



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: Tuesday, March 21, 2023
TIME: 7:00 PM
PLACE: Town Meeting Room
172 Main Street, Killingly

RECEIVED
TOWN CLERK, KILLINGLY, CT
2023 MAR 15 PM 2:36
Elizabeth M. Quilley

This meeting will be in person. It can also be viewed on Facebook Live or Channel 22. Go to www.killinglyct.gov click on Facebook Live

1. CALL TO ORDER
2. PRAYER
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. ROLL CALL
5. ADOPTION OF MINUTES OF PREVIOUS MEETINGS
 - a) Special Town Council Meeting – February 7, 2023
 - b) Regular Town Council Meeting – February 14, 2023
6. PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS
 - a) NDDH Budget Presentation
 - b) Proclamation recognizing March 2023 as Women's History Month
 - c) Conservation Commission Environmental Awards
7. UNFINISHED BUSINESS FOR TOWN MEETING ACTION
8. CITIZEN'S STATEMENT AND PETITION

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

Public comment can be emailed to publiccomment@killinglyct.gov or mailed to Town of Killingly, 172 Main Street, Killingly, CT 06239 on or before the meeting. All written public comments must be received prior to 2pm the day of the meeting. Written public comment will be posted on the Town's website www.killinglyct.gov.

9. COUNCIL/STAFF COMMENTS
10. APPOINTMENTS TO BOARDS AND COMMISSIONS
 - a. Margaret Weaver - Reappointment to the Historic District Commission as a Regular Member
 - b. Dana Hopkins – Reappointment to the Agricultural Commission as a Regular Member
 - c. Claudette Rogers – Appointment to Conservation Commission as a Regular Member
 - d. Chris McDonald - Appointment to the Inland Wetlands & Water Courses Commission as a Regular Member
11. REPORTS FROM LIAISONS
 - a) Board of Education Liaison
 - b) Borough Council Liaison
12. DISCUSSION AND ACCEPTANCE OF MONTHLY BUDGET REPORTS
 - a) Summary Report on General Fund appropriations for Town government
 - b) System Object Based on Adjusted Budget for the Board of Education
13. CORRESPONDENCE/COMMUNICATIONS/REPORTS
 - a) Town Managers Report
 - b) Library Newsletter
14. UNFINISHED BUSINESS FOR TOWN COUNCIL ACTION
15. NEW BUSINESS
 - a) Consideration and action on a resolution to introduce and set the date of April 11, 2023 for a public hearing on an Ordinance amending Chapter 2 reducing the number of regular members of the Inland Wetlands and Watercourses Commission.
 - b) Consideration and action on a resolution declaring the Town of Killingly to be a pollinator-friendly community and encouraging residents and businesses to adopt pollinator friendly practices.
 - c) Consideration and action on a resolution authorizing the issuance of a letter of support to the State of Connecticut supporting Joseph Couture’s examination waiver request for the Class IV Wastewater Operator License
16. COUNCIL MEMBER REPORTS AND COMMENTS
17. EXECUTIVE SESSION
 - a) None
18. ADJOURNMENT

18. Adjournment:

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

Voice Vote: Unanimous. Motion passed.

The meeting ended at 11:02 p.m.

Respectfully submitted,

Elizabeth Buzalski
Council Secretary

**KILLINGLY TOWN COUNCIL
SPECIAL TOWN COUNCIL MEETING**

DATE: Tuesday, February 7, 2023

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, February 7, 2023, at 7:00 p.m. in the Town Meeting Room of the Killingly Town Hall, 172 Main Street, Killingly, Connecticut. The agenda was as follows:

1. **Call to Order**
2. **Roll Call**
3. **Interviews of Board/Commission applicants**
 - a. None

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 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

5. **Old Business - None**

6. **New Business**

- a. Meeting with Economic Development Commission and Staff Liaison Jill St. Clair

7. **Executive Session - None**

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. Kerttula, who was absent with notification. Town Manager Calorio, Finance Director Hawkins, and Council Secretary Buzalski were also present.
3. Interviews for Boards/Commissions - none
4. Citizens' Statements and Petitions - There were no Public Comments.
5. Old Business - none
6. New Business
 - 6a. Meeting with Economic Development Commission and Staff Liaison Jill St. Clair
Members of the Economic Development Commission Bill Cheng, Todd Cooke, and Jay Lirette, along with Economic Development Director Jill St. Clair gave the Council an update of the Commission's activities.
7. Executive Session – none
8. Adjournment
Mr. Grandelski made a motion, seconded by Mr. Wood, to adjourn the meeting.
Voice vote: Unanimous. Motion passed.
The meeting ended at 8:28 p.m.

Respectfully submitted,

Elizabeth Buzalski
Council Secretary

1. Chairman Anderson called the Special Meeting to order at 7:02 p.m.
2. On Roll Call, all counselors were present except Mr. Kerttula, who was absent with notification. Town Manager Calorio, Finance Director Hawkins, and Council Secretary Buzalski were also present.
3. Interviews for Boards/Commissions - none
4. Citizens' Statements and Petitions - There were no Public Comments.
5. Old Business - none
6. New Business
 - 6a. Meeting with Economic Development Commission and Staff Liaison Jill St. Clair
Members of the Economic Development Commission Bill Cheng, Todd Cooke, and Jay Lirette, along with Economic Development Director Jill St. Clair gave the Council an update of the Commission's activities.
7. Executive Session – none
8. Adjournment
Mr. Grandelski made a motion, seconded by Mr. Wood, to adjourn the meeting.
Voice vote: Unanimous. Motion passed.
The meeting ended at 8:28 p.m.

Respectfully submitted,

Elizabeth Buzalski
Council Secretary

**KILLINGLY TOWN COUNCIL
REGULAR MEETING**

DATE: TUESDAY, Feb 14, 2023
TIME: 7:00 P.M.
PLACE: TOWN MEETING ROOM
KILLINGLY TOWN HALL

AGENDA

The Town Council of the Town of Killingly held a Regular Meeting on Tuesday, Feb 14, 2023, at 7:00 p.m. in the Town Meeting Room of the Killingly Town Hall, 172 Main Street, Killingly, Connecticut. The agenda was as follows:

1. **CALL TO ORDER**
2. **PRAYER**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS**
 - a) Special Town Council Meeting – January 3, 2023
 - b) Regular Town Council Meeting – January 10, 2023

6. PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS

- a) Killingly Parks & Recreation Volunteer of the Year Award
- b) Proclamation recognizing the week of February 18th – 25th as National FFA Week
- c) Proclamation recognizing February 2023 as Black History Month
- d) Proclamation recognizing February 2023 as Teen Dating Violence Prevention and Awareness Month

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 emailed to publiccomment@killinglyct.gov or mailed to Town of Killingly, 172 Main Street, Killingly, CT 06239 on or before the meeting. All written public comment must be received prior to 2 p.m. the day of the meeting. Written public comment will be posted on the Town's website, www.killinglyct.gov.

9. COUNCIL/STAFF COMMENTS

10. APPOINTMENTS TO BOARDS AND COMMISSIONS

11. REPORTS FROM LIAISONS

- a) Board of Education Liaison
- b) Borough Council Liaison

12. DISCUSSION AND ACCEPTANCE OF MONTHLY BUDGET REPORTS

- a) Summary Report on General Fund Appropriations for Town Government
- b) System Object Based on Adjusted Budget for the Board of Education

13. CORRESPONDENCE/COMMUNICATIONS/REPORTS

- a) Town Manager Report

14. UNFINISHED BUSINESS FOR TOWN COUNCIL ACTION

- a) Consideration and action on a resolution authorizing the issuance of a letter supporting KB Ambulance's application for non-emergency transportation licensing

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 2023-2024 budget ordinance
- b) Consideration and action on a resolution to authorize the execution of an Operating Agreement regarding operating costs of the Killingly Sewerage Treatment and other Joint Services between the Town of Brooklyn and the Town of Killingly
- c) Consideration and action on a resolution authorizing the Town Manager to execute and implement an Affirmative Action Policy Statement
- d) Consideration and action on a resolution authorizing the Town Manager to execute and implement an Armstrong/Walker "Excessive Force" Certification
- e) 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
- f) 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
- g) Consideration and action on a resolution authorizing the Town Manager to execute and implement a Fair Housing Plan

- h) Consideration and action on a resolution affirming a Fair Housing Resolution
- i) 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

16. **COUNCIL MEMBER REPORTS AND COMMENTS**

17. **EXECUTIVE SESSION**

18. **ADJOURNMENT**

REGULAR MEETING

1. Chairman Anderson called the meeting to order at 7:02 p.m.
 2. Prayer by Mr. Wood.
 3. Pledge of Allegiance to the flag.
 4. Upon roll call all Councilors were present. Also present were Town Manager Calorio, Finance Director Hawkins, and Council Secretary Buzalski.
 5. Adoption of minutes of previous meetings
 - 5a. & 5b.
- Mr. Grandelski made a motion, seconded by Mr. Wood, to adopt the minutes of the Special Town Council Meeting of January 3, 2023, and the Regular Town Council Meeting of January 10, 2023.
- Voice Vote: Unanimous. Motion passed.
6. Presentations, proclamations, and declarations:
 - 6a. Killingly Parks & Recreation Volunteer of the Year Award
- Ms. Wakefield read the following:

Killingly Parks and Recreation
**PROCLAMATION HONORING
2022 VOLUNTEER OF THE YEAR**

WHEREAS, the Killingly Parks and Recreation programs are an integral part of our community. While Scott Derosier has run many seasons of the Killingly Youth Basketball Program as a per diem staff member, Scott took a different role for the 2021/2022 Youth Hoop season. Scott moved to a complete voluntary role in assisting the department to organize, referee and provided coaching assistance to the many volunteer coaches. Scott contributed more than 80+ volunteer hours to the "*Killingly Youth Basketball Program*" during a very challenging basketball season.

WHEREAS, Youth Hoop would not be possible without the tremendous number of volunteer coaches and individuals like Scott Derosier. Scott's youth sports expertise has a tremendous impact on the positive experiences for the volunteer coaches, players, parents, and seasonal personnel. Scott Derosier leads with example and is quick to help coordinate, officiate and facilitate within the program.

NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY, recognizing Scott Derosier as the recipient of the 2022 Volunteer of the Year Award for the Killingly Parks and Recreation Department.

BE IT FURTHER PROCLAIMED that the Town Council urges all citizens to see how they can help their community by volunteering their time and knowledge.

Killingly Town Council
Jason Anderson
Chairman

Dated at Killingly, Connecticut,
this 14th day of February 2023
Chairman Anderson presented a plaque to Mr. Derosier.

6b. Proclamation recognizing the week of February 18th – 25th as National FFA Week
Ms. Wakefield read the following:

**PROCLAMATION RECOGNIZING
NATIONAL FFA WEEK FEBRUARY 18-25, 2023**

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

WHEREAS, FFA promotes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success among its members; and

WHEREAS, agricultural education and FFA ensures a steady supply of young professionals to meet the growing needs 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 of purpose to these students who take an active role in succeeding in agricultural education; and

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

NOW, THEREFORE, BE IT PROCLAIMED BY THE KILLINGLY TOWN COUNCIL
that the week of February 18 - 25, 2023 be recognized as FFA Week.

KILLINGLY TOWN COUNCIL
Jason Anderson
Chairman

Dated at Killingly, Connecticut,
this 14th day of February 2023

6c. Proclamation recognizing February 2023 as Black History Month

Mr. Anderson read the following:

**PROCLAMATION RECOGNIZING THE MONTH OF FEBRUARY 2023 AS
BLACK HISTORY MONTH
IN THE TOWN OF KILLINGLY**

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 2023, 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 14th day of February 2023

6d. Proclamation recognizing February 2023 as Teen Dating Violence Prevention and Awareness Month

Mr. Anderson read the following:

**PROCLAMATION RECOGNIZING THE MONTH OF FEBRUARY 2023 AS
TEEN DATING VIOLENCE PREVENTION AND AWARENESS MONTH
IN THE TOWN OF KILLINGLY**

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, Dating Violence Prevention and Awareness Month provides an excellent opportunity for citizens to learn more about preventing 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 2023 as Dating Violence Prevention and Awareness Month in the Town of Killingly.

KILLINGLY TOWN COUNCIL
Jason Anderson
Chairman

Dated at Killingly, Connecticut,
this 14th day of February 2023

7. Unfinished Business for Town Meeting Action: None

8. Citizens' Statements and Petitions:

Donna Bromwell, Bailey Hill Rd, Chair of the Conservation Commission, gave an update on the activities of the Conservation Commission.

9. Council/Staff Comments:

Ms. Murphy asked when the Economic Development Commission would be meeting again. Town Manager Calorio answered that the WPCA would be handling the evaluation.

10. Appointments to Boards and Commissions: None

11. Reports from Liaisons:

11a. Report from the Board of Education Liaison:

Board of Education Liaison Kyle Napierata reported on activities of the Board of Education and the Schools and responded to questions and comments from Councilors.

11b. Report from the Borough Liaison:

Borough Liaison Wakefield reported on various activities of the Borough of Danielson and responded to questions and comments from Councilors.

12. Discussion and Acceptance of Monthly Budget Reports:

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

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

Voice Vote: Unanimous. Motion passed.

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

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

Voice Vote: Unanimous. Motion passed.

