or other indicators of success;
- Training for staff, administration, and teachers on different teacher evaluation models;
- Early childhood education provider coordination (such as HeadStart);
- Government and community programming for student support and wraparound services;
- Strategies to attract and recruit minority teachers and administrators;
- Enhancements of bilingual education programming;
- District-specific goals, such as improving bilingual education programming;
- Policies that improve the completion rate of the Free Application for Federal Student Aid (FAFSA) for grade 12 and adult education students; and
- Entering into the model school district responsibilities agreement.<sup>12</sup>

Additionally, the commissioner of the CSDE, at their discretion, may set any additional goals or include any additional categories, and may require changes to a district's Alliance District Plan prior to approving the application and releasing funding.<sup>13</sup>

### ***Changes from the 2023 Legislative Session***

While lawmakers did not significantly alter the Alliance District program during the 2023 legislative session, new laws do impact program implementation and the future shape of state intervention and support. For FYs 2024-26 the CSDE will administer a pilot grant program for the purposes of embedding a professional chef in an Alliance District to assist school meal programs in building staff capacity, improving meal quality, increasing student diner satisfaction, streamlining operations, and establishing a financially viable school meal program.<sup>14</sup> The CSDE will award \$150,000 per year to five grantees for the purposes of this pilot program.<sup>15</sup>

In addition, the CSDE will submit a study of Alliance Districts to the Connecticut General Assembly by January 1, 2026. This study will examine the effectiveness of the Alliance District program at improving student success, the use and effectiveness of Alliance District ECS funds, and the accountability metrics used by the program.<sup>16</sup> By February 1, 2024, Alliance Districts must also each submit a report to the CSDE on the costs associated with implementing Family Resource Centers at each of their elementary schools.<sup>17,C</sup>

Lastly, the Connecticut General Assembly established the Building Educational Responsibility with Greater Improvement Networks Commission to study issues related to education funding and accountability for Alliance Districts, charter schools, and interdistrict magnet schools. The Alliance District portion of the Commission's study will feature the following:<sup>18</sup>

- An analysis of the Alliance District improvement plan process;
- An evaluation of the potential removal of the withholding of the ECS Alliance District grant;
- The feasibility of creating independent financial audits of the board of education budgets for Alliance Districts;
- The feasibility of requiring the boards of education of Alliance Districts to hold hearings evaluating any interventions or new programming established in the district;
- An evaluation of the possible establishment of guidelines for hiring non-classroom personnel; and
- A consideration for intervention that the CSDE may make regarding Alliance Districts.

### ***Expenditure Reporting and Carryover Funds***

Alliance Districts must submit an annual expenditure report to the commissioner of the CSDE. If the commissioner determines funds were not spent in compliance with the district's Alliance District Plan, the commissioner may require the district to repay funds or may withhold funding in a subsequent year up to the amount that was not spent in compliance with the statute.<sup>19</sup>

Additionally, if a district has funds leftover from one fiscal year, the district may carry over those funds for the following fiscal year.<sup>20</sup>

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<sup>C</sup> More information on Family Resource Centers can be found at <https://portal.ct.gov/SDE/FRC/Family-Resource-Centers>.



## Appendix

The tables below list designated Alliance Districts and Priority School Districts for the 2022-23 school year. The CSDE designates Alliance Districts every five years and identifies Priority School Districts annually.

2022-23 Alliance Districts <sup>44</sup>	
Ansonia	New Britain
Bloomfield	New Haven
Bridgeport	New London
Bristol	Norwalk
Danbury	Norwich
Derby	Plainfield
East Hartford	Putnam
East Haven	Stamford
East Windsor	Stratford
Enfield	Thompson
Groton	Torrington
Hamden	Vernon
Hartford	Waterbury
Killingly	West Haven
Manchester	Winchester
Meriden	Windham
Middletown	Windsor
Naugatuck	Windsor Locks

2022-23 Priority School Districts <sup>45</sup>	
Ansonia	New Britain
Bridgeport	New Haven
Danbury	New London
Derby	Norwalk
East Hartford	Norwich
Hartford	Stamford
Manchester	Waterbury
Meriden	Windham

## Endnotes

- <sup>1</sup> Connecticut State Department of Education. (n.d.) ECS Entitlements broken down by Alliance and Non-Alliance portions. Available from <https://portal.ct.gov/SDE/Fiscal-Services/Education-Cost-Sharing-Grant-ECS-MBR/Documents>.
- <sup>2</sup> Conn. Gen. Statutes ch. 172, § 10-262u.
- <sup>3</sup> Ibid.
- <sup>4</sup> Ibid.
- <sup>5</sup> Conn. Acts 23-208, § 5.
- <sup>6</sup> Connecticut State Department of Education. (n.d.). Alliance Districts: Overview. Retrieved from <https://portal.ct.gov/SDE/Alliance-Districts/Alliance-Districts>.
- <sup>7</sup> Conn. Gen. Statutes ch. 172, § 10-262u.
- <sup>8</sup> Connecticut State Department of Education. (n.d.). Alliance District Approved Plans. Retrieved from <https://portal.ct.gov/SDE/Lists/Alliance-District-Approved-Plans>.
- <sup>9</sup> Conn. Acts 23-167, § 5.
- <sup>10</sup> Conn. Gen. Statutes ch. 172, § 10-262u.
- <sup>11</sup> Ibid.
- <sup>12</sup> Conn. Gen. Statutes ch. 170, § 10-223l.
- <sup>13</sup> Conn. Gen. Statutes ch. 172, § 10-262u.
- <sup>14</sup> Conn. Acts 23-167, § 6.
- <sup>15</sup> Ibid.
- <sup>16</sup> Conn. Acts 23-208, § 2.
- <sup>17</sup> Conn. Acts 23-208, § 4.
- <sup>18</sup> Conn. Acts 23-167, § 36.
- <sup>19</sup> Conn. Gen. Statutes ch. 172, § 10-262u.
- <sup>20</sup> Ibid.
- <sup>21</sup> Connecticut State Department of Education. (2023). eGrants Management System. Retrieved from <https://connecticut.egrantsmanagement.com/>.
- <sup>22</sup> Conn. Gen. Statutes ch. 172, § 10-266p.
- <sup>23</sup> Ibid.
- <sup>24</sup> Conn. Gen. Statutes ch. 172, § 10-266q.
- <sup>25</sup> Ibid.
- <sup>26</sup> Ibid.
- <sup>27</sup> Conn. Gen. Statutes ch. 172, § 10-266p.
- <sup>28</sup> Connecticut State Department of Education. (2023). eGrants Management System. Retrieved from <https://connecticut.egrantsmanagement.com/>.
- <sup>29</sup> Conn. Gen. Statutes ch. 172, § 10-266t.
- <sup>30</sup> Connecticut State Department of Education. (n.d.). Priority School District Grants: Overview. Retrieved from <https://portal.ct.gov/SDE/Turnaround/Priority-School-District-Grants>.
- <sup>31</sup> Conn. Gen. Statutes ch. 172, § 10-266t.
- <sup>32</sup> Ibid.
- <sup>33</sup> Ibid.
- <sup>34</sup> Ibid.
- <sup>35</sup> Ibid.
- <sup>36</sup> Ibid.
- <sup>37</sup> Connecticut State Department of Education. (2023). eGrants Management System. Retrieved from <https://connecticut.egrantsmanagement.com/>.
- <sup>38</sup> Conn. Gen. Statutes ch. 172, § 10-265m.
- <sup>39</sup> Connecticut State Department of Education. (n.d.). Priority School District Grants: Overview. Retrieved from <https://portal.ct.gov/SDE/Turnaround/Priority-School-District-Grants>.
- <sup>40</sup> Conn. Gen. Statutes ch. 172, § 10-265m.
- <sup>41</sup> Conn. Gen. Statutes ch. 172, § 10-265g.
- <sup>42</sup> Conn. Gen. Statutes ch. 172, § 10-265m.
- <sup>43</sup> Conn. Acts 23-208, § 7.
- <sup>44</sup> Connecticut State Department of Education. (2022). *2022-2023 List of CT Alliance School Districts*. Hartford, CT: Author. Retrieved from [https://portal.ct.gov/-/media/SDE/Alliance-Districts/List\\_of\\_Alliance\\_Districts.pdf](https://portal.ct.gov/-/media/SDE/Alliance-Districts/List_of_Alliance_Districts.pdf).

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<sup>45</sup> Connecticut State Department of Education. (2022). *2022-2023 List of CT Priority School Districts*. Hartford, CT: Author. Retrieved from [https://portal.ct.gov/-/media/SDE/Alliance-Districts/List\\_of\\_Priority\\_School\\_Districts.pdf](https://portal.ct.gov/-/media/SDE/Alliance-Districts/List_of_Priority_School_Districts.pdf).