13. Correspondence/Communications/Reports:

13a. Town Manager Report

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

14. Unfinished Business for Town Council Action:

14a. Consideration and action on a resolution authorizing the issuance of a letter supporting KB Ambulance's application for non-emergency transportation licensing

Ms. Murphy made a motion, seconded by Mr. whitehead, take agenda item 14a off the table.

Voice Vote: Unanimous. Motion passed.

Discussion followed on the following:

RESOLUTION AUTHORIZING THE ISSUANCE OF A LETTER SUPPORTING KB AMBULANCE'S APPLICATION FOR NON-EMERGENCY TRANSPORTATION LICENSING

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Council Chairman is herein authorized to execute the attached letter of support for KB Ambulance's application to the State for non-emergency transport licensing. Said letter shall be transmitted to the Connecticut Office of Emergency Medical Services for inclusion in KB Ambulance's application.

KILLINGLY TOWN COUNCIL

Jason Anderson

Chairman

Dated at Killingly, Connecticut,
this 14th day of February 2023

There was no motion to adopt the resolution.

15. New Business:

15a. 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 2023-2024 budget ordinance

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

RESOLUTION SETTING THE DATES, TIMES AND PLACES OF THE PUBLIC HEARING, ANNUAL TOWN MEETING AND ADJOURNED ANNUAL TOWN MEETING ALL-DAY MACHINE VOTE ON THE 2023-2024 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

2023-2024 General Government and Education Budgets ordinance, as adjourned from the Town Meeting of May 1, 2023, and such other questions as required by the Town Charter:

Public Hearing: Thursday, April 13, 2023, 7:00 p.m., Killingly High School Auditorium, 226 Putnam Pike, Killingly

Annual Town Meeting: Monday, May 1, 2023, 7:00 p.m., Killingly High School Auditorium, 226 Putnam Pike, Killingly

Adjourned Town Meeting (all-day machine vote):

Date: Tuesday, May 9, 2023

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 14th day of February 2023

Discussion followed.

Voice Vote: Unanimous. Motion passed.

15b. Consideration and action on a resolution to authorize the execution of an Operating Agreement regarding operating costs of the Killingly Sewerage Treatment and other Joint Services between the Town of Brooklyn and the Town of Killingly

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

RESOLUTION TO AUTHORIZE THE EXECUTION OF AN OPERATING AGREEMENT REGARDING OPERATING COSTS OF THE KILLINGLY SEWERAGE TREATMENT PLANT AND OTHER JOINT SERVICES BETWEEN THE TOWN OF BROOKLYN AND THE TOWN OF KILLINGLY

WHEREAS, the Town of Brooklyn has no sewerage treatment facilities and desires to enter into a revised agreement with the Town of Killingly for the treatment of sanitary sewerage, commercial wastewater and industrial wastewater, and

WHEREAS, the Killingly Water Pollution Control Authority voted on January 18, 2023, to recommend approval of said revised agreement, now

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is herein authorized to execute a revised Operating

Agreement with the Town of Brooklyn regarding operating costs of the Killingly Sewerage Treatment Plant and other joint services.

KILLINGLY TOWN COUNCIL
Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 14th day of February 2023

Mr. Grandelski made a motion, seconded by Mr. Kertulla, to adopt agenda items 15c - 15i.
15c. Consideration and action on a resolution authorizing the Town Manager to execute and implement an Affirmative Action Policy Statement

**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 14th day of February 2023

15d. Consideration and action on a resolution authorizing the Town Manager to execute and implement an Armstrong/Walker "Excessive Force" Certification

RESOLUTION TO AUTHORIZE THE EXECUTION OF AN OPERATING AGREEMENT REGARDING OPERATING COSTS OF THE KILLINGLY SEWERAGE TREATMENT PLANT AND OTHER JOINT SERVICES BETWEEN THE TOWN OF BROOKLYN AND THE TOWN OF KILLINGLY

WHEREAS, the Town of Brooklyn has no sewerage treatment facilities and desires to enter into a revised agreement with the Town of Killingly for the treatment of sanitary sewerage, commercial wastewater and industrial wastewater, and

WHEREAS, the Killingly Water Pollution Control Authority voted on January 18, 2023 to recommend approval of said revised agreement, now

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is herein authorized to execute a revised Operating Agreement with the Town of Brooklyn regarding operating costs of the Killingly Sewerage Treatment Plant and other joint services.

KILLINGLY TOWN COUNCIL
Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 14th day of February 2023

15e. 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

RESOLUTION TO AUTHORIZE THE EXECUTION OF AN OPERATING AGREEMENT REGARDING OPERATING COSTS OF THE KILLINGLY SEWERAGE TREATMENT PLANT AND OTHER JOINT SERVICES BETWEEN THE TOWN OF BROOKLYN AND THE TOWN OF KILLINGLY

WHEREAS, the Town of Brooklyn has no sewerage treatment facilities and desires to enter into a revised agreement with the Town of Killingly for the treatment of sanitary sewerage, commercial wastewater and industrial wastewater, and

WHEREAS, the Killingly Water Pollution Control Authority voted on January 18, 2023 to recommend approval of said revised agreement, now

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is herein authorized to execute a revised Operating

Agreement with the Town of Brooklyn regarding operating costs of the Killingly Sewerage Treatment Plant and other joint services.

KILLINGLY TOWN COUNCIL
Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 14th day of February 2023

15f. 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

**RESOLUTION TO AUTHORIZE THE EXECUTION OF AN OPERATING
AGREEMENT REGARDING OPERATING COSTS OF THE KILLINGLY SEWERAGE
TREATMENT PLANT AND OTHER JOINT SERVICES BETWEEN THE TOWN OF
BROOKLYN AND THE TOWN OF KILLINGLY**

WHEREAS, the Town of Brooklyn has no sewerage treatment facilities and desires to enter into a revised agreement with the Town of Killingly for the treatment of sanitary sewerage, commercial wastewater and industrial wastewater, and

WHEREAS, the Killingly Water Pollution Control Authority voted on January 18, 2023 to recommend approval of said revised agreement, now

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is herein authorized to execute a revised Operating Agreement with the Town of Brooklyn regarding operating costs of the Killingly Sewerage Treatment Plant and other joint services.

KILLINGLY TOWN COUNCIL
Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 14th day of February 2023

15g. Consideration and action on a resolution authorizing the Town Manager to execute and implement a Fair Housing Plan

**RESOLUTION TO AUTHORIZE THE EXECUTION OF AN OPERATING
AGREEMENT REGARDING OPERATING COSTS OF THE KILLINGLY SEWERAGE
TREATMENT PLANT AND OTHER JOINT SERVICES BETWEEN THE TOWN OF
BROOKLYN AND THE TOWN OF KILLINGLY**

WHEREAS, the Town of Brooklyn has no sewerage treatment facilities and desires to enter into a revised agreement with the Town of Killingly for the treatment of sanitary sewerage, commercial wastewater and industrial wastewater, and

WHEREAS, the Killingly Water Pollution Control Authority voted on January 18, 2023 to recommend approval of said revised agreement, now

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is herein authorized to execute a revised Operating Agreement with the Town of Brooklyn regarding operating costs of the Killingly Sewerage Treatment Plant and other joint services.

KILLINGLY TOWN COUNCIL

Jason Anderson

Chairman

Dated at Killingly, Connecticut
this 14th day of February 2023

15h. Consideration and action on a resolution affirming a Fair Housing Resolution

**RESOLUTION TO AUTHORIZE THE EXECUTION OF AN OPERATING
AGREEMENT REGARDING OPERATING COSTS OF THE KILLINGLY SEWERAGE
TREATMENT PLANT AND OTHER JOINT SERVICES BETWEEN THE TOWN OF
BROOKLYN AND THE TOWN OF KILLINGLY**

WHEREAS, the Town of Brooklyn has no sewerage treatment facilities and desires to enter into a revised agreement with the Town of Killingly for the treatment of sanitary sewerage, commercial wastewater and industrial wastewater, and

WHEREAS, the Killingly Water Pollution Control Authority voted on January 18, 2023 to recommend approval of said revised agreement, now

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is herein authorized to execute a revised Operating Agreement with the Town of Brooklyn regarding operating costs of the Killingly Sewerage Treatment Plant and other joint services.

KILLINGLY TOWN COUNCIL

Jason Anderson

Chairman

Dated at Killingly, Connecticut
this 14th day of February 2023

15i. 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

**RESOLUTION TO AUTHORIZE THE EXECUTION OF AN OPERATING
AGREEMENT REGARDING OPERATING COSTS OF THE KILLINGLY SEWERAGE
TREATMENT PLANT AND OTHER JOINT SERVICES BETWEEN THE TOWN OF
BROOKLYN AND THE TOWN OF KILLINGLY**

WHEREAS, the Town of Brooklyn has no sewerage treatment facilities and desires to enter into a revised agreement with the Town of Killingly for the treatment of sanitary sewerage, commercial wastewater and industrial wastewater, and

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THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is herein authorized to execute a revised Operating Agreement with the Town of Brooklyn regarding operating costs of the Killingly Sewerage Treatment Plant and other joint services.

KILLINGLY TOWN COUNCIL

Jason Anderson

Chairman

Dated at Killingly, Connecticut
this 14th day of February 2023

Discussion followed.

On agenda items 15c through 15i, voice vote: Unanimous. Motion passed.

16. Council Member Reports and Comments:

Mr. Whitehead gave a report on the Solid Waste Subcommittee.

Ms. Murphy reported on the Ag Commission and the WPCA.

Mr. Wood reported on the NECCOG meeting.

Mr. Kerttula attended the Solid Waste Committee meeting and reported on the Permanent Building Commission.

Mr. Anderson reported on the Housing Authority meeting.

Ms. George attended the Board of Ed meeting.

Ms. Wakefield reported on the Board of Rec meeting.

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

17. Executive Session: None

18. Adjournment:

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

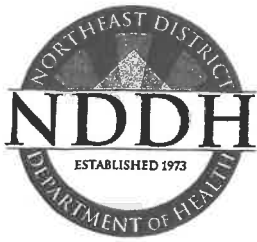
Voice Vote: Unanimous. Motion passed.

The meeting ended at 9:31 p.m.

Respectfully submitted,

Elizabeth Buzalski

Council Secretary



NORTHEAST DISTRICT DEPARTMENT OF HEALTH

69 SOUTH MAIN STREET • UNIT 4 • BROOKLYN, CT 06234
PHONE (860) 774-7350 • FAX (860) 774-1308 • WEB SITE WWW.NDDH.ORG

January 13, 2023

Town of Killingly
Ms. Mary Calorio, Town Manager
172 Main Street
Danielson CT 06239

Dear Ms. Calorio:

At the January 12, 2023, board meeting, the Northeast District Department of Health, Board of Directors discussed the town per capita assessment for the Fiscal Year 2024. The estimated per capita rate may increase up to \$3.75 from \$7.50 to \$11.25 per individual.

The official July 1, 2021, Population Estimates provided by the State of Connecticut, Department of Public Health (*attached*) shows the population for the Town of Killingly remains at 17,742 persons. The town population includes the Borough of Danielson population of 4,160 persons.

Therefore, based on the population estimates, and with a proposed per capita of \$11.25 the anticipated contribution from Killingly to the Northeast District Department of Health for the Fiscal Year 2024 will be \$199,597.50.

In accordance with the NDDH Bylaws, your per capita payments are due to NDDH in two equal installments: August 15, 2023, and December 15, 2023. If you have any questions, please contact your NDDH board representative or Susan Starkey at 860-774-7350, ext. 119.

Thank you.

Sincerely,

Melissa J. Nichols
Financial Manager

Enclosures

Connecticut - Local Health Departments and Districts, October 2022

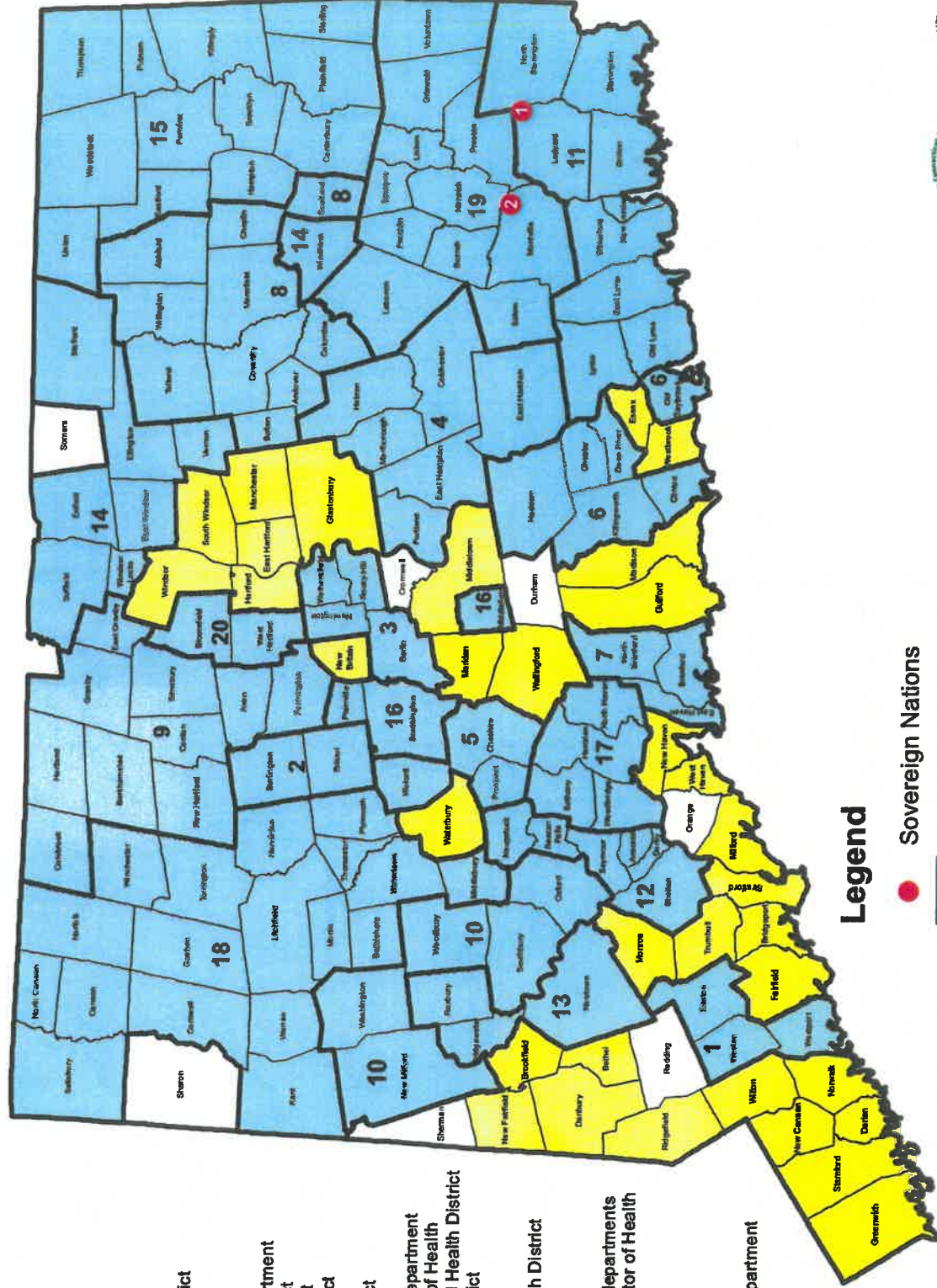
Health Districts*

1. Aspetuck Health District
2. Bristol-Burlington Health District
3. Central Connecticut Health District
4. Chatham Health District
5. Chesprocott Health District
6. CT River Area Health District
7. East Shore District Health Department
8. Eastern Highlands Health District
9. Farmington Valley Health District
10. Housatonic Valley Health District
11. Ledger Light Health District
12. Naugatuck Valley Health District
13. Newtown Health District
14. North Central District Health Department
15. Northeast District Department of Health
16. Plainville-Southington Regional Health District
17. Quinnipiac Valley Health District
18. Torrington Area Health District
19. Uncas Health District
20. West Hartford-Bloomfield Health District

*Health Districts are towns, cities, and boroughs united to form local departments of health and have a full-time Director of Health

Sovereign Nations

1. Mashantucket Pequot Health Department
2. Mohegan Tribal Health



- Legend**
- Sovereign Nations
 - Health District
 - Full-time Municipal Local Health Department
 - Part-time Municipal Local Health Department

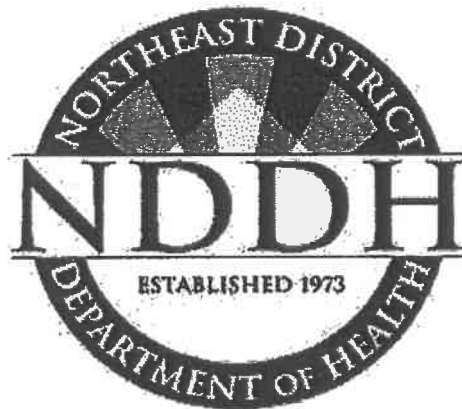


HEALTH DISTRICTS IN CONNECTICUT 2022

Map ID #	DISTRICT NAME	In Order of Formation	MEMBER TOWNS
1	Aspetuck Health District (Formerly Westport-Weston Health District)	1966	Weston, Westport, Easton 5/21
18	Torrington Area Health District	1967	Harwinton, Goshen, Litchfield (Town), Bantam Borough (Litchfield), Litchfield Borough, Morris, Torrington, Cornwall 12/80, Warren 1/81, Winchester 7/83, Bethlehem, Thomaston 7/87, Kent, Salisbury 1/88, Norfolk 3/93, Watertown 7/95, Plymouth 6/98, Canaan 5/01, North Canaan 2/07, Middlebury 6/12
12	Naugatuck Valley Health District	1972	Ansonia, Derby, Seymour, Shelton, Beacon Falls 7/80, Naugatuck 4/85
15	Northeast District Department of Health	1973	Brooklyn, Canterbury, Eastford, Killingly, Danielson Borough (Killingly), Plainfield, Pomfret, Putnam, Sterling, Thompson, Woodstock, Ashford withdrawal 6/04, Hampton, Voluntown 7/85, Voluntown withdrawal 7/92, Union 7/02
7	East Shore Health District	1974	Branford, East Haven, North Branford
14	North Central District Health Department	1974	East Windsor, Ellington, Enfield, Windsor Locks, Suffield 7/84, Vernon 4/93, Windham 4/97, Stafford 7/02
5	Chesprocott Health District	1975	Cheshire, Prospect, Wolcott, Watertown 7/81, Watertown withdrawal 7/95
9	Farmington Valley Health District	1976	Canton, East Granby, Granby, New Hartford, Barkhamsted 7/77, Hartland 3/80, Simsbury 5/87, Farmington 1/92, Colebrook 4/93, Avon 5/93
17	Quinnipiack Valley Health District	1978	Hamden, North Haven, Woodbridge, Bethany 6/06
2	Bristol-Burlington Health District	1979	Bristol, Burlington
	Stafford Health District Dissolved 6/30/02	1979	Stafford, Stafford Springs Borough (unified 1991), Union 10/86
10	Housatonic Valley Health District (Formerly Pomperaug Health District)	1986	Southbury, Woodbury, Oxford 8/89, New Milford 2/22, Washington 3/22
19	Uncas Health District	1988	Montville, Norwich, Sprague 1/06, Bozrah 6/06, Griswold, Lisbon, Voluntown 7/10, Salem 7/14, Lebanon 7/15, Franklin 1/18, Preston 6/19
11	Ledge Light Health District	1993	City of Groton, Town of Groton, Ledyard 5/01, Waterford 5/02, New London 7/05, East Lyme 6/06, Old Lyme 11/16, Stonington 4/17, North Stonington 10/17, Lyme 5/18
13	Newtown Health District	1994	Borough of Newtown, Town of Newtown, Bridgewater, Roxbury 1/06
20	West Hartford-Bloomfield Health District	1995	Bloomfield, West Hartford
3	Central Connecticut Health District	1996	Rocky Hill, Wethersfield; Berlin 6/98, Newington 6/06
8	Eastern Highlands Health District	1997	Bolton, Coventry, Mansfield, Tolland 5/00, Willington 4/01, Ashford 7/04, Andover, Columbia, Chaplin, Scotland 6/05
4	Chatham Health District	2002	East Hampton, East Haddam, Hebron, Marlborough, Portland 7/04, Haddam 4/08, Haddam withdrawal 7/16, Colchester 7/11
	Trumbull Monroe Health District Dissolved 6/30/15	2004	Trumbull, Monroe
6	Connecticut River Area Health District	2006	Clinton, Deep River, Old Saybrook, Haddam 7/16, Chester 7/18; Killingworth 2/22
16	Plainville-Southington Regional Health District	2011	Plainville, Southington, Middlefield 1/19

Northeast District Department of Health

By-Laws



Approved by Board of Health – September 9, 1999
Amended by Board of Health – November 10, 2016
Amended by Board of Health - January 11, 2018
Amended by Board of Health – November 8, 2018

DRAFT

ARTICLE I - GENERAL PROVISIONS

Section 1.

NAME. The organization shall be known as the NORTHEAST DISTRICT DEPARTMENT OF HEALTH, hereinafter referred to as the "Department."

Section 2.

LEGAL STATUS. The Department has been established pursuant to Chapter 368f of the Connecticut General Statutes to serve as a department of health for municipalities whose legislative bodies have voted to become part of a district, hereinafter referred to as the "District." The Department's affairs are managed by a board, hereinafter referred to as the "Board," pursuant to Chapter 368f of the Connecticut General Statutes.

Section 3.

PURPOSE. The purpose of the Department shall be to preserve and improve the status of public health in northeastern Connecticut by (1) upholding and enforcing (a) the Public Health Code of the State of Connecticut and (b) such ordinances and regulations as may be adopted by the Board; and (2) working with other providers of health services in the District to better coordinate existing programs and to plan and implement new health programs.

Section 4.

ELIGIBILITY FOR SERVICE. The services of the Department shall be made available to any person residing within the District, without regard to term of residence or to age, race, color, religion, creed, national origin, sex, marital status, handicap, or disability.

Section 5.

OFFICE OF THE DEPARTMENT. The Department shall maintain an office within the District.

ARTICLE II - DEPARTMENT OBJECTIVES

In furtherance of its purpose to improve the status of public health in northeastern Connecticut, the Department has established and maintains the following principal objectives:

1. To create an environment that will enable the residents of the District to maintain optimal physical and mental health.
2. To cooperate with existing community organizations to encourage the coordination of parallel endeavors, to eliminate duplication in the provision of health services and to extend the scope of available health services.
3. To establish and maintain a continuing program of public education to increase community awareness in matters of health and Department services.
4. To establish and maintain the highest possible standards for the delivery of Department services.
5. To establish a system to periodically collect and analyze pertinent data related to the Department and to plan, develop, and evaluate Department services effectively.
6. To utilize whatever available public and private sources are appropriate to supplement the membership budget of the Department.

ARTICLE III - DEPARTMENT MEMBERSHIP

Section 1.

ADMISSION. The District has been formed by the vote of participating town or boroughs (collectively referred to as municipalities) in accordance with Chapter 368f of the Connecticut General Statutes. The Board may admit other municipalities to the District upon the written request of such municipality or municipalities, provided that each requesting municipality has complied with applicable state laws for such admission, and further provided that the chief executive official of each requesting municipality signs a written acknowledgment that the municipality has received a copy of, and agrees to be bound by, the NDDH Bylaws, as amended.

Section 2.

ANNUAL BUDGET. The Board shall annually establish the budget (hereinafter referred to as the "Budget") for the operation of the District. The Board shall hold a public hearing no later than April 30 on its proposed budget for the ensuing fiscal year. Notice of the hearing shall be published at least two weeks before the hearing in a newspaper having a general circulation in the District. The Board shall establish the Budget for each fiscal year no later than April 30 of the preceding fiscal year, except as may otherwise be required by State law. In the event the Board fails to establish a Budget by the requisite date the Budget for the immediately preceding fiscal year shall be deemed to be the Budget for the current fiscal year unless and until such Budget is adjusted by the Board. To the extent permissible under State law, the Board may adjust the Budget from time to time as may be necessary or appropriate to account for unexpected or unusual circumstances or in the event that a participating municipality joins the District. In adopting the Budget, the Board shall estimate, among other things, the amount of funding that will need to be provided as the annual, total per-capita contribution (hereafter referred to as the "Annual Total Per Capita") from municipalities within the District in accordance with Section 19a-243(c) of the Connecticut General Statutes, as amended.

Section 3.

MEMBERSHIP FEES.

A. **Amount.** Membership in the District shall be conditioned upon the payment of an annual fee and such other fees as may be approved by the Board and allowed under State law. The amount of the annual fee prescribed for each participating municipality by Connecticut General Statutes Section 19a-243(c), as amended, shall be determined by multiplying the Annual Total Per Capita for the applicable fiscal year times the ratio of the population of the municipality to the total population of the District. The population figures used to determine the annual fee for each municipality shall be those established by the State Department of Public Health in its last annual population estimate prior to the determination of the relevant fee. Notwithstanding the foregoing provisions, the annual fee for each participating municipality shall not be less than one dollar (\$1.00) per capita, based upon the same population estimates. In the event that another municipality is permitted to join the District after July 1 of any fiscal year, the Board shall determine an equitable fee for such membership.

B. **Due Dates.** Each participating municipality shall pay fifty percent (50%) of its annual fee by August 15 of the applicable fiscal year, and the remaining fifty percent (50%) by December 15 of that year. *Fees that are not paid within 30 days after the respective due dates shall accrue interest at the annual rate of ten percent (10%) until such time the invoice is paid in full.* The Board may institute a civil action to collect any fees that are more than 30 days overdue, in which event the Department shall be entitled to recover, in addition to the overdue fees and interest as provided herein, all costs of collection, including, but not limited to, court costs, witness fees, and attorneys' fees.

Section 4.

REPRESENTATION. Each municipality in the District shall appoint at least one member to the Board in the manner required by state law. No more than one representative shall be appointed by any municipality having a population of 10,000 or less. Municipalities having more than 10,000 inhabitants

may (but are not obliged to) appoint one additional representative for each additional 10,000 population or part thereof. The population figures used to determine the number of permissible representatives for each municipality shall be those established by the State Department of Public Health in its last annual population estimate prior to such determination. Notwithstanding the foregoing provisions, no municipality shall have more than five (5) representatives. Participating municipalities shall provide official notice to the Board of the selection of any official representatives or alternates by submitting a certified statement of such appointment by the clerk of such municipality. In the event that any participating municipality fails to provide such notice or to appoint at least one representative to the Board, the Board shall allow the chief elected official of such municipality to vote as a member of the Board.