## Website Focus

- Self-Government Website
- Responsive Mobile Design
- ADA Compliant WCAG 2.1 AA
- Scrolling Apps Slider for Document Center, Citizen Request Center, Online Bill Pay, FAQ's, etc.
- Push Important Information to the Website & Social Media
- SEO Optimization for Better Internet Visibility & Attraction
- Modern Look & Feel for Government Websites

## **Key Objectives & Deliverables for Every Project:**

### **1. Visually appealing**

Revize clients have told us that Revize has one of the best creative design teams in the industry. We create a branded style for each design with eye-catching, functional websites that help your visitors increase communication and promote awareness. We believe this creates new interest with prospective constituents and their families. The award-winning Revize designs have been sought by municipalities across the country to increase tourism and economic development!

### **2. Easy to find content**

Revize regularly conducts government web visitor usability studies, and as a result, we already know how web visitors want to navigate the website and get to the programs, services and information they desire in an easy-to-use manner. Revize has developed a navigation system to get to any web page in one click from the Home Page, and provides specific applications that allow for SEO optimized, functional directories and navigation that are as attractive as they are useful.

### **3. Increase partner engagement and follow-up**

Our list of website features allows a plethora of features specifically tailored to increase interactivity with your businesses, visitors, and all constituents. These applications include web forms for responses, listing directories, e-mail and text notifications, home page alerts, etc. We also design the website with "Calls to Action" in mind to inspire web visitors to take advantage of programs and information offered.

### **4. Increase search engine visibility**

Every Revize website is programmed to allow 100% of each page's content to be indexed by all the popular Search Engines. We also allow non-technical editors access to each web page's Meta Data so you can increase your web presence and contour the search so if someone enters a question in Bing or Google Search, it will try to pull them to the web page of your new website directly

### **5. Seamless integration with social media**

Revize: Revize will add Social Media icons and Social Media integration to your website's News Center. We will also create a Social Media Wall or a clean looking Social Media Center to show off your latest social media posts.

## **6. Mobile- and user-friendly**

Your new website will be functional on any electronic devices, including phones, tablets and PCs. Revize has made Responsive Website Design a standard for over 8 years. Because of this, we add additional responsive programming to take advantage of new mobile phone technologies and high-definition video cards to make your web visitors' website experience more enjoyable and smoother.

## **7. Easy to update content**

The Revize CMS non-technical website editing solution has a 23-year maturity and was written for non-technical editors to edit the website in an easy to use "common-sense" manner through a methodology called In-Page Editing or Live-Page Editing. This allows for easy management of all functions of the website, including updating menus, removing content, etc.

Clients have indicated that if you know how to read and know about 5% of Microsoft Word, you should be able to edit a Revize Government Website (without training).

## **8. ADA Compliant Website**

Your new website will adhere to the new WCAG 2.1 AA requirements and Section 508. We will also train your content editors how to keep ADA compliance when writing content. With your approval, Revize will also install an ADA Accessibility Widget, free of charge. This widget brings the ADA software for reading and resizing text, change color contrasts, etc. on demand for the visually impaired and/or disabled web visitor.

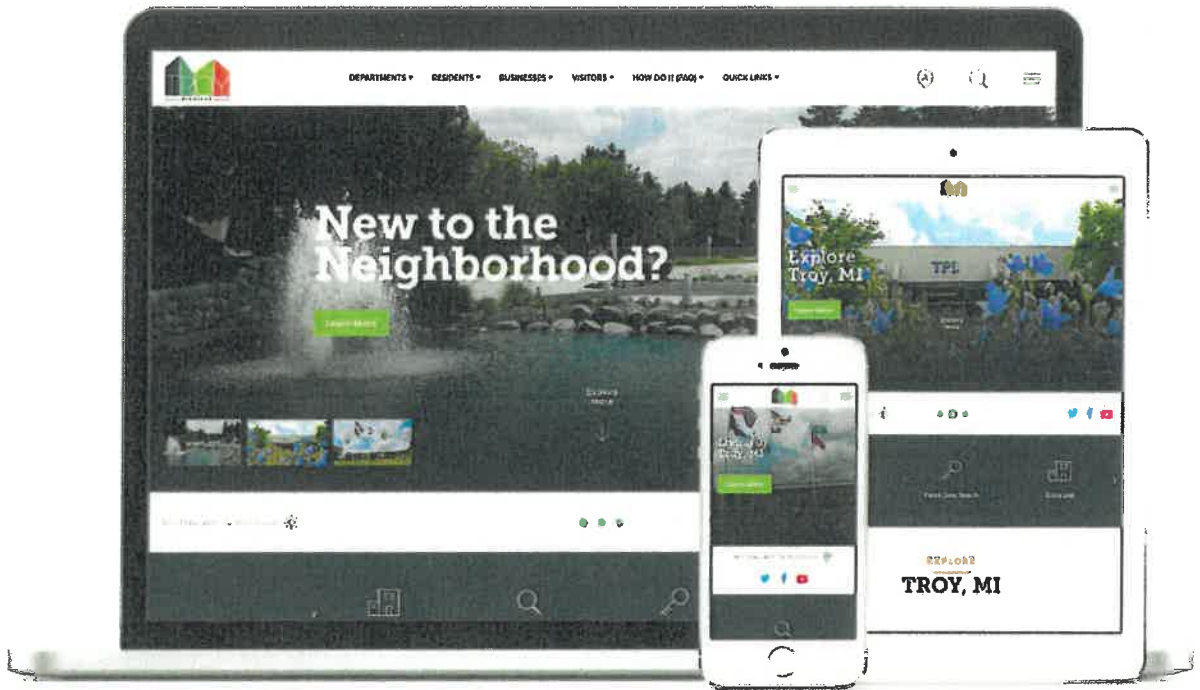
Example - Double Click on the Man Icon in the lower right corner to see it in action:

[https://www.largo.com/facilities\\_directory/index.php](https://www.largo.com/facilities_directory/index.php)

## **9. Cyber-Security**

Revize has not had any website security intrusions for over 9 years. Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for its LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity. Revize can also host both your Internet and Intranet websites; your Intranet is secure and only accessible by authorized users through a login system.

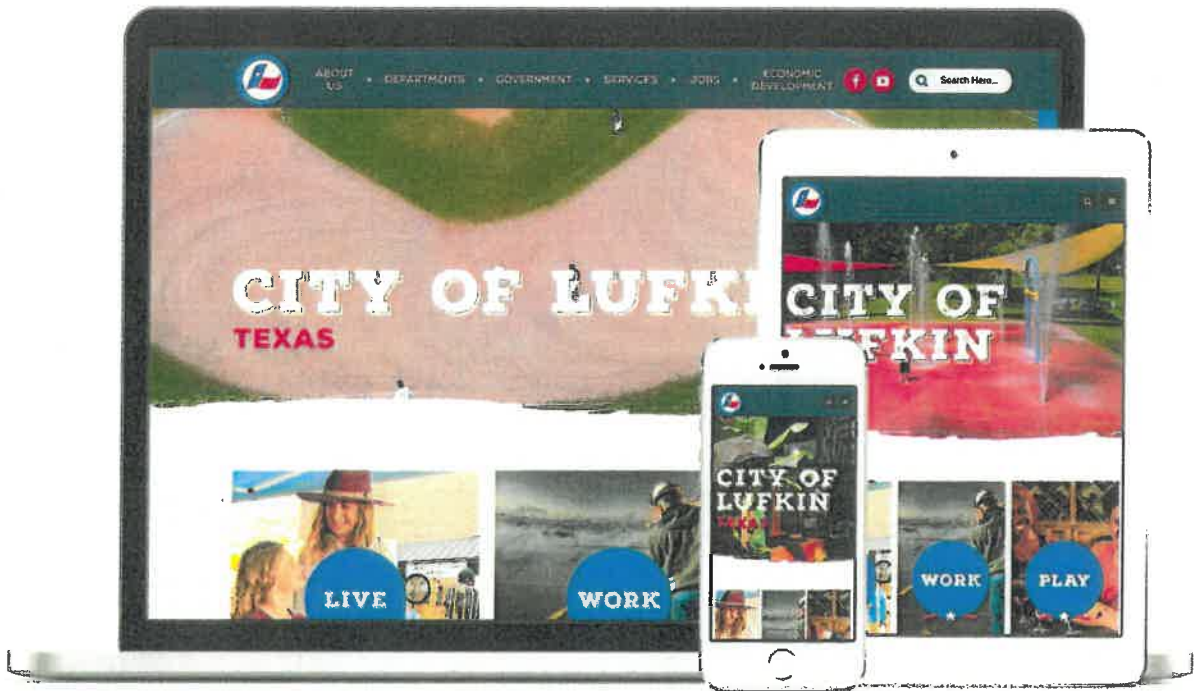
## The City of Troy, Michigan [www.troymi.gov](http://www.troymi.gov)



### Details:

The City of Troy wanted a website to increase ease of communication to residents and visitors alike: The city has been experiencing an economic resurgence particularly in the technology sector. In fact, Revize headquarters are in the City of Troy! This project included custom designs for The City, Library, and Recreation Department. Integration with the City's existing 3<sup>rd</sup> party software was a major linchpin of this project. Revize also included a live-searchable "How Do I" section that narrows down results as the user is typing, allowing any user to easily find what they are looking for regardless of which department it exists under.