Section 5.

ALTERNATE REPRESENTATION. One alternate representative to the Board may be appointed by each municipality in the District in the manner provided by state law. An alternate representative may vote at a Board meeting and may form part of a quorum only when a regular Board member from the same municipality is absent. Alternates are considered Board members for purposes of committee participation.

Section 6.

FISCAL YEAR. The fiscal year of the Department shall be July 1 through the following June 30.

Section 7.

RECEIPTS. All moneys shall be made payable to the Department and received by the Director of Health or his/her designee for deposit.

Section 8.

DISBURSEMENTS. Except as provided hereafter in this section, any check drawn on the account of the Department will be validated by the signatures of (1) the Director of Health and (2) either a staff member designated by the Director of Health or the Chairperson of the Board. Any check that is in excess of Five thousand dollars (\$5,000) and that has not been specifically approved by the Board must be signed by both the Chairperson and the Director of Health, except as provided hereafter in this section. In the event that either the Chairperson or the Director of Health is unavailable to sign a check when necessary, a member of the Executive Committee of the Board may sign the check in lieu of the unavailable person. If both the Chairperson and the Director of Health are unavailable to sign a check when necessary, any two members of the Executive Committee may sign the check in their stead, but each check must be signed by at least two different, authorized persons. All checks require two signatures. Any unbudgeted expenditure in the amount of three thousand dollars (\$3,000) or more must be approved by the Board of Directors.

Section 9.

TRANSFERS. The Finance Committee shall have the right to transfers funds ranging from \$2,000.00 to \$50,000.00 for the purpose of investment without the approval of the Board of Directors.

Section 10.

STATE MATCHING FUNDS. The Department shall apply quarterly, or as often as required by or appropriate under State law, to the State Department of Public Health to receive such amounts as may be made available by State law.

Section 11.

ACCOUNTS AND AUDIT. The Department shall keep accurate accounts of all receipts and disbursements. These accounts shall be audited annually by a Certified Public Accountant, appointed by the Board during the month of January, as needed, for a period of no more than 3 years. Such audit shall be transmitted to the members of the Board and to each municipality within the District no later than January 1 following the close of the fiscal year for which the audit was conducted.

Section 12.

WITHDRAWAL. Any municipality, by vote passed prior to the first day of January in any year, may withdraw from the District, such withdrawal to become effective on the first day of July following such vote, provided such municipality shall have been a member of the District for at least twenty-four (24) months prior to such vote of withdrawal.

ARTICLE IV - DISTRICT BOARD OF HEALTH

Section 1.

POWERS. The affairs of the Department shall be managed by a board of directors, referred to previously and hereinafter as the Board. The Board shall have all powers authorized and conferred on district boards of health by State law. Such powers, as of the effective date of these By-laws, include, but are not limited to, the following: to sue and be sued; to make and execute contracts and other instruments necessary or convenient to the exercise of the powers of the Department; to make and from time to time amend and repeal rules and regulations to carry out the purposes and objectives of the Department; to acquire real estate; and to have whatever other powers are necessary to properly carry out the responsibilities of the Department as an independent entity of government.

Section 2.

MEMBERSHIP. Each municipality and/or borough which has voted to become part of the District shall, by its duly elected executive body, appoint a representative(s) to serve on the Board, and may appoint an alternate to serve in the absence of this representative, as called for in Article III, Sections 4 and 5.

Section 3.

TERM OF OFFICE. The term of office for members and alternate members of the Board shall be three (3) years. Members and alternate members of the Board may be re-appointed for successive terms.

Section 4.

VACANCIES. The executive body of each municipality in the District shall be requested to fill vacancies within sixty (60) days so that the business of the Board can be conducted in an orderly manner with all municipalities being fully represented.

Section 5.

REGULAR MEETINGS. The Board shall meet during the months of January, April, June, September, and November on the second Thursday of the month and at such other times as required by State law or determined per Section 1 of Article IV.

Section 6.

SPECIAL MEETINGS. The Board shall hold a special meeting at the request of the Chairperson or of at least three (3) Board members (not including alternate members). Such request shall be directed to the Chairperson and may be made orally or in writing and must include the purpose of the meeting. Such special meeting shall be scheduled as soon as possible, but no later than fourteen (14) days after the effective date of such request, with an effort being made to accommodate the schedules of as many Board members as possible.

Section 7.

MEETINGS.

A. **Notice of Meetings.** At least a 24-hour notice of each regular or special meeting is required. The agenda of each such meeting must be posted in the Department's offices at least 24 hours in advance, except that notices of emergency meetings may be given in the manner allowed by Section 1-225 of the Connecticut General Statutes, as amended. Such notices, including the agendas of such meetings, shall

also be mailed, emailed, faxed or delivered to the clerk of each member municipality, as well as to the clerk of any town in which a member borough or city is located. A schedule of regular meetings for each calendar year shall be prepared and filed with the clerks of each member municipality/ borough, as well as with the clerk of any town in which a member borough or city is located, no later than January 31st of the relevant year. Notices of all meetings shall also be provided in any other manner that may be required by state law.

B. Conduct of Meetings. All regular meetings shall be conducted in accordance with the following Order of Business, except as the Board may otherwise expressly decide:

1. Commencement
2. Citizen participation (approximately 15 minutes)
3. Approval of Meeting Minutes
4. Communications
5. Reports
6. Unfinished business
7. New business
8. Adjournment

C. Records of Meetings. The official record of the Board meetings shall be the written and approved minutes. Tapes shall be used for the purpose of preparing the minutes and retained for seven (7) years unless specifically requested in the approval of the minutes or a longer retention period as required by state law. The votes of each member of the Board shall be reduced to writing and made available for public inspection within 48 hours. The votes shall also be recorded in the minutes of the session at which taken, and the minutes shall be made available for public inspection within seven days of the session to which they refer. These procedures are intended to comply with the requirements of Chapter 14 of the Connecticut General Statutes and shall be deemed to be automatically adjusted to comply with any amendment to that statute or other applicable laws.

Section 9.

QUORUM. A minimum of one-half of the total number of member municipalities shall constitute a quorum for the transaction of business at regular or special meetings of the Board.

Section 10.

EXECUTIVE SESSIONS. Executive sessions may be held to the extent allowed and in the manner prescribed by state law, including but not limited to the Freedom of Information Act.

Section 11.

BY-LAWS AND AMENDMENTS. These By-laws shall constitute the official rules and regulations of the District. The By-laws may be amended or repealed by vote of the Board. No proposed amendment or repeal of any of these By-laws shall be voted upon less than one (1) month after they are submitted for consideration. A proposal to amend or repeal any By-laws shall be deemed to be submitted for consideration on the day such proposal is received at the Department's principal office. A copy of any such proposal shall be mailed to all Board members within seven (7) days after the day of receipt. Written notice of the proposed amendment or repeal shall also be included in the notice of the meeting at which the vote on the proposal will be taken. The affirmative vote of at least two-thirds (2/3) of the total number of municipalities in the District shall be required to amend or repeal any provisions of these By-laws.

Section 12.

ROBERT'S RULES OF ORDER. The proceedings at all meetings of the Board shall be governed by Robert's Rules of Order, as they may be amended.

ARTICLE V - COMMITTEES

Section 1.

EXECUTIVE COMMITTEE.

A. Membership. The Executive Committee shall be elected at the September Board of Health meeting and shall consist of the Chairperson, Vice-Chairperson, Chair of the Finance Committee and the Director of Health who shall serve as the Treasurer and Secretary. The Director of Health shall serve without voting power. The Executive Committee may act on routine matters within limits of the Department's By-laws, but may not change other committee structures, personnel policies, develop any ordinance, or make any decisions that are reserved to the full Board pursuant to State law or these By-laws. The Executive Committee shall meet only when necessary, as requested by the Chairperson of the Board. The Executive Committee positions shall be voted on individually.

B. Duties of Executive Committee Members

1. CHAIRPERSON. The Chairperson shall be responsible for assuring the implementing the policies of the Board. Notwithstanding the foregoing provisions, the Chairperson's decisions shall be subject to review and modification or rescission by the Board. In circumstances in which it is not reasonably possible for the Chairperson to seek the approval of the Board in determining whether or how to implement a particular action or policy, the Chairperson may exercise his/her independent judgment, subject to subsequent review by the Board. In carrying out the foregoing responsibilities, the Chairperson may approve or disapprove of any proposal made by the Director of Health regarding actions to be taken to implement Board policy. The Chairperson may also assist in creating a harmonious linkage with officials and agencies in District municipalities. *The Chairperson term limit is three years.*

2. VICE-CHAIRPERSON. In the absence of the Chairperson or in the event of the Chairperson's inability to act, the Vice-Chairperson shall perform the duties of the Chairperson. When so acting, the Vice-Chairperson shall have all the powers of, and shall be subject to all the restrictions upon, the Chairperson. In the event of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties until such time as the Board elects a new Chairperson. The Vice-Chairperson shall perform such other duties as from time to time may be assigned to him/her by the Chairperson or by the Board. *The Vice-Chairperson term limit is three years.*

3. FINANCE COMMITTEE CHAIR. *The Finance Committee Chairperson term limit is five years.*

4. PERSONNEL COMMITTEE CHAIR. *The Personnel Committee Chairperson term is three years.*

5. SECRETARY. The Secretary shall have responsibility for the preparation of agendas, notices, and minutes of all meetings and for the receipt and maintenance of Department correspondence. The Secretary may delegate ministerial duties to Department staff.

6. TREASURER. The Treasurer shall have responsibility for the preparation and maintenance of the Department's financial records. The Treasurer may delegate ministerial duties to Department staff.

Section 2.

STANDING COMMITTEES. There shall be at least three (3) standing special committees: a By-Laws Committee, a Personnel Committee, and a Finance Committee.

A. By-Laws Committee. The By-Laws Committee shall be appointed by the Executive Committee subject to the approval of the Board at the November meeting, with terms to begin at the end of the meeting. It shall consist of no fewer than three Board members. The By-Laws Committee shall

review the Department By-laws at least every three years to assure compliance with the applicable federal, state and local regulations, as well as to make certain that the By-laws concur with stated organizational and program goals. This Committee shall recommend changes in the By-laws for full Board action. The Committee's report and recommendations shall be presented at the November Board meeting

B. Personnel Committee. The Personnel Committee shall be appointed by the Executive Committee subject to the approval of the Board at the November meeting, with terms to begin at the end of the meeting. It shall consist of no fewer than three Board members. The Personnel Committee shall meet annually to conduct a Wage and Benefit analysis for consideration in the upcoming budget planning process. The Personnel Committee shall present recommendations to the Board on all personnel policies. Such recommendations shall be made with the advice of the Director of Health.

C. Finance Committee. The Finance Committee shall be appointed by the Executive Committee subject to approval of the Board at the November meeting, with terms to begin at the end of the meeting. It shall consist of no fewer than three Board members. The duties of the Finance Committee shall include the following:

1. Monitor fiscal transactions of the Department;
2. Review program and grant proposal budgets prior to their submission to the Board and funding sources;
3. Recommend annual operating budget to the Board; and
4. Represent the Department on fiscal matters before appropriate organizations, government bodies, etc.

Section 3.

NOMINATING COMMITTEE. At the June meeting, the Chairperson shall appoint one member and the Board shall elect two additional members to serve on a Nominating Committee for the election of the Chairperson and Vice Chairperson at the September meeting. The Nominating Committee shall submit a written report at least thirty (30) days prior to the September meeting, and a copy of the report shall be mailed to each Board member with the notice of the September meeting.

Section 4.

OTHER COMMITTEES. The Executive Committee of the Board shall appoint any other committees deemed necessary to carry out the objectives of the Board, subject to the approval of the Board.

ARTICLE VI- EMPLOYEES

Section 1.

EMPLOYMENT OF PROFESSIONAL STAFF. The Board, upon the recommendation of the Personnel Committee and in compliance with the requirements of state law, shall appoint a Director of Health when a vacancy occurs. It will be the direct responsibility of the Director of Health to select, hire or fire other personnel in agreement with the approved Personnel Policies.

Section 2.

DIRECTOR OF HEALTH. The Director of Health, subject to the policy directives of the Board, the Public Health Code, and other applicable state laws and regulations, shall be responsible for the day-to-day operation of the Department. In addition, the Director of Health shall be responsible for the employment, training, supervision and tenure of all employees, subject to such rules, regulations or procedures as may be established by the Board, the State Department of Public Health, or other officials or agencies having jurisdiction.

Section 3.

EVALUATION OF THE DIRECTOR OF HEALTH. The Board, in Executive Session at the January meeting, shall evaluate the Director of Health in regard to his/her actions and effectiveness in carrying out the objectives of the Department and these By-laws. Such evaluation shall be discussed with the Director of Health, and a written summary of the evaluation shall become part of the personnel records of the Department.

Section 4.

PERSONNEL POLICIES. The Board shall be responsible for the adoption of Personnel Policies and any amendments or revisions thereto. The Director of Health shall be responsible for the development of personnel procedures to implement these policies. Personnel Policies may be reviewed every three years in April, but they may be reviewed at any time by request of a majority of the staff, or at such time as the Board may determine.

Section 5.