## The City of Lufkin, Texas [www.cityoflufkin.com](http://www.cityoflufkin.com)



### Details:

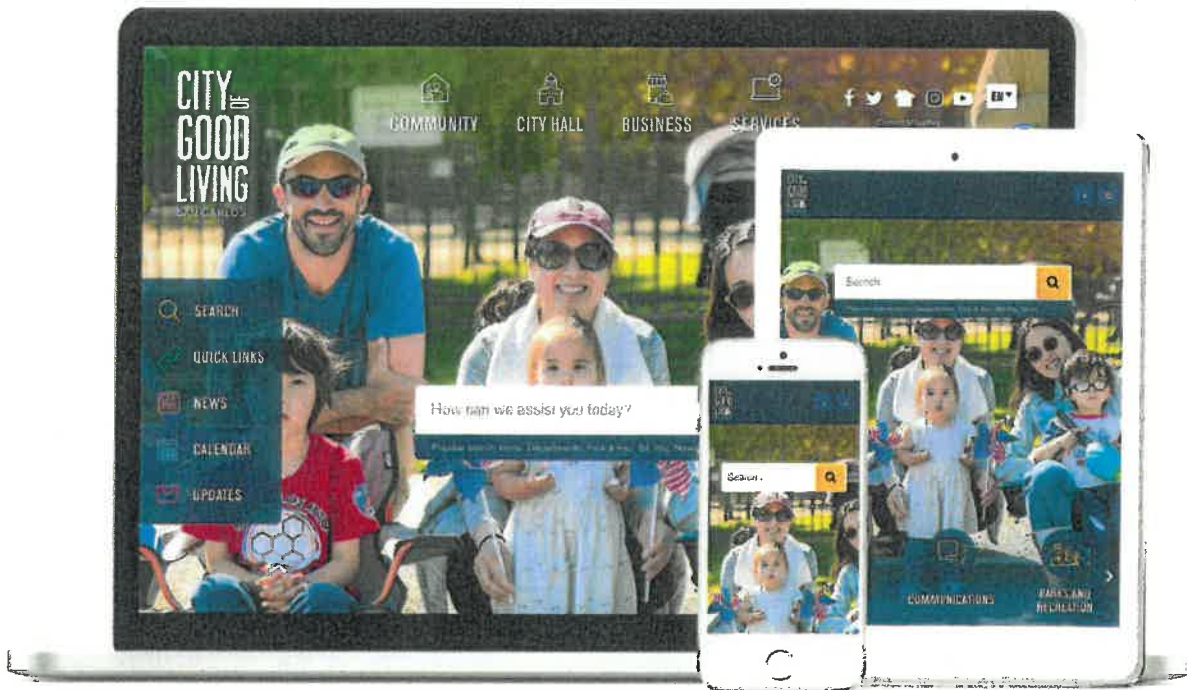
The City of Lufkin is one of the fastest growing areas in Texas. This project was intended to make information easier to access for residents. In addition, the city rebranded itself to be a destination for weekend tourism. City government applications as well as a list of weekend events make this website a perfect mix of a municipal and tourism website. In addition to a full Revize feature set, this website also includes a Home Page Pop-Up Alert that can be closed after it is read. These types of specialty modules are created for our clients that have specific needs!



## Government Website Project Experience

The City of San Carlos, California

[www.cityofsancarlos.org](http://www.cityofsancarlos.org)



### Details:

San Carlos wanted a design unlike any other. We pushed the limit of what people think when they see a city website. In addition to integrating a drone video that spans the full width of the homepage, this site features a strong mobile-ready design that showcases multiple aspects of the city they wanted visitors to see. Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the city's brand in a way that is unmatched in the industry!

# Timeline Summary

## Project Timeline

Phase	When	Duration
<b>Phase 1: Initial Meeting, Communication Strategy, SOW</b> <ul style="list-style-type: none"> <li>Revize will conduct a staff interview and website design kickoff meeting with the client.</li> <li>After the meeting, Revize will provide a detailed project plan that assesses key findings and details.</li> </ul>	Weeks 1 thru 3	3 Weeks
<b>Phase 2: Discovery &amp; Design</b> <ul style="list-style-type: none"> <li>Within (5) five weeks of the kick-off meeting Revize will provide (1) one custom homepage mockup, (1) one basic interior page mockup, and (1) one navigation mockup.</li> <li>Revize will provide revisions to each mockup based on the feedback received from the client, and will begin site-mapping process when client approves design</li> </ul>	Weeks 4 thru 8	5 Weeks
<b>Phase 3 and 4: Template Development and CMS Integration</b> <ul style="list-style-type: none"> <li>Mockups will be developed into HTML pages making them clickable and resizable.</li> <li>Following HTML Development, Revize will add in the Revize Content Management System which makes the website easily editable.</li> <li>Integration of any 3<sup>rd</sup> party software will begin during this phase</li> </ul>	Phase 3: Weeks 9 thru 11  Phase 4: Weeks 12 thru 14	3 Weeks   3 Weeks
<b>Phase 5 and 6: Quality Assurance, Accessibility and Custom Development</b> <ul style="list-style-type: none"> <li>Revize will review all developed assets for functionality. The development team will review functionality, style sheet, and formatting checking for errors and verifying that site matches approved design mockups.</li> <li>Any custom needs identified earlier in the project will be executed during this phase and tested for quality assurance.</li> <li>ADA programming and beta site review with the client</li> </ul>	Phase 5: Weeks 15 thru 16  Phase 6: Week 17	2 Weeks   1 Week

## Project Timeline

Phase	When	Duration
<b>Phase 7: Sitemap Development / Content Migration</b> <ul style="list-style-type: none"> <li>Revize will deliver a suggested sitemap, in Excel format, for the website prior to this phase (Unless the client has chosen to create their sitemap). Client and Revize will review and provide updated versions for approval. Pages will be built out one-by-one according to this previously approved sitemap architecture. Pages that are not linked in the sitemap will be created as blank pages.</li> <li>Migration includes up to all webpages, documents, and new content up to the relevant amount on the current website.</li> </ul>	Weeks 18 thru 23	6 Weeks
<b>Phase 8: Content Editor and Web Administrator Training and Go Live preparation</b> <ul style="list-style-type: none"> <li>Revize will conduct a review of the beta site followed by a core team training (smaller group).</li> <li>After the beta site review, the client may request tweaks to the functionality of the website.</li> <li>Revize will conduct Website Usability testing and a separate full staff training for all CMS editors on-site in a classroom style setting.</li> <li>The training schedule will include editor training, and administrator training with a question-and-answer period.</li> <li>Results of the user experience testing will be provided to the client for review.</li> <li>Any change requests will be reviewed by Revize for feasibility and scope conformance before they are completed.</li> <li>Revize will conduct meeting with client IT department before go live to discuss the process and establish pre-go-live checklist (e.g. SSL certificates, redirects, subdomains, etc.)</li> <li>Retraining is available any time after Go Live.</li> </ul>	Week 24	1 Week

Go-Live (Average)

20-24  
Weeks

### Did you know?

The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires!



# Town of Killingly Website Redesign


1. What do you like most about the current Town of Killingly website?
2. What do you like least about the current Town of Killingly website?
3. What was your first impression when using the Town of Killingly website? Is that impression still the same, better or worse after visiting the website once or multiple times?
4. What is something you would like to see on the Town of Killingly website that the current website does not have now?

5. Is the current website easy to use? Why or why not?

6. What is the most useful feature on the current Town of Killingly website?

7. Is the current Town of Killingly website visually appealing? Why or why not?

8. How accessible is the current Town of Killingly website? Is it easily accessible on a computer and/or your mobile device?

- 
9. Please list any additional feedback you would like to provide regarding the current Town of Killingly website.