MEDICAL ADVISOR. At its June meeting, the Board members shall appoint a Medical Advisor for a term of three years. The Medical Advisor must be a doctor of medicine who is licensed to practice in Connecticut.

Section 6.

DEPUTY MEDICAL ADVISOR(S). By joint agreement of the Board and the Medical Advisor, one or more Deputy Medical Advisors may be appointed to assist the Medical Advisor in all unofficial duties. The term of any Deputy Medical Advisor shall not expire any later than the term of the Medical Advisor for whom such Deputy was appointed.

ARTICLE VII - MISCELLANEOUS

Section 1.

INTERPRETATION. It is intended that the provisions of these By-laws be reasonably and liberally constructed to effectuate the purposes and objectives of the Department. The provisions of these By-laws shall be severable. These By-laws shall not be interpreted to be in conflict with any Federal, State or Local Law. If any court having jurisdiction declares any phrase, clause, sentence or provision of these By-laws to be invalid, void or illegal, such decision shall not be deemed to affect the validity of the remainder of these By-laws.

Section 2.

ATTENDANCE. Members of the Board shall each be expected to make a good-faith effort to attend all Board meetings, either in person, via conference call or virtual meeting. In the event of 3 unexplained absences of a Board member in any calendar year, the Board shall contact the appointing authority of such member to express its concern. An explained absence is one in which the Board member contacts the Department prior to the relevant meeting to advise that he/she will be unable to attend the meeting and that he/she has contacted any alternate representative who may have been appointed by the same municipality.

Section 3.

ATTENDANCE BY CONFERENCE CALL. ~~Board members can only attend by conference call two times a year. The primary Board member takes precedence over the alternate board member.~~

Section 4.

VOTING BY CONFERENCE CALL. Casting a vote via conference call is allowed only if the Alternate Board representative is not available to attend the meeting in person.

Section 5.

VOTING BY ABSENTEE BALLOT. Absentee voting will only be allowed if the Alternate Board member is not available to attend the meeting. Absentee votes must be date stamped by NDDH staff and received prior to the scheduled meeting. Any and all absentee votes will be null and void if any changes take place to the original motion.

Section 6.

CONFLICT OF INTEREST. No Board member shall participate in any official deliberations or decision by the Board, by the Executive Committee, or by any other committee or subcommittee of the Board, on any matter in which that Board member is directly or indirectly interested in a personal or financial sense. For purposes of this section, the phrase "directly or indirectly interested in a personal or financial sense" shall be interpreted to have the same meaning as it does in Chapter 10 Section 1-83 of the Connecticut General Statutes.

Section 7.

STATEMENT OF CONFIDENTIALITY. The Department and the Board carry out duties that occasionally require them to obtain or receive information that would ordinarily and reasonably be expected to be confidential. It is understood that Board members and Department staff should obtain such confidential information only to the extent needed to fulfill their duties, and that Board members and Department staff should share or discuss that data only with other Board members or Department staff who reasonably need the information to carry out their responsibilities. In no instance should confidential information be mentioned to any other persons, except as may be specifically required by law, nor should such information be discussed where it could be overheard by any other persons. A statement of understanding of confidentiality shall be signed by each Board member and Department staff member.



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
Health Statistics and Surveillance,
Surveillance Analysis and Reporting Unit

Ned Lamont
Governor

Manisha Juthani, MD
Commissioner

ESTIMATED POPULATIONS IN CONNECTICUT AS OF JULY 1, 2021

Population estimates for Connecticut's eight counties and 169 towns for 2021 were prepared for distribution by the Connecticut Department of Public Health (DPH), Surveillance Analysis and Reporting Unit within the section of Health Statistics and Surveillance. These estimates constitute the basis of birth, death, and other population-based rates for 2021 and forward.

Method of Estimation

County and town population estimates for July 1, 2021 were released by the U.S. Census Bureau's (USCB) Population Estimates Program in May 2022.^(1,2,3) Vintage 2021 estimates for state, county, town, and borough were adopted as official state population estimates without modification.

USCB adopted new methods to estimate national, state, county, and town population estimates for Vintage 2021. In previous years, the most recent decennial census was used as the base, or starting point, for the annual time series of population estimates. Due to delays in availability of the Decennial 2020 Census results, an alternative approach was used for the Vintage 2021 series that blends data from different sources when estimating national, state, and county populations. Likewise, the USCB methods used to estimate sub-county (town) populations were also adjusted to reflect the limited availability of traditional data sources.

2021 Population Estimates

The July 1, 2021 population estimate for the state of Connecticut is 3,605,597.^(3,4) The 2021 estimate was 2,149 persons higher than the July 1, 2020 population estimate of 3,603,448.^(5,6) Population estimates for Connecticut's counties and towns are given in the attached table.

ESTIMATED POPULATION OF CONNECTICUT AS OF JULY 1, 2021

Estimated Population	Change in Population, 2020-2021	
	Number	Percent
3,605,597	2,149	0.06%



FACT SHEET ON DISTRICT DEPARTMENTS OF HEALTH IN CONNECTICUT

FACT SHEET ON DISTRICT DEPARTMENTS OF HEALTH IN CONNECTICUT • August 2016

The following information has been put together to help educate community members on what a health district is and the benefits to your town joining or forming a health district in Connecticut.

What is a district department of health?

A district department of public health or "health district" is a regional public health department formed by two or more municipalities to provide local public health services. A health district is a separate governmental entity from the town it serves. There are many benefits to being a member town of a health district. (See attached – Benefits as a Member Town of a Health District.)

What laws govern health districts?

The laws that govern health districts in Connecticut are found in the Connecticut General Statutes (CGS) Sections 19a-240 through 19a-246. CGS can be found on the following web address:

https://www.cga.ct.gov/current/pub/title_19a.htm

The following is a listing of the CGS section numbers and titles under Title 19a, Chapter 368f, District Departments of Health:

Section 19a-240	Definition of "board".
Section 19a-241	Formation of district departments. Board.
Section 19a-242	Appointment of Director of Health. Removal. Sanitarians. Authorized agent.
Section 19a-243	District rules and regulations. Powers of district. Meetings. Expenses.
Section 19a-244	Qualifications, term and duties of director of health. Employees.
Section 19a-245	Reimbursement by the state.
Section 19a-246	Withdrawal from district.

Is there any financial assistance available from the state?

Yes, legislation passed by the General Assembly in 1963 makes it possible for a health district to receive state aid annually in the amount of \$1.85 per capita to each health district with a population of 50,000 or more, or serves three (3) or more municipalities irrespective of total population (CGS Section 19a-245).

What public health services are required of a health district?

Each district department of health and municipal department of health shall ensure the provision of a basic health program pursuant to CGS Section 19a-207a. (See attached – Basic Health Program.)

What are the professional qualifications for a district director of health?

The district director of health may be a licensed physician and hold a degree in public health from an accredited school, college, university or institution or hold a graduate degree in public health from an accredited school, college or institution (CGS Section 19a-244). He or she would be appointed by the governing board of the district, with the approval of the Commissioner of Public Health (CGS Section 19a-242).

How is the decision made to join the form or health district?

Towns, cities and boroughs, by vote of their legislative bodies, after a public hearing may unite to form a health district or vote to join an existing health district (CGS Section 19a-241).

What happens to the employees of a municipal health department when the municipality joins a health district?

- a) The municipal director of health appointment is terminated (CGS Section 19a-242).
- b) Full-time employees including the former full-time municipal director of health become employees of the health district, but may continue to participate and retain their rights and benefits in the municipal pension system without interruption until their retirement (CGS Section 19a-244).

Can a town withdraw from the health district if it so desires?

Yes, a town can withdraw by voting to do so, providing it has been a member of the district for a least 24 months prior to such vote of withdrawal (CGS Section 19a-246).

How would a health district be managed?

A district board of health, like a board of directors of a company, would manage the affairs of the district and would appoint the director of health with the approval of the Commissioner of Public Health. It would be the function of the board of health to establish by-laws and promote reasonable rules and regulations for the promotion of general health within the health district, not in conflict with any law or with the Connecticut public health code (CGS Section 19a-243).

How many members would there be on a district board of health, and who appoints them?

The size of the district board of health is related to population. Appointments are made by the board of selectmen or other appropriate legislative bodies (such as city council). One representative is appointed from each municipality in the district. If a municipality has a population of more than 10,000, the municipality is eligible for one additional representative for each additional 10,000 in population, or part thereof. However, no municipality may have more than five (5) representatives. (CGS Section 19a-241).

At the present time, how many health districts are in operation in Connecticut?

There are presently twenty (20) health districts in Connecticut. (See map attached.)

If I have additional questions regarding health districts, who can I contact?

You may contact the Office of Local Health Administration of the Connecticut Department of Public Health, 410 Capitol Avenue, P.O. Box 340308, Hartford, CT 06134-0308; Telephone (860) 509-7660; Email OLHA.DPH@ct.gov.



BASIC HEALTH PROGRAM

OFFICE OF LOCAL HEALTH ADMINISTRATION • August 2016

CGS Sec. 19a-207a. Basic health program.

Each district department of health and municipal health department shall ensure the provision of a basic health program that includes, but is not limited to, the following services for each community served by the district department of health and municipal health department:

- (1) Monitoring of health status to identify and solve community health problems;
- (2) Investigating and diagnosing health problems and health hazards in the community;
- (3) Informing, educating and empowering persons in the community concerning health issues;
- (4) Mobilizing community partnerships and action to identify and solve health problems for persons in the community;
- (5) Developing policies and plans that support individual and community health efforts;
- (6) Enforcing laws and regulations that protect health and ensure safety;
- (7) Connecting persons in the community to needed health care services when appropriate;
- (8) Assuring a competent public health and personal care workforce;
- (9) Evaluating effectiveness, accessibility and quality of personal and population-based health services; and
- (10) Researching to find innovative solutions to health problems.



BENEFITS AS A MEMBER TOWN OF A HEALTH DISTRICT

OFFICE OF LOCAL HEALTH ADMINISTRATION • August 2016

1. A professional department staffed with trained and certified personnel with expertise in a wide variety of public health areas
2. Improved availability of services: seven days a week, 24 hours a day for emergencies
3. Reduction of fragmented services
4. Uniform enforcement of state laws, regulations, codes, and ordinances
5. Regional approach to address public health problems that cross town lines
6. Ability from member towns to pool staff, resources, and services in times of need
7. Greater capability and capacity to address a wider scope of public health concerns
8. Increased efficiency and utilization of resources through collaborative problem identification, priority setting, and coordination
9. Increased eligibility for additional state and federal funding thereby bringing dollars to the local level that might not otherwise be possible
10. Enhanced networking opportunities for your town to develop partnerships with other local health departments and state agencies

**PROCLAMATION RECOGNIZING THE MONTH OF MARCH 2023 AS
WOMEN'S HISTORY MONTH IN THE TOWN OF KILLINGLY**

WHEREAS American women of every race, class, and ethnic background have made historic and heroic contributions towards the growth and strength of our Nation in countless recorded and unrecorded ways.;

WHEREAS American women have played a unique role throughout the history of our Nation by fighting for equality while continuing to be instrumentally critical to their economic and cultural growth while combating discrimination and still fulfilling social roles and the labor force both inside and outside of the home.;

WHEREAS American women have served our country courageously amongst our military branches, obtain higher graduate degrees, become great leaders of companies and serve in our governmental offices.;

WHEREAS despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American history.;

WHEREAS, in 1980, President Carter officially declared the week of March 8th to be National Women's History Week. Due to growing popularity, increased education, and Congressional Resolutions, in 1987 President Ronald Reagan passed a proclamation that March be recognized as Women's History Month.

NOW, THEREFORE be it Proclaimed, the Killingly Town Council does hereby recognize the month of March 2023, as Women's History Month, which is a time for expressing gratitude, a time to honor their strength, defeats and triumphs and their passion to stand up for equality. The contributions women have made to our towns, states and nation are heroic.

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut,
this 21st day of March 2023



Killingly Conservation Commission

◆ 2022 ENVIRONMENTAL AWARD ◆

Presented to

Jean M. Mountford

For Exceptional Dedication
in Developing the
Litchfield Avenue Conservation Area.



Killingly Conservation Commission
Town of Killingly



Killingly Conservation Commission

◆ 2022 ENVIRONMENTAL AWARD ◆

Presented to

Girl Scout Troop #60581

For their Volunteer Work

at the

Litchfield Avenue Conservation Area.



Killingly Conservation Commission

Town of Killingly

Interview Candidates for Boards and Commissions

Board & Commissions Reappointments

Historic District Commission

Margaret Weaver, 175 Thompson Pike, Killingly

Ms. Weaver is interested in being re-appointed as a Regular Member of the Historic District Commission. Her term would run from 04/01/2023 through 03/31/2028.

Ms. Weaver attendance over the course of her appointment has been consistent with minimal absenteeism. Since her appointment in 2018, she has been absent with notice once.

Historic District Commission has 1 Alternate member vacancy.

Agricultural Commission

There is currently 1 Regular Member and 2 Alternate vacancies available.

The Regular Term runs for 3 years. The available terms would run as follows:

1. from 11/1/2020 through 10/31/2023

The Alternate Term runs for 3 years. The available terms would run as follows:

1. from 11/1/2020 through 10/31/2023
2. from 11/1/2021 through 10/31/2024

Dana Hopkins, 26 Bear Hill Rd (POB 8), E. Killingly

Mr. Hopkins is interested in being appointed to be a Regular Member of the Agricultural Commission. Previously, he has held an appointment as an Alternate Member. His attendance has been consistent within his last appointment.

Conservation Commission

There is currently 1 Regular Member and 1 Alternate vacancy available.

The Regular Term runs for 5 years. The available terms would run as follows:

1. from 03/01/2023 through 2/28/2028

The Alternate Terms runs for 2 years. The available terms would run as follows:

1. 11/01/2021 through 10/31/2023

Claudette Rogers, 294 Putnam Pike, Dayville

Ms. Rogers is interested in being appointed to be a Regular Member of the Conservation Commission. She had been appointed as an Alternate Member in December 2022. Her attendance since her appointment has been consistent.

New Applicants to Boards & Commissions

Inlands Wetlands Water Commission

There are currently 3 Regular Member and 2 Alternate vacancies available.

The Regular Terms runs for 3 years. The available terms would run as follows:

1. from 5/1/2022 through 4/30/2025
2. from 5/1/2020 through 4/30/2023 (2 vacancies with this time frame)

The Alternate Terms runs for 2 years. The available terms would run as follows:

1. from 9/1/2022 through 8/30/2024
2. from 9/1/2021 through 8/30/2023

Chris McDonald, 523 Squaw Rock Road Ext, Danielson

Mr. McDonald is interested in being appointed to be a Regular Member of the Inlands Wetlands Water Commission.



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: Feb. 16, 2023

NAME: Margaret M. Weaver



Physical Address:

175 Thompson Pike Dayville, CT 06241

Mailing Address:

175 Thompson Pike Dayville, CT 06241

Best phone contact: Cell: 860-374-1911 Home: _____

***EMAIL:** margaretmweaver@gmail.com

PARTY AFFILIATION: ☒ Republican ☐ Democrat ☐ Unaffiliated/Other

Are you a registered voter? ☒ Yes ☐ No

Currently a member of the (name commission) Historic District Commission

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

Margaret M. Weaver
(signature)

TOWN MANAGERS OFFICE TO COMPLETE

Attendance Current Year 2023 Attendance Previous Year Missed mtg in term



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: 2-8-23

NAME: Dana H. Hopkins

Physical Address:

(farm) 975 Hartford Pike Dayville residential
24 Bear Hill

Mailing Address:

Po Box 8 E. Killingly 06243

Best phone contact: Cell: 860-630-0162 Home: _____

*EMAIL: hopkinslossing@hotmail.com

PARTY AFFILIATION: ☐ Republican ☐ Democrat ☒ Unaffiliated/Other

Are you a registered voter? ☒ Yes ☐ No

Currently a member of the (name commission) Ag Commission

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

[Signature]
(signature)

TOWN MANAGERS OFFICE TO COMPLETE

Attendance Current Year _____ Attendance Previous Year _____

per A. Brady - Has attended all meetings, aside from early
Virtual (Covid) mtgs. He is active & attends regularly
address/party/votes confirmed.



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: 3/7/23

Interview Time: 7pm

Action Taken:

All Actions Completed: ☐ Yes ☐ No

Boards & Commissions Questionnaire

Date: 2-24-23

Name: Claudette Rogers
Residence Address: 294 Putnam Pike
Mailing Address: same
Occupation: Bus Driver
Phone Number: Home: Business: Cell: 860 617 0668
E-Mail Address: claudettesweb35@gmail.com

- How long have you lived in Killingly? 44
- Are you a registered voter of the Town of Killingly? ☒ Yes ☐ No:
- What is your party affiliation? ☐ Republican ☐ Democrat ☒ Unaffiliated/Other
- Which Board or Commission appointment are you seeking? Conservation
- Would you prefer a regular position, alternate position, or it doesn't matter. (Please circle one)
- Why are you seeking appointment to this Board or Commission? To help out with building conservation in this town
- What is your experience or knowledge regarding this Board or Commission? I have been attending conservation events for years
- State your philosophy in regard to this Board or Commission: I would love to see the community out in nature more for their health and environment knowledge.
- Boards and Commissions meet a minimum of 15 times per year; more if there are special meetings or projects. Therefore, it is required for all members to be in attendance to insure a quorum. Are you able to devote this amount of time? ☒ Yes ☐ No

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

If yes, how many times in the past twelve months? 5 and 1 on-line

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

If yes, please explain: _____

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

If yes, please explain: _____

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

If yes, please explain: _____

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

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

1. _____

2. _____

3. _____

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



TOWN OF KILLINGLY

TOWN MANAGER'S OFFICE

172 Main Street, Killingly, CT 06239
Tel: 860-779-5335 Fax: 860-779-5382

FOR OFFICE USE ONLY

Interview Date: 3/7/2023

Interview Time: 7pm

Action Taken:

All Actions Completed: ☐ Yes ☐ No



Boards & Commissions Questionnaire

Date: 2-7-23

Name: Christopher McDonald

Residence Address: 523 Squaw Rock Rd EXT

Mailing Address: 523 Squaw Rock Rd EXT

Occupation: Maintenance

Phone Number: Home: Business: Cell: 508-989-0452

E-Mail Address: CMCDONALD15 @ Gmail.com

1. How long have you lived in Killingly? 24 yrs

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? Inland-wetlands

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? Interested in wetlands

7. What is your experience or knowledge regarding this Board or Commission?

Board of Public Works Town of Fairhaven Mass

8. State your philosophy in regard to this Board or Commission:

To protect wetlands -

Conversion Road
Killingly CT

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

party ✓
voter ✓
Address ✓

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: Connecticut Board

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

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

1. _____

2. _____

3. _____

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



TOWN OF KILLINGLY

FINANCE DEPARTMENT

172 Main Street, Killingly, CT 06239

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

Finance Department Budget Review

February 28, 2023

To: Mary Calorio, Town Manager

February 2023 Revenues

The Town's fiscal year 2022-2023 collections continue to be within expectations at 81.64% of the overall budget for general town revenue. In the prior year, February 2022 revenue collections represented 79.96%. Tax collections continue to remain within expectations. Revenues for building permits and conveyance tax continue to exceed expectations due to the current market conditions. Furthermore, year to date building permits include permits collected related to the Frito lay expansion project. In addition, the Town has received various State of CT grant payments for municipal stabilization, adult education, and educational cost sharing. The Town received additional funds included in municipal stabilization for municipal revenue sharing that was not committed to the Town at the time of the fiscal year 2023 budget process.

February 2023 Expenditures

Budget to actual results for total Town operations and debt service expenditures are currently at 62.43% for the month of February 2023, compared to 55.91% in the prior year (February 2022). There were no expenditure line items that have exceeded expectations in terms of current month expenditures with significant year to date utilization. Capital Outlay transfers for amounts Due to CNR have been made for the year in this past current month as planned, based on those amounts which were budgeted for the year. These line items likewise reflect a 100% utilization which is within our budgeted expectations as no other expenditures will be made from these line items. Overall line items that have had significant year to date utilization as discussed in the prior months are as follows:

Prior Month(s) Discussion:

1. Town Hall Building - Contractual Services

Current month costs include a service call related to the Town Hall Building heating and cooling system that was outside the scope of the Town's contracted maintenance agreement. In addition, during the current year, the Town entered into an agreement for pest management services for regular insect control. At this time, it is anticipated that overall annual costs will remain within budgeted expectations.

2. Highway Maintenance- Materials and Supplies

Current expenditures reflect purchases for supplies for line striping and drainage projects on various Town roadways for repairs conducted during the summer/fall season. These costs were planned initiatives reflective of what has been approved in the current year budget.

February 2023 Expenditures (Continued)

Prior Month(s) Discussion (Continued):

3. Highway Winter Maintenance – Materials and Supplies
Year to date costs represent commitments made for road treatment products (salt and sand) for the upcoming winter season. Overall costs are expected to remain within budgeted expectations.
4. Building Safety & Inspections – Contractual Services
Year to date costs include the purchase of knowledge and reference materials related to updated code books released by the State in October 2022
5. Town Manager - Contractual Services
Year to date costs represent annual dues and subscriptions which become due and payable for the entire fiscal year. The year-to-date budget to actual is consistent with expectations and the prior year.
6. Assessor – Contractual Services
Consistent with budget expectations, year to date budget to actual includes costs related to knowledge and reference materials, such as motor vehicle pricing guides, necessary for departmental operations.
7. Registration/Elections - Contractual Services
Current expenditures represent the costs associated with the annual maintenance contract for the Town's voter/elections systems is renewable each fiscal year in July.
8. 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.
9. 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.
10. Town Commissions and Service Agencies
Current expenditures are paid quarterly, semi-annually or as requested for the Town's Commissions and Service Agencies.
11. 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 with budgeted expectations.
12. 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.
13. 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.

February 2023 Expenditures (Continued)

Prior Month(s) Discussion (Continued):

14. Public Library - Contractual Services

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

15. 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.

16. 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.

17. Employee Benefits

The Town's portion of the contributions made to certain employee's health savings accounts as required by contract are made in July and January each year. Current costs do date remain consistent within budgeted expectations.

18. 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 February 28, 2023

REVENUE ITEM	Fiscal Year 2022-2023		
	Budget	February	Percent
TAXES			
Current Property Taxes	37,509,792	30,724,090	81.91%
Back Taxes	520,000	309,709	59.56%
Penalty Fees	6,500	4,118	63.36%
Tax Interest	275,000	165,102	60.04%
Supplemental Motor Vehicle	375,000	366,726	97.79%
Remediation Financing	(150,595)	(75,298)	50.00%
TOTAL	\$38,535,697	31,494,447	81.73%
LICENSES & PERMITS			
Building Permits	235,000	535,985	228.08%
P&Z Permits	17,000	5,732	33.72%
Other Permits	12,000	7,475	62.29%
Airplane Tax	1,500	1,850	123.33%
TOTAL	\$265,500	\$551,042	207.55%
FINES & FEES			
Library Fines & Fees	10,000	5,422	54.22%
Alarm Reg Fees and Fines	6,000	4,125	68.75%
Dog Licenses	500	2,261	452.20%
TOTAL	\$16,500	\$11,808	71.57%
USE OF MONEY & PROPERTY			
Interest Income	85,000	246,970	290.55%
Louisa E. Day Trust	60	-	0.00%
Thomas J. Evans Trust	30	-	0.00%
Sewer Plant Lease	-	8,000	100.00%
Communication Tower Lease	116,000	64,346	55.47%
TOTAL	\$201,090	\$319,316	158.79%
STATE GRANTS IN LIEU OF TAXES			
State-Owned Property	237,555	237,555	100.00%
Disability Exemption	5,096	5,415	106.27%
Veteran's Exemption	9,916	11,000	110.93%
Municipal Stabilization Grant	268,063	528,621	197.20%
	\$520,630	\$782,591	150.32%
OTHER STATE GRANTS			
Municipal Grants - In - Aid	1,228,578	-	0.00%
Connecticard	-	-	0.00%
Adult Education	109,923	78,598	71.50%
TOTAL	\$1,338,501	\$78,598	5.87%

TOWN OF KILLINGLY
Estimated Revenue Detail
Monthly Report Through February 28, 2023

REVENUE ITEM	Fiscal Year 2022-2023		
	Budget	February	Percent
CHARGES OF SERVICE			
Community Development	65,000	-	0.00%
Town Clerk	200,000	88,563	44.28%
Conveyance Tax	260,000	198,110	76.20%
Elderly Housing - Sewer PILOT	29,498	-	0.00%
Recreation	136,000	47,202	34.71%
District Collections	15,286	-	0.00%
TOTAL	705,784	333,875	47.31%
OTHER REVENUES			
Miscellaneous	85,000	115,735	136.16%
Sewer Assessment Fund	15,000	-	0.00%
Sewer Operating Fund	2,280,023	2,280,023	100.00%
PILOT - Telecommunications	43,000	-	0.00%
Law Enforcement - SRO Reimbursement	84,000	-	0.00%
School Capital Contribution	213,750	204,300	95.58%
TOTAL	2,720,773	2,600,058	95.56%
GENERAL TOWN REVENUE	\$44,304,475	\$36,171,735	81.64%
SCHOOL			
Educational Cost Sharing	15,245,633	7,622,816	50.00%
Vocational Agriculture	645,860	550,338	85.21%
Non-Public School - Health	24,357	24,795	101.80%
Tuition:			
Regular	1,381,965	894,156	64.70%
Special Ed-Voluntary	250,000	126,925	50.77%
Vocational-Agriculture	941,574	715,928	76.04%
TOTAL	\$18,489,389	9,934,957	53.73%
Fund Balance	2,045,000	-	0.00%
	64,838,864	46,106,693	71.11%