# Killingly Board of Education

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



January 25, 2024

Mr. Jason Anderson, Chairperson  
Killingly Town Council  
172 Main Street  
Danielson, CT 06239

Dear Mr. Anderson,

In accordance with the Town Council's approval of the maximum contribution to the Unexpended Education Funds account, the Board of Education is requesting that the Town Council authorize a transfer in an amount not to exceed \$411,462.33 of the anticipated surplus from fiscal year 2022-23. If approved, the transferred amount shall not exceed the total accumulation of funds that is subject to a cap of two-million dollars (2,000,000).

The requested amount does not exceed the statutory limitation of 2% of the prior fiscal year budget appropriation of \$45,029,799 or \$900,595.98. It also does not exceed the Board of Education's anticipated surplus for 2022-2023, which will be confirmed upon audit.

Please feel free to share this with members of the Town Council. If there any questions or concerns, please do not hesitate to contact me.

Sincerely,

Susan Lannon, Board of Education Chairperson

Cc: Mary Calorio, Town Manager  
Jennifer Hawkins, Director of Finance  
Dr. Susan Nash-Ditzel, Superintendent of Schools  
Christine Clark, KPS Manager of Business Affairs

## AGENDA ITEM COVER SHEET

May 1.00

- Resolution

Resolution #24-01

**RESOLUTION SETTING THE DATES, TIMES AND PLACES OF THE PUBLIC  
HEARING, THE ANNUAL TOWN MEETING AND THE ADJOURNED  
ANNUAL TOWN MEETING MACHINE VOTE ON THE  
2024-2025 BUDGET ORDINANCE**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, pursuant to Sections 701, 1005 and 1007 of the Town Charter, the following dates, times and places be set for public hearing, Annual Town Meeting, and an all-day machine vote on the 2024-2025 General Government and Education Budgets ordinance, as adjourned from the Town Meeting of May 6, 2024, and such other questions as required by the Town Charter:

**Public Hearing:** Thursday, April 11, 2024, 7:00 p.m., Killingly High School Auditorium, 226 Putnam Pike, Killingly

**Annual Town Meeting:** Monday, May 6, 2024, 7:00 p.m., Killingly High School Auditorium, 226 Putnam Pike, Killingly

**Adjourned Town Meeting (all-day machine vote):**

Date: Tuesday, May 14, 2024

Time: 6:00 a.m. to 8:00 p.m.

Places: Districts 1, 3 & 5: Board of Education Central Office (Cafeteria)  
79 Westfield Ave  
Killingly, CT 06239

Districts 2 & 4: Killingly High School (Gymnasium)  
226 Putnam Pike  
Killingly, CT 06241

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 21<sup>st</sup> day of February 2024

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on February 21, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

\_\_\_\_\_  
Elizabeth Wilson, Town Clerk  
(Seal)

\_\_\_\_\_  
Date

## AGENDA ITEM COVER SHEET

Mary T. Ca

- Resolution

Resolution #24-02

**RESOLUTION TO AUTHORIZE THE TOWN MANAGER TO RESCIND THE  
TOWN'S WITHDRAWAL FROM THE NORTHEAST DISTRICT  
DEPARTMENT OF HEALTH**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that Resolution #23-42 set forth below is rescinded and the Town Manager is hereby authorized to submit a letter notifying Northeast District Department of Health of the Town's rescission of the notice to withdraw.

Resolution #23-42

**RESOLUTION TO AUTHORIZE THE TOWN MANAGER TO WITHDRAW  
FROM NORTHEAST DISTRICT DEPARTMENT OF HEALTH EFFECTIVE  
JULY 1, 2024 AND SEEK ALTERNATIVES FOR DELIVERY OF HEALTH  
DEPARTMENT SERVICES.**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is hereby authorized to submit a letter of withdrawal from the Northeast District Department of Health and to seek alternatives for the delivery of health department services.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut,  
this 21<sup>st</sup> day of February 2024

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on February 21, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

\_\_\_\_\_  
Elizabeth Wilson, Town Clerk

\_\_\_\_\_  
Date

(Seal)



## AGENDA ITEM COVER SHEET

Maryica

- Resolution
- Presentation of NRES Program
- Letter of Intent

Resolution # 24-03

**RESOLUTION TO AUTHORIZE EXECUTION OF A LETTER OF INTENT WITH  
THE GREENSKIES CLEAN ENERGY LLC, FOR A CONNECTICUT NON-  
RESIDENTIAL RENEWABLE ENERGY SOLUTIONS REVENUE SHARING  
AGREEMENT**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, in accordance with Section 602 of the Killingly Town Charter, the Town Council may authorize the Town Manager to enter into and deliver to the United States Government or any agency thereof, the State of Connecticut or any agency or political subdivision thereof, or any other body politic or corporate any and all documents which it deems to be necessary or appropriate; and

BE IT FURTHER RESOLVED that Town Manager Mary T. Calorio, Chief Executive Officer for the Town of Killingly, is hereby authorized to execute and deliver to Greenskies Clean Energy, LLC, the attached letter of intent and is further authorized to execute and deliver any and all related documents on behalf of the Town of Killingly and to do and perform all acts and duties deemed necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such interlocal contract or related documents.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 21<sup>st</sup> day of February 2024

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on February 21, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

Elizabeth Wilson, Town Clerk  
(SEAL)

\_\_\_\_\_  
Date



# Solar Development Services

## NRES Solar Revenue Share Program

Town of Killingly





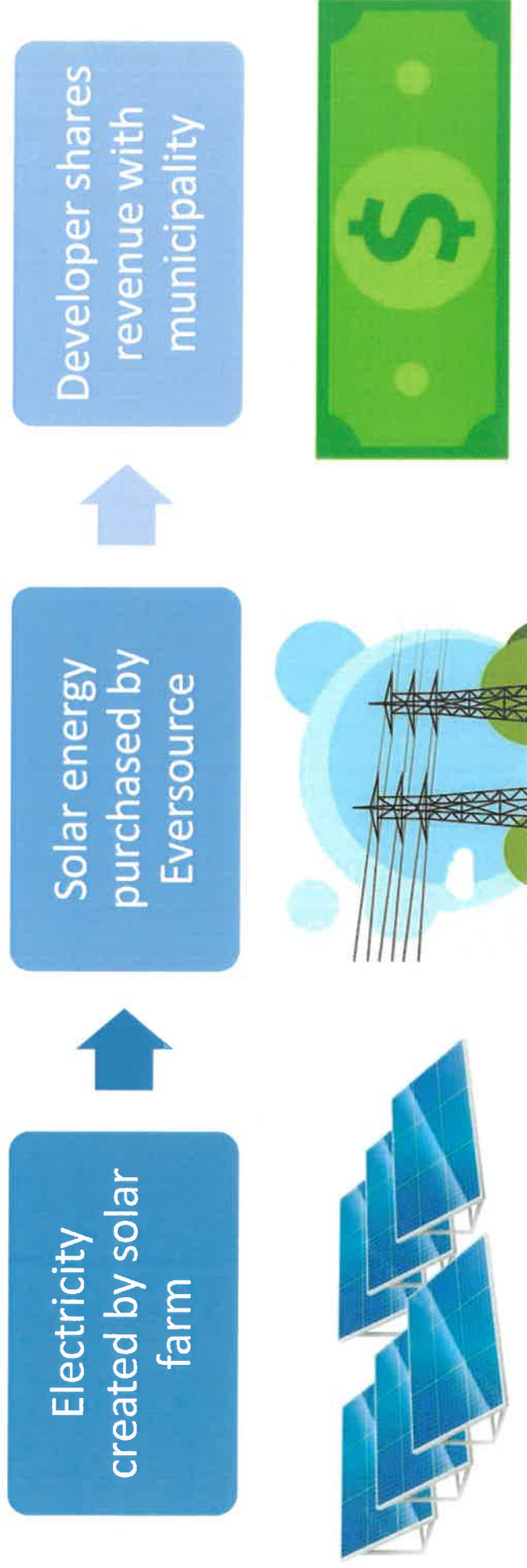
# CCM Renewable Energy Procurement

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- The Connecticut Conference of Municipalities and Titan Energy have collaborated to help CCM members procure and management renewable energy projects. In addition to traditional solar project management, CCM/Titan has created a program for municipalities to take advantage of the public policy measures enacted within the Non-Residential Renewable Energy Solutions (NRES) program, which allows private developers to build large-scale solar projects that sell power directly to Eversource, **but only when they have a “distressed municipal” co-sponsor (according to the Office of Economic Cooperation and Development).**
- The NRES program carve-out for State, Agriculture and Municipal entities was specifically established as a means to direct the financial benefit of large scale solar development to these groups in a manner that is easy to understand and easy to access.
- The municipal co-sponsor is entitled to a share of the revenue from the project or utility bill credits equal to the solar array’s monthly production.
- The municipal co-sponsor does not need to be the owner of the land upon which the array is built.
- **There is zero cost to participate in the NRES revenue share program.**
- The timing is particularly critical as traditional energy prices have escalated to historic highs and show little sign of decreasing within the next 3-5 years.