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through February 28, 2023

Expenditure	Fiscal Year 2022-2023			
	Budget	Transfers	February	Percent
<u>GENERAL GOVERNMENT</u>				
Town Council				
Personnel Services	13,500	-	7,875	58.33%
Contractual Services	30,500	-	16,762	54.96%
Materials and Supplies	800	-	84	10.47%
Total	<u>\$44,800</u>	<u>\$0</u>	<u>\$24,721</u>	<u>55.18%</u>
Town Manager				
Personnel Services	268,305	-	138,302	51.55%
Contractual Services	23,850	-	12,141	50.90%
Materials and Supplies	2,500	-	365	14.59%
Total	<u>\$294,655</u>	<u>\$0</u>	<u>\$150,807</u>	<u>51.18%</u>
Legal Services				
Contractual Services	99,200	-	53,344	53.77%
Total	<u>\$99,200</u>	<u>\$0</u>	<u>\$53,344</u>	<u>53.77%</u>
Town Clerk				
Personnel Services	168,010	-	110,197	65.59%
Contractual Services	32,250	-	16,533	51.27%
Materials and Supplies	1,800	-	911	50.61%
Total	<u>\$202,060</u>	<u>\$0</u>	<u>\$127,642</u>	<u>63.17%</u>
Finance				
Personnel Services	250,070	-	184,888	73.93%
Contractual Services	55,710	-	22,465	40.32%
Materials and Supplies	1,600	-	790	49.38%
Total	<u>\$307,380</u>	<u>\$0</u>	<u>\$208,143</u>	<u>67.72%</u>
Assessor				
Personnel Services	184,105	-	116,371	63.21%
Contractual Services	7,620	-	6,296	82.62%
Materials and Supplies	1,300	-	771	59.30%
Total	<u>\$193,025</u>	<u>\$0</u>	<u>\$123,438</u>	<u>63.95%</u>
Revenue Collection				
Personnel Services	200,925	-	135,491	67.43%
Contractual Services	33,660	-	10,444	31.03%
Materials and Supplies	2,000	-	1,236	61.78%
Total	<u>\$236,585</u>	<u>\$0</u>	<u>\$147,171</u>	<u>62.21%</u>
Registration/Elections				
Personnel Services	57,000	-	33,635	59.01%
Contractual Services	15,750	-	15,284	97.04%
Materials and Supplies	500	-	734	146.82%
Total	<u>\$73,250</u>	<u>\$0</u>	<u>\$49,653</u>	<u>67.79%</u>
Town Comm. & Service Agencies				
Contractual Services	82,282	-	54,486	66.22%
Total	<u>\$82,282</u>	<u>\$0</u>	<u>\$54,486</u>	<u>66.22%</u>

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through February 28, 2023

Expenditure	Fiscal Year 2022-2023			
	Budget	Transfers	February	Percent
Planning and Development				
Personnel Services	257,090	-	157,117	61.11%
Contractual Services	6,800	-	2,240	32.94%
Materials and Supplies	1,000	-	740	73.97%
Total	\$264,890	\$0	\$160,097	60.44%
Information Technology				
Contractual Services	227,340	-	188,056	82.72%
Total	\$227,340	\$0	\$188,056	82.72%
Town Hall Building				
Personnel Services	18,500	-	9,863	53.31%
Contractual Services	67,180	-	55,819	83.09%
Materials and Supplies	3,700	-	2,174	58.75%
Capital Outlay	20,569	-	20,569	100.00%
Total	\$109,949	\$0	\$88,424	80.42%
Economic Development				
Personnel Services	90,000	-	60,524	67.25%
Contractual Services	9,100	-	7,618	83.71%
Materials and Supplies	500	-	444	88.88%
Total	\$99,600	\$0	\$68,586	68.86%
Highway Division Supervision				
Personnel Services	205,145	-	125,432	61.14%
Contractual Services	6,070	-	2,706	44.57%
Materials and Supplies	600	-	239	39.85%
Capital Outlay	11,714	-	11,714	100.00%
Total	\$223,529	\$0	\$140,091	62.67%
Engineering				
Personnel Services	416,153	-	232,918	55.97%
Contractual Services	14,550	-	5,749	39.51%
Materials and Supplies	10,000	-	4,394	43.94%
Capital Outlay	11,274	-	11,274	100.00%
Total	\$451,977	\$0	\$254,336	56.27%
Central Garage				
Personnel Services	245,975	-	152,847	62.14%
Contractual Services	123,800	-	48,307	39.02%
Materials and Supplies	310,200	-	200,077	64.50%
Capital Outlay	6,067	-	6,067	100.00%
Total	\$686,042	\$0	\$407,298	59.37%
Highway Maintenance				
Personnel Services	892,850	-	551,611	61.78%
Contractual Services	55,250	-	17,107	30.96%
Materials and Supplies	74,750	-	44,565	59.62%
Capital Outlay	1,659,145	-	1,659,145	100.00%
Total	\$2,681,995	\$0	\$2,272,428	84.73%

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through February 28, 2023

Expenditure	Fiscal Year 2022-2023			
	Budget	Transfers	February	Percent
Highway Winter Maintenance				
Personnel Services	115,000	-	36,302	31.57%
Contractual Services	9,000	-	1,500	16.67%
Materials and Supplies	260,000	-	207,750	79.90%
Total	\$384,000	\$0	\$245,552	63.95%
Recreation Admin. & Program				
Personnel Services	392,940	-	279,151	71.04%
Contractual Services	54,250	-	42,388	78.13%
Materials and Supplies	15,400	-	10,969	71.23%
Capital Outlay	3,053	-	3,053	100.00%
Total	\$465,643	\$0	\$335,560	72.06%
Parks and Grounds				
Personnel Services	180,520	-	128,182	71.01%
Contractual Services	46,275	-	29,592	63.95%
Materials and Supplies	39,200	-	22,538	57.49%
Capital Outlay	34,313	-	34,313	100.00%
Total	\$300,308	\$0	\$214,625	71.47%
Public Library				
Personnel Services	454,616	-	286,138	62.94%
Contractual Services	127,450	-	124,465	97.66%
Materials and Supplies	12,400	-	10,900	87.91%
Capital Outlay	3,901	-	3,901	100.00%
Total	\$598,367	\$0	\$425,405	71.09%
Civic & Cultural Activities				
Contractual Services	3,500	-	3,500	100.00%
Total	\$3,500	\$0	\$3,500	100.00%
Community Center				
Personnel Services	18,000	-	11,723	65.13%
Contractual Services	78,350	-	54,156	69.12%
Materials and Supplies	7,050	-	4,849	68.78%
Total	\$103,400	\$0	\$70,727	68.40%
Other Town Buildings				
Contractual Services	14,635	-	10,169	69.48%
Materials and Supplies	700	-	179	25.58%
Total	\$15,335	\$0	\$10,348	67.48%
Building Safety & Inspections				
Personnel Services	326,540	-	219,363	67.18%
Contractual Services	8,175	-	4,598	56.24%
Materials and Supplies	1,450	-	490	33.82%
Capital Outlay	22,871	-	22,871	100.00%
Total	\$359,036	\$0	247,322	68.89%
Animal Control				
Contractual Services	58,535	-	43,902	75.00%
Materials and Supplies	60	-	-	0.00%
Total	\$58,595	\$0	43,902	74.92%

TOWN OF KILLINGLY
Estimated Expenditure Summary
Monthly Report Through February 28, 2023

Fiscal Year 2022-2023				
Expenditure	Budget	Transfers	February	Percent
Law Enforcement				
Personnel Services	670,500	-	409,933	61.14%
Contractual Services	465,600	-	23,099	4.96%
Materials and Supplies	41,400	-	24,679	59.61%
Capital Outlay	72,144	-	72,438	0.00%
Total	\$1,249,644	\$0	\$530,149	42.42%
Community Development				
Personnel Services	122,855	-	51,566	41.97%
Contractual Services	6,300	-	16,867	267.74%
Materials and Supplies	500	-	35	7.06%
Total	\$129,655	\$0	\$68,469	52.81%
Human Service Subsidies				
Contractual Services	640,650	-	465,151	72.61%
Total	\$640,650	\$0	\$465,151	72.61%
Employee Benefits				
Contractual Services	1,691,130	-	1,122,242	66.36%
Total	\$1,691,130	\$0	\$1,122,242	66.36%
Insurance				
Contractual Services	712,000	-	536,279	75.32%
Total	\$712,000	\$0	\$536,279	75.32%
Special Reserves & Programs				
Contractual Services	387,000	-	149,861	38.72%
Total	\$387,000	\$0	\$149,861	38.72%
General Town Operating Expenditures	\$13,376,822	\$0	\$8,987,814	67.19%
Debt Service	4,552,762	-	1,277,873	28.07%
Total	\$4,552,762	\$0	\$1,277,873	28.07%
Solid Waste Disposal Fund Subsidy	234,801	-	234,801	100.00%
	234,801	\$0	\$234,801	100.00%
Capital Projects Fund	1,300,000	-	1,300,000	100.00%
	1,300,000	\$0	\$1,300,000	100.00%
Due To CNR Education	344,680	-	344,680	100.00%
	344,680	\$0	\$344,680	100.00%
TOTAL OPERATIONS & DEBT SERVICE	\$19,809,065	\$0	\$12,145,168	61.31%
General Fund - Education	45,029,799	-	22,769,713	50.57%
	45,029,799	\$0	\$22,769,713	50.57%
Total Expenditures	\$64,838,864	\$0	\$34,914,881	53.85%

MEMO: Robert Angeli, Superintendent of Schools
FROM: Christine Clark, Manager of Business Affairs
RE: Monthly Financial Report (January 2023)
DATE: February 2, 2023

Attached please find the financial report for the month of January, the seventh month of fiscal year 2022-2023, which reflects expenditures and encumbrances of \$24,974,250 or 55.46% of the \$45,029,799 budget.

1. **BUDGET STATUS:** Most budget accounts are at expected levels of expenditures and encumbrances for this point in time. Projections of salaries and benefits continue to be challenging, due to employee turnover and staffing of positions more complex than normal. They will remain a primary focus of the budget review over the course of the year. Vacancies and temporary staffing situations have been valued with placeholders of estimated costs and durations. Projected costs for special education outplacements as of 1/31/23 exceed the budgeted line-items by approximately \$105,000 requiring application of excess cost reimbursement for the first time this fiscal year. Details of the projected costs are provided in the **OTHER** section below. Based on a review of the system object report, there are several account groups worthy of note for their current or expected status as follows:

SALARIES:

The expenditures include sixteen payroll periods (out of 27) or 59.26% for our full year (twelve month) employees. Central Administration (5111), School Administration (5112), and Finance/HR/Computer (5114) are at the expected expenditure levels. Salary projections as of 1/31/23 include placeholders for position vacancies and turnover we continue to experience beyond the usual start of the school year.

Projections of School Administration (5112) salaries show a preliminary budget surplus of approximately \$6,358 based on administrative position changes effective 1/4/23 within Killingly High School and the Pupil Services department.

Analysis of the Teachers' Salaries (5113) accounts as of 1/31/23 shows a preliminary budget surplus of approximately \$550K. Several placeholders have been included for positions not yet filled or filled with uncertified staff. This figure continues to change over time as vacancies are filled and certifications are received.

As of 1/31/23, the expenditures for Secretarial/Clerical (5121), Operations & Maintenance (5124), and Computer Maintenance (5131) salaries include the payments for retroactive adjustments to 7/1/22 at rates approved in December with the collective bargaining

agreement between Killingly Board of Education and AFSCME Local 1303-149 of Council #4. For most of the positions, the placeholders used for the rate increases were sufficient to cover the negotiated rate increases. The projections as of 1/31/23 for each of these employee groups reflect the pay increases, however the financial impact is not obvious on the line-items due primarily to unexpended balances from unfilled positions.

Paraprofessionals (5122)- Projection of paraprofessional salaries reflects an anticipated budget surplus of approximately \$104K as of 1/31/23, primarily due to staff turnover and position vacancies. As of the end of January approximately eighteen budgeted special education paraprofessional positions, two full-time and sixteen part-time, were open.

Transportation (5125)- A projection of transportation salaries based on the activity and rate of spending as of 1/31/23 indicates a certain line-item deficit. The wage for bus drivers of \$25.00/hour pursuant to the collective bargaining agreement exceeds the wages budgeted of \$19.00-\$22.00/hour for 2022-2023 by approximately 25%. While the magnitude of the deficit is difficult to predict, projection of the average daily spend for the eighty-three school days paid as of 1/31/23 over the remainder of the year indicates a line-item deficit between \$120,000-\$210,000 depending on the provision made for summer transportation expenditures. This represents a reduction in the projected deficit over prior months of \$200,000 to \$300,000, indicating a lower mathematical daily spend, and not necessarily a guarantee of future spending. Factors affecting driver hours such as driver vacancies, absences, training for new drivers, and changes in routing will continue to change throughout the year and determine the final line-item balance.

Substitutes (5126)- With 65.41% of the line-item expended as of 1/31/23, the rate of spending for substitutes has remained steady from last month. A purely mathematical projection of Substitutes based on current year spending of \$261,657 for student days through 1/20/23 indicates that the line-item could be over budget by \$175,000-\$250,000 by 6/30/23. Monitoring will continue for changes in absences, for the usual sick days and FMLA (Family and Medical Leave Act) and child-rearing leaves, and replacements and their effect on the budget. Longer-term substitute stints for teacher vacancies usually mean higher rates of pay and overall spending.

BENEFITS:

Health/Dental Insurance (5210)- Contributions to the self-insurance fund for health/dental insurance for all enrolled employees are projected to total \$4.4M, with a line-item surplus of \$518,000 expected from budgeted insurance packages not taken by employees and enrollment changes through the year. A provision in the projection has been made for additional enrollments within the second half of the year, due to staff changes and qualifying events in employees' families.