# HOW NRES SOLAR WORKS

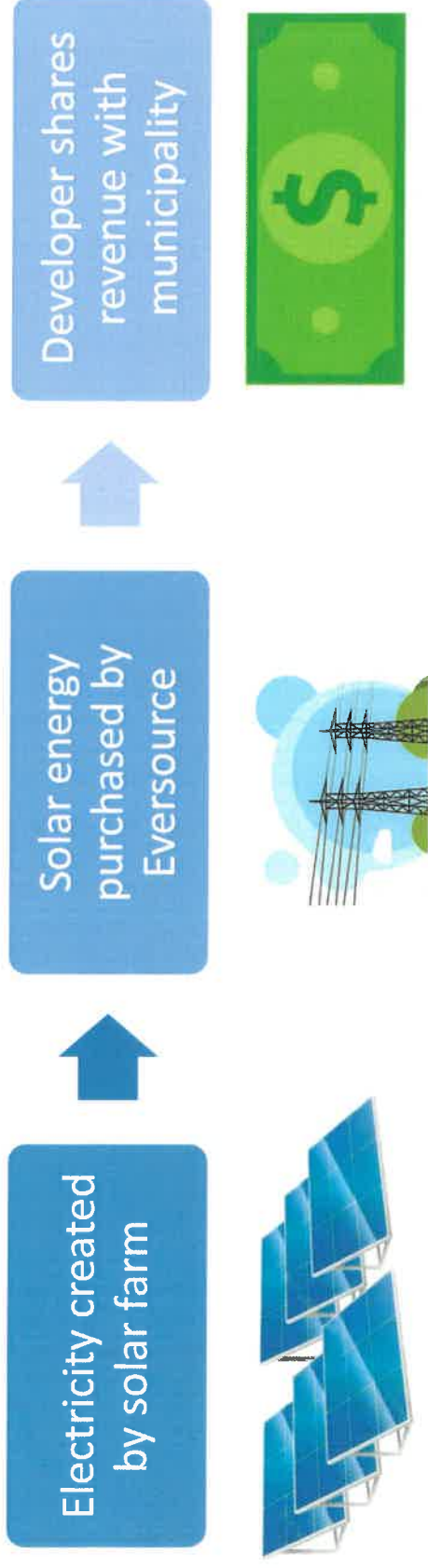
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- Each municipality can accept revenue from projects that produce kilowatt-hours equal to or less than current municipal electricity use. This is meant to fairly distribute financial value.
- There is zero possibility of financial loss when participating in the NRES program.
- Project availability is limited and assigned on a first-come, first-serve basis

# Killingly Procurement Process

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- Titan will include Killingly in the next CCM RFP to locate solar projects in need of distressed municipal co-sponsor. Projects will be sourced from all over the State, with the goal being to select the option that offers the best revenue share offer and has the highest likelihood of successful development/permitting. Killingly will have discretion over which project is ultimately selected.
- Projects will be required to pay market-rate property tax for the town where project is sited.
- Town will have opportunity to review the project in advance of permitting/approvals with the Connecticut Siting Council.
- Killingly will lose “distressed municipality” status in 2025.

# Killingly-Specific Example



- 3,000,000 annual town kWh usage
- 10% Revenue Share from solar project
- Est. Year-1 Revenue : \$42,000.00
- Est. 20-Year Revenue : \$840,000.00

Distributions can be front-loaded to help town enjoy benefits more quickly



# Reinvest Your Revenue!

There are any number of ways to reinvest the proceeds from your NRES participation.  
Here are just a few ideas to help get the brainstorming started!



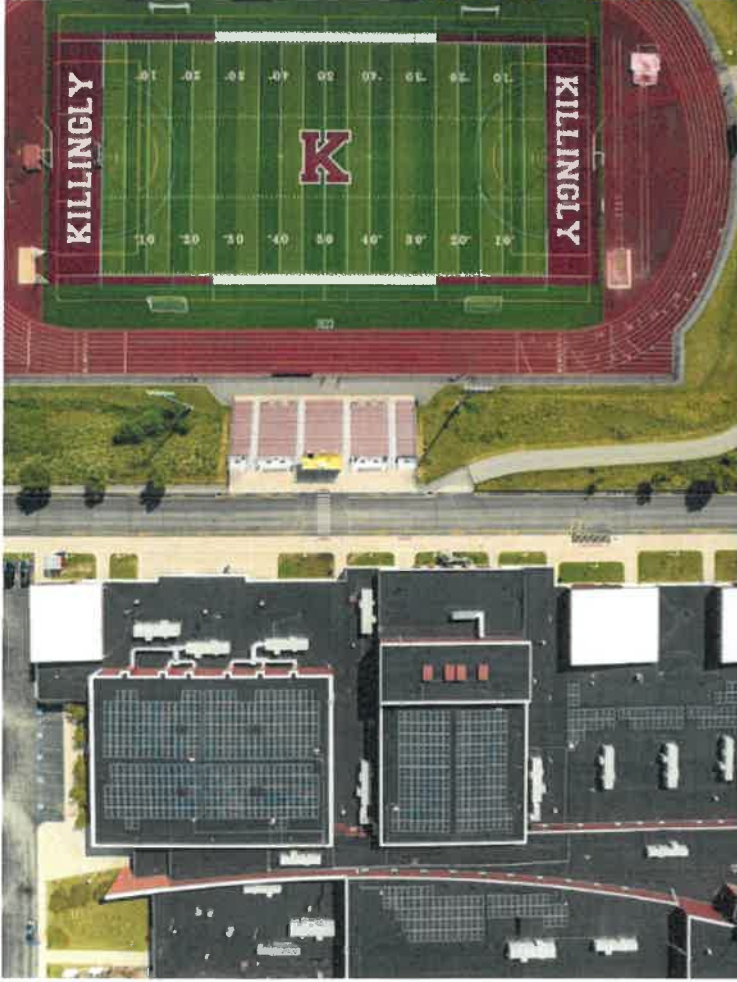
- 21 New Public Safety Vehicles



- 56,000 meals for families in need

General Government						
	2022-23	2023-24	Change	% Change		
Town Operations	\$ 12,649,172	\$ 12,848,771	\$ 199,599	1.58%		
Student Resource Officer/Armed Security Officer Program	\$ 84,000	\$ 531,232	\$ 447,232	532.42%		
Human Services Subsidy	\$ 643,650	\$ 727,120	\$ 83,470	12.97%		
Solid Waste Subsidy	\$ 234,801	\$ 234,801	\$ -	0.00%		
Debt Services	\$ 4,552,762	\$ 4,950,499	\$ 397,737	8.74%		
Capital Projects - Road Renewal/Library Roof	\$ 1,300,000	\$ 1,800,000	\$ 500,000	38.46%		
Capital Projects	\$ -	\$ 3,996,373	\$ 3,996,373	100.00%		
Due to Student Transportation CNR	\$ 344,680	\$ 354,782	\$ 10,102	2.93%		





February 14, 2024

Town of Killingly CT

172 Main St  
Danielson, CT 06239

Non – binding Letter of Intent (“**LOI**”) and non-binding Term Sheet for the Connecticut Non-Residential Renewable Energy Solutions Revenue Share Agreement (“**Transaction**”).

The attached Exhibit A – contains certain proposed terms of a proposed revenue share agreement (“**RSA**”) under which Greenskies Clean Energy LLC (“**Developer**”), and The Town of Killingly CT (“**Town**”) may participate in the 2023 Eversource Energy NRES Program (“**Program**”). Developer and Town intend to negotiate the terms and provisions of, and if successful, execute the RSA on or before November 1, 2023; provided, however, that the failure at any time either to reach agreement on such terms and conditions or to execute the RSA shall not result in any liability or obligation of Developer or the Town to the other.

Town understands that in order for Developer to submit a bid into the Program, Town must be a party to, and execute, Developer’s Program bid, which must be submitted by September 14, 2023; provided, however, that the Town’s execution of such Program Bid shall not result in any liability or obligation of the Town to Developer or to any third party, unless Town and Developer subsequently negotiate and execute an RSA.

This LOI shall expire on December 1, 2023.

Sincerely,

---

Stanley Chin  
Authorized Person  
Greenskies Clean Energy LLC

Accepted & Agreed:

---

Mary T. Calorio, Town Manager  
Town of Killingly

Date: \_\_\_\_\_



*Exhibit A –Term Sheet.*

The following is a summary of certain proposed terms and conditions for the RSA and is for discussion purposes only; it is non-binding and does not represent or constitute any commitment by Developer or Town to consummate the Transaction contemplated by this LOI.

Transaction:	<p>Developer will submit one or more applications for the Program. If selected then Developer shall construct a solar energy generation facility and sell all of the energy (“<b>Energy</b>”) generated by such facility (the “<b>Project</b>”) to Eversource Energy (“<b>Eversource</b>”). The Project shall be located at 157 Palmer Road, Scotland CT and is proposed to generate ____ kWh in year (1).</p> <p>If the Project is selected for the Program, Developer and Town may agree to an RSA under which, if executed, Town shall receive quarterly distributions from the Project received by Developer from the sale of Energy to Eversource. Under the RSA, Town will receive a share of the Project revenue equal to \$.000 per kWh times the Town kWh capacity. Town kWh capacity shall be equal to X the Project capacity.</p> <p>In exchange for this share of the Project revenue generated, Town shall authorize Eversource to provide certain Town account and historic meter information to Developer and to commit these accounts as beneficial accounts under the Program rules.</p> <p>There is no cost for the Town to participate in the Program.</p>
RSA Term and Termination	<p>Term of 20 years; the RSA is not terminable by the Town except in the event of an uncured and unexcused Force Majeure or Event of Default by Developer or any assignee of Developer.</p>

Conditions Precedent to Close	<ul style="list-style-type: none"><li>• Satisfactory completion of due diligence by Developer in its sole discretion.</li><li>• Acceptance by Eversource Energy of Developer's NRES program bid.</li><li>• Agreement by Developer and Town to an RSA</li><li>• All third party and regulatory approvals have been obtained in form and substance satisfactory to Developer.</li><li>• Absence of any material adverse change relating to the Transaction, or that significantly and adversely effects the Project's business, finances, condition, assets, properties, projected operations or results of operations, including all changes resulting directly from a change in the energy industry, but excluding all changes resulting directly from a change in general business conditions of the United States.</li><li>• </li></ul>
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Agenda Item #15(d)

## AGENDA ITEM COVER SHEET

**ITEM: Consideration and action on a resolution to authorize the Town Manager to execute documents necessary for a grant of \$210,000 for the Owen Bell Park Improvements**

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

**FOR COUNCIL MEETING OF:** February 21, 2024

**TOWN MANAGER APPROVAL:**

Mary T. Ca

**ITEM SUMMARY:** This resolution authorizes the Town Manager to execute all grant documents required to receive the funding of \$210,000 for improvements to Owen Bell Park. These improvements include a toddler splash pad, additional funding for the Joyce Ricci Pavilion, shade structures near the playgrounds and splash pads and additional funding for the pond dredging project.

**FINANCIAL SUMMARY:** Grant revenue in the amount of \$210,000 for park improvements.

**STAFF RECOMMENDATION:** Approval of the resolution

**TOWN ATTORNEY REVIEW:** N/A

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

### SUPPORTING MATERIALS:

- Resolution

Resolution #24-04

**RESOLUTION TO AUTHORIZE THE TOWN MANAGER TO EXECUTE  
DOCUMENTS NECESSARY FOR A GRANT OF \$210,000 FOR THE OWEN BELL  
PARK IMPROVEMENTS**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town of Killingly may enter and deliver to the State of Connecticut Department of Energy and Environmental Protection, any and all documents which it deems necessary or appropriate for a grant of \$210,000 for improvements to Owen Bell Park.

BE IT FURTHER RESOLVED, that Mary T. Calorio as Town Manager of the Town of Killingly is authorized and directed to execute and deliver any and all documents on behalf of the Town of Killingly and to do and perform all acts and things which she deems necessary or appropriate to carry out the terms of such documents.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut,  
This 21<sup>ST</sup> day of February 2024

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on February 21, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

\_\_\_\_\_  
Elizabeth Wilson, Town Clerk

\_\_\_\_\_  
Date

(Seal)

Agenda Item # 15(e)

## AGENDA ITEM COVER SHEET

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

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

**FOR COUNCIL MEETING OF:** February 21, 2024

**TOWN MANAGER APPROVAL:**

May 1. Ca

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

**FINANCIAL SUMMARY:** The failure to adopt Affirmative Action Policy Statement would result in the Town being ineligible for Small Cities Community Development Block Grants. In recent years, the Town has received \$810,000 to upgrade the Domestic Violence Shelter in Danielson.

**STAFF RECOMMENDATION:** Approval of Resolution

**TOWN ATTORNEY REVIEW:** N/A

COUNCIL ACTION DESIRED:	Action on the Resolution
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### SUPPORTING MATERIALS:

- Resolution
- Affirmative Action Policy Statement

Resolution # 24-05

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

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

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

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

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

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

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 21<sup>ST</sup> day of February 2024

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on February 21, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

\_\_\_\_\_  
Elizabeth Wilson, Town Clerk  
(Seal)

\_\_\_\_\_  
Date





# TOWN OF KILLINGLY

172 Main Street, Killingly, CT 06239  
Tel: 860 779-5330 ext. 7 Fax: 860 779-5394

## AFFIRMATIVE ACTION POLICY STATEMENT

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

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

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

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

Visit us at: [www.Killinglyct.gov](http://www.Killinglyct.gov)

This institution is an equal opportunity provider and employer.

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

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

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

The responsibility to achieve the successful implementation of our goals and objectives is Mary Calorio, Town Manager, 860-779-5330 ext. 7, mcalorio@killinglyct.gov.

February 21, 2024

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Mary T. Calorio  
Town Manager

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

## AGENDA ITEM COVER SHEET

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

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

**FOR COUNCIL MEETING OF:** February 21, 2024

**TOWN MANAGER APPROVAL:**



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

**FINANCIAL SUMMARY:** The failure to adopt an Armstrong/Walker “Excessive Force” Certification would result in the Town being ineligible for Small Cities Community Development Block Grants. In recent years, the Town has received \$810,000 to upgrade the Domestic Violence Shelter in Danielson.

**STAFF RECOMMENDATION:** Approval of Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

- Resolution
- Armstrong/Walker “Excessive Force” Certification

Resolution #24-06

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

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

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

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

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

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 21<sup>st</sup> day of February 2024

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on February 21, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

\_\_\_\_\_  
Elizabeth Wilson, Town Clerk

\_\_\_\_\_  
Date

(Seal)



# TOWN OF KILLINGLY

172 Main Street, Killingly, CT 06239  
Tel: 860 779-5330 ext. 7 Fax: 860 779-5394

## ARMSTRONG/WALKER "EXCESSIVE FORCE" CERTIFICATION

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

Therefore, I certify that the above-mentioned policy:

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

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Mary T. Calorio  
Town Manager  
Town of Killingly

February 21, 2024

## AGENDA ITEM COVER SHEET

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

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

**FOR COUNCIL MEETING OF:** February 21, 2024

**TOWN MANAGER APPROVAL:**



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

**FINANCIAL SUMMARY:** The failure to adopt a Relocation Plan would result in the Town being ineligible for Small Cities Community Development Block Grants. In recent years, the Town has received \$810,000 to upgrade the Domestic Violence Shelter in Danielson.

**STAFF RECOMMENDATION:** Approval of Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

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

Resolution #24-07

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

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

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

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

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

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 21<sup>st</sup> day of February 2024

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on February 21, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

\_\_\_\_\_  
Elizabeth Wilson, Town Clerk

\_\_\_\_\_  
Date

(Seal)

## TOWN OF KILLINGLY

### RELOCATION POLICY

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

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

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

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

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

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

February 21, 2024

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Mary T. Calorio  
Town Manager  
Town of Killingly



## RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

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

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

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

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

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

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

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

1. That no tenant has been, or will be, dislocated without due cause, for the purpose of evading terms of the agreement.
  2. When a low- and moderate-income tenant occupied unit, or vacant unit is assisted under the Program, that unit will continue to be occupied by a low- and moderate-income household for five (5) years following the close of the work.
  3. The rent collected from assisted units will be limited to the maximum allowed by the Fair Market Rent determined by the US Department of Housing and Urban Development (HUD) or the State's Department of Housing (DOH) for a period following the completion of the work. \*
  4. The property owner shall not refuse to rent to tenants holding HUD Section 8 Housing Certificates or Vouchers, State Chapter 707 Housing Certificates, or any other recognized housing voucher certificate except for good cause such as tenants who failed to pay the rent, maintain the dwelling unit, or otherwise are in violation of the terms and conditions of the tenancy.
  5. The property owner shall exercise affirmative fair housing marketing for the units in the subject property when they become vacant and shall not discriminate in housing on the grounds of race, color, national origin, ancestry, age, religion, welfare status, children, marital status, physical handicaps, sexual orientation or sex.
  6. Dwelling units in the subject property will be maintained in a decent, safe, and sanitary condition.
- \* The "Barney Frank" amendment to Section 104(d) of the Housing and Community Development Act of 1974 requires that the rent of a low- or moderate-income tenant cannot be raised to exceed 30% of their income for a period of five (5) years after the unit has been assisted with Small Cities Block Grant monies.

February 21, 2024

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Mary T. Calorio  
Town Manager  
Town of Killingly

Agenda Item # 15(h)

## AGENDA ITEM COVER SHEET

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

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

**FOR COUNCIL MEETING OF:** February 21, 2024

**TOWN MANAGER APPROVAL:**

Mary T. Carr

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

**FINANCIAL SUMMARY:** The failure to adopt Title VI Compliance Statement would result in the Town being ineligible for Small Cities Community Development Block Grants. In recent years, the Town has received \$810,000 to upgrade the Domestic Violence Shelter in Danielson.

**STAFF RECOMMENDATION:** Approval of Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

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

Resolution #24-08

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

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

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

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

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

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 21<sup>st</sup> day of February 2024

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on February 21, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

\_\_\_\_\_  
Elizabeth Wilson, Town Clerk

\_\_\_\_\_  
Date

(Seal)



# TOWN OF KILLINGLY

172 Main Street, Killingly, CT 06239  
Tel: 860 779-5330 ext.7 Fax: 860 779-5394

## TOWN OF KILLINGLY

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

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

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

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

February 21, 2024

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Mary T. Calorio  
Town Manager  
Town of Killingly

Agenda Item # 15(i)

## AGENDA ITEM COVER SHEET

**ITEM: Consideration and action on a resolution authorizing the Town Manager to execute and implement a Fair Housing Plan**

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

**FOR COUNCIL MEETING OF:** February 21, 2024

**TOWN MANAGER APPROVAL:**

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

**FINANCIAL SUMMARY:** The failure to adopt a Fair Housing Plan would result in the Town being ineligible for Small Cities Community Development Block Grants. In recent years, the Town has received \$810,000 to renovate the Domestic Violence Shelter.

**STAFF RECOMMENDATION:** Approval of Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

### SUPPORTING MATERIALS:

- Resolution
- Fair Housing Plan

Resolution #24-09

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO  
EXECUTE AND IMPLEMENT A FAIR HOUSING PLAN**

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

WHEREAS, State and Federal Fair Housing laws require that all individuals, regardless of race, color, religion, sex, national origin, ancestry, marital status, age, mental or physical disability, lawful source of income, sexual orientation, familial status, gender identity or expression be given equal access to rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, the Town of Killingly is committed to upholding these laws, and realizes that these laws must be supplemented by a Fair Housing Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice; now

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is hereby authorized to execute and implement a Fair Housing Policy Statement to ensure equal opportunity for all persons to rent, purchase and obtain financing for adequate housing of their choice on a non discriminatory basis; and

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

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 21<sup>st</sup> day of February 2024

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on February 21, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

\_\_\_\_\_  
Elizabeth Wilson, Town Clerk (Seal)

\_\_\_\_\_  
Date



# TOWN OF KILLINGLY

172 Main Street, Killingly, CT 06239  
Tel: 860 779-5330 ext. 7 Fax: 860 779-5394

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

### **I. Policy Statement**

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

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

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



## II. Selection of Fair Housing Officer

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

Mary T. Calorio  
Town Manager/Fair Housing Officer  
172 Main Street  
Killingly, Connecticut 06239  
860-779-5330 ext. 7

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

## III. Complaint Process

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

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

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

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

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

#### IV. Opportunity Mapping

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

#### V. Implementation and Action Steps

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

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

Minimum (1) selection

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

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

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

Minimum (1) selection

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

Additional Steps

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

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

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

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

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

**VI. Analysis of Impediments**

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

**VII. Time Table**

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

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

**VIII. Amendments**

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

---

Mary T. Calorio  
Town Manager  
Town of Killingly

February 21, 2024



# TOWN OF KILLINGLY

172 Main Street, Killingly, CT 06239  
Tel: 860 779-5330 ext. 7 Fax: 860 779-5394

## **TOWN OF KILLINGLY MUNICIPAL GRIEVANCE PROCEDURE**

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

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

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

Mary T. Calorio, Town Manager  
Fair Housing Officer  
Town Hall  
172 Main Street  
Killingly, Connecticut 06239  
860-779-5330 ext. 7

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

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

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

Visit us at: [www.Killinglyvt.gov](http://www.Killinglyvt.gov)  
This institution is an equal opportunity provider and employer.

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

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

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

## AGENDA ITEM COVER SHEET

**ITEM:** Consideration and action on a resolution affirming a Fair Housing Resolution

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

**FOR COUNCIL MEETING OF:** February 21, 2024

**TOWN MANAGER APPROVAL:**



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

**FINANCIAL SUMMARY:** The failure to adopt a Fair Housing Plan would result in the Town being ineligible for Small Cities Community Development Block Grants. In recent years, the Town has received \$810,000 to upgrade the Domestic Violence Shelter in Danielson.

**STAFF RECOMMENDATION:** Approval of Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

- Resolution
- Fair Housing Policy Statement

**RESOLUTION AFFIRMING A FAIR HOUSING RESOLUTION**

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

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

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

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

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

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

**KILLINGLY TOWN COUNCIL**

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 21<sup>st</sup> day of February 2024

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on February 21, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

---

Elizabeth Wilson, Town Clerk

---

Date

(Seal)



# TOWN OF KILLINGLY

172 Main Street, Killingly, CT 06239  
Tel: 860 779-5330 ext. 7 Fax: 860 779-5394

## Fair Housing Policy Statement

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

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

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

The Killingly Town Manager is responsible for the enforcement and implementation of this policy. Mary T. Calorio, Town Manager may be reached at 860-779-5330 ext. 7 or [mcalorio@killinglyct.gov](mailto:mcalorio@killinglyct.gov).

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

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

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

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February 21, 2024

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Mary T. Calorio, Town Manager

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

## AGENDA ITEM COVER SHEET

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

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

**FOR COUNCIL MEETING OF:** February 21, 2024

**TOWN MANAGER APPROVAL:**



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

**FINANCIAL SUMMARY:** The failure to adopt a Section 3 Plan would result in the Town being ineligible for Small Cities Community Development Block Grants. In recent years, the Town has received \$810,000 to upgrade the Domestic Violence Shelter in Danielson.

**STAFF RECOMMENDATION:** Approval of Resolution

**TOWN ATTORNEY REVIEW:** N/A

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

**SUPPORTING MATERIALS:**

- Resolution
- Section 3 Plan

Resolution #24-11

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE  
AND IMPLEMENT A SECTION 3 PLAN TO PROVIDE FEASIBLE  
ECONOMIC OPPORTUNITIES TO LOW- AND MODERATE-INCOME  
PERSONS AND BUSINESSES WHEN USING FEDERAL FUNDS**

WHEREAS, the Town of Killingly wishes to provide economic opportunities to low- and moderate-income persons and businesses to the greatest extent feasible when using funds provided directly or indirectly by the U. S. Department of Housing and Urban Development; and

WHEREAS, the Town of Killingly is committed to upholding the laws governing federal procurement and contracting, and realizes that a Section 3 Plan must supplement these laws; now

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is hereby authorized to execute and implement a Section 3 Plan; and

BE IT FURTHER RESOLVED that the Town Manager of the Town of Killingly, or his designated representative, is responsible for responding to any person who alleges to be the victim of non-compliance with the Section 3 Plan in the Town of Killingly.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 21<sup>st</sup> day of February 2024

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on February 21, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

\_\_\_\_\_  
Elizabeth Wilson, Town Clerk

\_\_\_\_\_  
Date

(Seal)



# TOWN OF KILLINGLY

172 Main Street, Killingly, CT 06239  
Tel: 860 779-53340 ext. 7 Fax: 860 779-5394

## **TOWN OF KILLINGLY'S SECTION 3 PLAN**

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

### **APPLICABILITY**

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

### **PURPOSE**

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

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

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

## **EMPLOYMENT AND CONTRACTING GOALS**

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

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

### EMPLOYMENT GOALS

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

- (i) thirty percent (30%) of the aggregate number of new hires for the one year period beginning in FY 1999 and continuing thereafter.

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

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

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

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

### CONTRACTING GOALS

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

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

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

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

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

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

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

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

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

Killingly	Brooklyn	Pomfret	Woodstock	Sterling
Plainfield	Thompson	<del>Putnam</del>	Canterbury	Eastford

### **SECTION 3 RESIDENT**

A Section 3 resident means:

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

### **SECTION 3 BUSINESS CONCERN**

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

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

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

The Town of Killingly commits to do the following:

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

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

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

Section 3 Clause

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



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

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

#### **ANNOUNCEMENT OF PROGRAM AVAILABILITY**

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

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

### **FILING AND PROCESSING COMPLAINTS**

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

### **CONCLUDING STATEMENT**

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

February 21, 2024

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Mary T. Calorio  
Town Manager  
Town of Killingly

## AGENDA ITEM COVER SHEET

**ITEM:** Consideration and action on a resolution authorizing the Town Manager to sign a temporary land access agreement between the Town of Killingly and Hull Forest Products for the use of land at 162 Louisa Viens Drive.

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

**FOR COUNCIL MEETING OF:** February 21, 2024

**TOWN MANAGER APPROVAL:**



**ITEM SUMMARY:** Myoshi America owns land at 110 Louisa Viens Drive which is forested. Myoshi America is working with Hull Forest Products to execute forestry management practices on this parcel. Due to the topography, the best access point for the forestry work is through the established access road on the Town's and CT Water's properties. Nearly all the timber to be pulled out of the forest lot is dead standing wood, a result of the multi-year gypsy moth infestation. Removal of dead standing wood will allow for forest regeneration to occur. They will need access to an existing access road that runs through the Town's property on Louisa Viens Drive. The staging and loading area will be located on CT Water's property.

**FINANCIAL SUMMARY:** There is no cost to the Town for this item

**STAFF RECOMMENDATION:** Approval of resolution

**TOWN ATTORNEY REVIEW:** Reviewed

**COUNCIL ACTION DESIRED:** Action on Resolution

**SUPPORTING MATERIALS:**

- Resolution
- Temporary Land Use Agreement
- Property Map

Resolution #24-12

**RESOLUTION TO AUTHORIZE THE TOWN MANAGER TO SIGN A TEMPORARY  
LAND USE AGREEMENT BETWEEN THE TOWN OF KILLINGLY AND HULL  
FOREST PRODUCTS FOR THE USE OF LAND AT 162 LOUISA VIENS DRIVE**

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is authorized to execute a temporary land use agreement between the Town of Killingly and Hull Forest Products for the use of land at 162 Louisa Viens Drive.

KILLINGLY TOWN COUNCIL

Jason Anderson  
Chairman

Dated at Killingly, Connecticut  
this 21<sup>st</sup> day of February 2024

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on February 21, 2024, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

\_\_\_\_\_  
Elizabeth Wilson, Town Clerk

\_\_\_\_\_  
Date

## TEMPORARY RIGHT OF WAY AGREEMENT

Town of Killingly, of 172 Main Street in Killingly, CT 06239, hereby grants Hull Forest Products, Inc. of 101 Hampton Road, Pomfret Center, CT 06259 permission to create and use a temporary access road on their property located at 162 Louisa Viens Drive in the Town of Killingly, and enter and exit the property with machinery, trucks, and other vehicles used to execute the timber harvest that is being performed on the property of Myoshia America located at \_\_\_\_\_ for 12 months from the date of this agreement. Furthermore, Hull Forest Products, Inc. and their subcontractors have permission to cut such shrubbery, trees, and any other vegetation as may be necessary to create proper access along the established access road.

Hull Forest Products, Inc. will be responsible to pay for materials and the installation of materials as needed for proper access.

Hull Forest Products, Inc. agrees to indemnify and save harmless the Town of Killingly from any and all claims of personal injury, demands, suits and other legal proceedings arising from or incidental to their operations. A certificate of insurance evidencing commercial general liability insurance in an amount acceptable to the Town of Killingly and listing the Town of Killingly as additional insured shall be provided by Hull Forest Products, Inc. upon execution of this agreement.

Log truck hauling hours will be limited to Monday through Saturday from 7:00am to 7:00pm as well as limited to dry or frozen ground conditions.

Upon acceptance of this Agreement, all necessary erosion control measures shall be installed by Hull Forest Products, Inc. to the satisfaction of the Town of Killingly.

Upon completion of the harvest, the access road will be restored to a stable condition as to be safely passable by vehicles.

A \$1,000.00 cash bond shall be submitted by Hull Forest Products, Inc. to the Town of Killingly to ensure the conditions of this Agreement are satisfied and released upon the satisfactory completion of the project.

The Town of Killingly reserves the right to revoke this Agreement upon the failure of Hull Forest Products, Inc. to comply with the provisions hereof following notice and a reasonable opportunity to cure such default.

Date \_\_\_\_\_

Signed \_\_\_\_\_

Mary T. Calorio, Town Manager  
Town of Killingly  
Duly Authorized

Date \_\_\_\_\_

Signed \_\_\_\_\_

Austin Harmon  
CT F-1348  
For Hull Forest Products, Inc.  
Duly Authorized



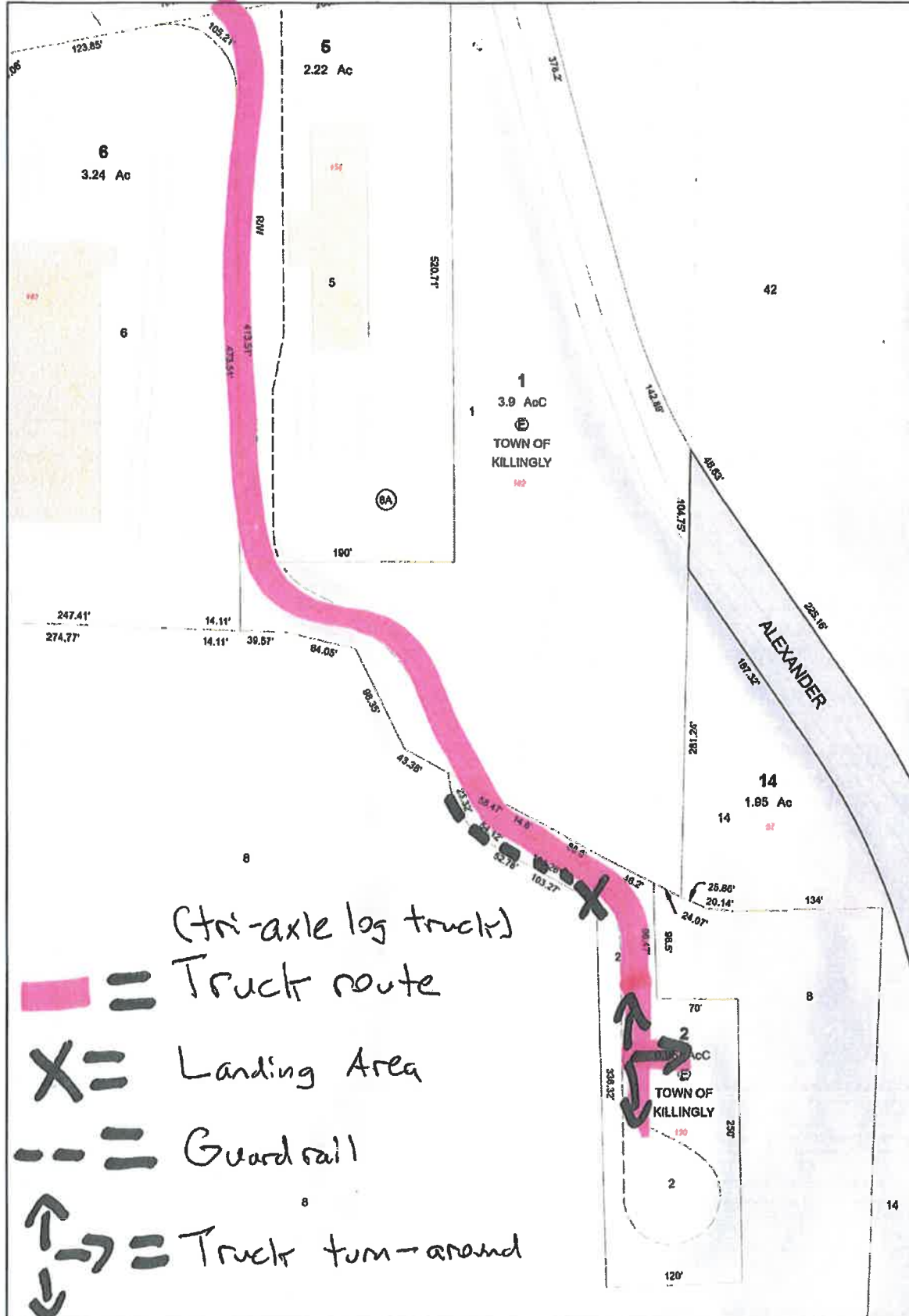
Town of Killingly, CT

CAI Technologies  
CADD & GIS Solutions

January 3, 2024

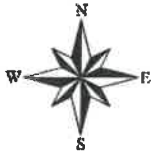
1 inch = 80 Feet

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Town of Killingly, CT

1 inch = 281 Feet



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February 7, 2024



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