HSA Contributions (5212)- The second annual payment of HSA contributions was made in January for most HSA account holders, leaving a line-item balance of \$72,000. With a projection of approximately \$10,000 for newly hired employees through year-end, an

unexpended balance of \$62,000 is expected, in line with budgeted and unused health insurance packages.

Disability Insurance (5217)- The full year premium for the Board of Education's share (66%) of administrator disability insurance has been encumbered.

HRA Funding (Health Reimbursement Account) (5218)- HRA funding is provided as an alternative to HSA contributions for employees enrolled in Medicare and ineligible to contribute to a health savings account. In lieu of the 50% funding of the health plan deductible, health expenditures up to the annual contribution amount are paid through an administrative service agreement with Stirling Benefits. Health reimbursement account expenditures are recorded in the month incurred. As of 1/31/23, total reimbursements of \$1,644 have been recorded as expenditures through the month of January. If all currently enrolled participants use their maximum contributions and rollover balances from the prior year, there will be a line-item budget surplus of \$1,625 at year-end.

Pension (5231)- Contribution to the defined benefit pension plan for non-certified staff is actuarially determined and will be booked by the Town by year-end. The actual amount is not known at this time.

Unemployment Compensation (5250)- As of 1/31/23 no invoices for unemployment compensation had been received or paid. The State of Connecticut rolled out a new tax and benefit system, ReEmployCT, in July 2022. As a reimbursable employer, Killingly Public Schools was to be switched from monthly to quarterly billing, with the first quarterly bill to be sent in July 2022 with charges for April, May, and June 2022. This bill for the last quarter of 2021-2022 was received and paid in December. There was no quarterly bill for July, August, and September 2022 as of 1/31/23. The quarterly bill for \$61.00 for October, November and December will be paid in February.

Workers' Compensation (5260)- The full year premium has been encumbered for 2022-2023, leaving an available balance of \$1,832. This balance is not expected to materially change.

OTHER:

Utilities (5410)- If current conditions continue, it is likely the utilities line-item will reflect a surplus at year-end. The 2022-2023 budget was prepared with the expectation natural gas service would be operational for Killingly High School and Killingly Central School by the end of summer 2022. The heating oil previously budgeted in Heat Energy (5620) was removed and replaced with natural gas budgeted in Utilities (5410). Due to unexpected conditions, natural gas service has not begun at either school as of 1/31/23. With the uncertainty surrounding the natural gas service and lack of historical information to base estimates on, oil purchases for the rest of 2022-2023 have been projected, rather than natural gas. The resulting \$244K line-item surplus under these conditions for Utilities

(5410) serves to partially offset the anticipated line-item deficit of (\$400K) in the Heat Energy (5620) line-item.

Technology-Related Repairs/Maintenance (5432)- To date there have been no expenditures in this line-item which is budgeted for the repair services for KHS student devices.

Pupil Transportation (5510)- The need for outside transportation providers remains the same for this month as last. Expenditures of \$7,390 and encumbrances of \$11,575 have been recorded as of the 1/31/23 report, with outside transportation providers being used to meet several special education runs. This remains unchanged from last month. The 2022-2023 line-item budget of \$30,000 was prepared with the assumption that most runs would be covered with in-district staffing. For the most part, we are currently covering the regular education runs with in-district staffing and will continue to replace outsourced bus runs with our staff when possible.

Local and Agency Placement Tuition (5561) and (5562)- Local and agency outplacements per the January 31 report reflect balances of (\$182,956) and \$168,699 respectively. Approximately \$4,679,825 of expenditures and encumbrances for local and agency placement tuition has been recorded for known placements, exceeding the budgeted appropriations of \$4,574,412 by \$105,413. Transportation costs related to these placements have been encumbered where contracted. Excess cost reimbursements for these placements have been calculated with a reimbursement rate of 70% for purposes of this analysis to total \$878,000. The excess cost grant payment was modified during last year's legislative session, to include three tiers of reimbursement percentages based on a town's wealth ranking. The reimbursements range from 70% to 76.25% of costs in excess of 4.5 times the net current expenditures per pupil (NCEP). We received notice from the State Department of Education there may be an issue with the new language which may be addressed with a proposed legislative fix. There has also been a request from the State for information regarding our expenditures at a lower level, from 2.5 times through 4.5 times the NCEP, perhaps indicating a possible change in the way reimbursements will be made. Further information will be provided in the coming months. Analysis of these accounts will be ongoing as the variables change throughout the year.

The following table illustrates the projected costs and budget impact of the available excess cost reimbursement. As of January 31, 2023, total outplacement costs are projected to exceed budget by \$105,413; therefore, a portion of the estimated excess cost reimbursement would be applied to the expenditures. The Town would retain the balance of the excess cost reimbursement received from the State.

As of January 31, 2023	Budget Impact without Excess Cost Reimbursement	Budget Impact with Excess Cost Reimbursement
Budgeted Local Placement Costs	\$4,384,412	\$4,384,412
Total Projected Local Placement Costs	\$4,658,524	\$4,658,524
Excess Cost Reimbursement-Local Placements	\$0	\$105,413
Net Local Placements	(\$274,112)	(\$168,699)
Budgeted Agency Placement Costs	\$190,000	\$190,000
Total Projected Agency Placement Costs	\$21,301	\$21,301
Excess Cost Reimbursement- Agency Placements	\$0	\$0
Net Agency Placements	\$168,699	\$168,699
Net Outplacements	(\$105,413)	\$0

Heat Energy (5620)- The 2022-2023 budget of \$3,500 was prepared with the expectation natural gas service would be operational for Killingly High School and Killingly Central School by the end of summer 2022. The heating oil previously budgeted in this line item was removed and replaced with natural gas budgeted in Utilities (5410). Due to unexpected conditions, natural gas service has not begun at either school as of 1/31/23. The line-item balance of (\$127,032) as of 1/31/23 reflects the purchases of heating oil and propane. Through January, oil purchases of 32,000 gallons were made at a price of \$3.33-\$4.03/gallon. Propane purchases of \$11,372 were made as of 1/31/23 at a price of \$1.80-\$2.03/gallon. Additional heating oil and propane purchases will be needed for some portion of the year at either or both schools. Due to the uncertainty surrounding the natural gas service and lack of historical information to base estimates on, oil and propane purchases for the rest of 2022-2023 have been projected. The resulting line-item deficit anticipated for Heat Energy (5620) of approximately (\$400,000) will be partially offset by the surplus in the Utilities (5410) line-item.

Contingency (5900)- The 2022-2023 budget was approved at \$1 over the 2021-2022 budget of \$45,029,798 in consideration of unexpended funds from prior years' appropriations. A portion of the reduction required to the Board of Education's proposed budget, or \$275,671, was allocated to the Contingency line item. It represents potential expenditures from the Unexpended Education Funds account (non-lapsing fund), if needed.

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

From: 100-110-10-10060-5530 KHS Communications	\$ 300.00
To: 100-110-10-10060-5731 KHS Instructional Equipment	\$ 300.00

To transfer KHS World Language department funds for purchase of a bookshelf for new department coordinator

From: 100-150-00-10000-5432 IT Technology-Related Repairs/Maint Svcs	\$ 1,080.48
To: 100-160-00-26600-5691 CO Office Supplies	\$ 1,080.48

To transfer IT department funds to Central Office department for purchase of employee identification badges and badge holders

From: 100-120-20-10000-5612 KIS Instructional Supplies	\$ 202.82
To: 100-120-20-10020-5612 KIS Instructional Supplies	\$ 202.82

To transfer KIS instructional supplies funds from schoolwide to Art department for purchase of additional art supplies, needed due to student schedule changes

3. **2021-2022 STATUS:** As of 1/31/23 there are 10 outstanding purchase orders totaling \$11,630 that remain open from fiscal year 2021-2022. Most represent purchases or services not received in their entirety, with many items backordered. Efforts continue to resolve the remaining issues.

4. **SUBSTANTIAL DONATIONS:** In accordance with BOE policy, the following substantial donations were reported to the Business Office during January 2023:

Gerardi Insurance	\$ 500.	KTV Sponsor	KHS Video Tech
Spirol	\$ 500.	KTV Sponsor	KHS Video Tech
Marika's Place	\$ 500.	KTV Sponsor	KHS Video Tech
KB Midget Football	\$ 800.	Donation	KHS Football

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

Killingly Public Schools

System Object

Report # 115556

Statement Code: Sys Object

Account Number / Description	Adopted Budget 7/1/2022 - 6/30/2023	Transfers 7/1/2022 - 6/30/2023	Revised Budget 7/1/2022 - 6/30/2023	Encumbrances 7/1/2022 - 1/31/2023	Requisitions	Expenditures 7/1/2022 - 1/31/2023	Amount Percent Expended Remaining 7/1/2022 - 1/31/2023
111 Central Administration	\$354,520.03	\$0.00	\$354,520.03	\$0.00	\$0.00	\$206,399.37	\$148,120.66 58.22 %
112 School Administration	\$1,954,894.83	\$0.00	\$1,954,894.83	\$0.00	\$0.00	\$1,158,121.14	\$796,773.69 59.24 %
113 Teachers' Salaries	\$15,818,354.24	\$(86,043.00)	\$15,732,311.24	\$0.00	\$0.00	\$6,626,715.97	\$9,105,595.27 42.12 %
114 Finance/HR/Computer	\$401,136.58	\$0.00	\$401,136.58	\$0.00	\$0.00	\$236,734.33	\$164,402.25 59.02 %
115 Tutoring	\$101,560.00	\$0.00	\$101,560.00	\$0.00	\$0.00	\$2,806.00	\$98,754.00 2.76 %
119 Co-Curricular Stipends	\$383,653.30	\$0.00	\$383,653.30	\$0.00	\$0.00	\$136,245.72	\$247,407.58 35.51 %
120 Non-Certified Salaries	\$360,323.46	\$0.00	\$360,323.46	\$0.00	\$0.00	\$133,254.75	\$227,068.71 36.98 %
121 Secretarial/Clerical	\$1,355,521.87	\$0.00	\$1,355,521.87	\$0.00	\$0.00	\$814,556.80	\$540,965.07 60.09 %
122 Para-Professionals	\$2,381,396.37	\$0.00	\$2,381,396.37	\$0.00	\$0.00	\$1,027,190.94	\$1,354,205.43 43.13 %
123 Medical/Health	\$586,576.65	\$0.00	\$586,576.65	\$0.00	\$0.00	\$246,345.70	\$340,230.95 42.00 %
124 Operations & Maintenance	\$1,860,085.90	\$0.00	\$1,860,085.90	\$0.00	\$0.00	\$1,063,312.23	\$796,773.67 57.16 %
125 Transportation	\$1,088,865.58	\$0.00	\$1,088,865.58	\$0.00	\$0.00	\$597,533.90	\$491,331.68 54.88 %
126 Substitutes	\$400,000.00	\$0.00	\$400,000.00	\$0.00	\$0.00	\$261,656.51	\$138,343.49 65.41 %
127 Student Services	\$22,000.00	\$0.00	\$22,000.00	\$0.00	\$0.00	\$14,591.25	\$7,408.75 66.32 %
128 Temporary	\$158,550.00	\$0.00	\$158,550.00	\$0.00	\$0.00	\$32,847.03	\$125,702.97 20.72 %
130 Overtime	\$198,900.00	\$0.00	\$198,900.00	\$0.00	\$0.00	\$134,331.29	\$64,568.71 67.54 %
131 Computer Maintenance	\$215,255.00	\$0.00	\$215,255.00	\$0.00	\$0.00	\$89,198.37	\$126,056.63 41.44 %

Killingly Public Schools

System Object

Report # 115556

Account Number / Description	Adopted Budget 7/1/2022 - 6/30/2023	Transfers 7/1/2022 - 6/30/2023	Revised Budget 7/1/2022 - 6/30/2023	Encumbrances 7/1/2022 - 1/31/2023	Requisitions	Expenditures 7/1/2022 - 1/31/2023	Amount Percent Expended Remaining 7/1/2022 - 1/31/2023
200 Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
210 Health/Dental Insurance	\$4,897,413.22	\$(16,841.43)	\$4,880,571.79	\$0.00	\$0.00	\$2,487,807.38	\$2,392,764.41 50.97 %
212 HSA Contributions	\$509,916.67	\$(1,125.00)	\$508,791.67	\$0.00	\$0.00	\$436,643.73	\$72,147.94 85.82 %
213 Life Insurance	\$28,606.56	\$(48.12)	\$28,558.44	\$0.00	\$0.00	\$15,777.28	\$12,781.16 55.25 %
214 Benefits- Early Retirees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
215 Post-Employment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
217 Disability Insurance	\$5,158.32	\$0.00	\$5,158.32	\$2,025.20	\$0.00	\$2,984.20	\$148.92 97.11 %
218 HRA Funding	\$10,625.00	\$0.00	\$10,625.00	\$0.00	\$0.00	\$1,643.66	\$8,981.34 15.47 %
220 FICA	\$466,172.92	\$0.00	\$466,172.92	\$0.00	\$0.00	\$232,271.47	\$233,901.45 49.83 %
225 Medicare	\$398,371.95	\$(1,247.62)	\$397,124.33	\$0.00	\$0.00	\$175,030.97	\$222,093.36 44.07 %
230 ERIP Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
231 Pension	\$165,000.00	\$0.00	\$165,000.00	\$0.00	\$0.00	\$0.00	\$165,000.00 0.00 %
232 Annuity Contributions	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$3,791.84	\$3,208.16 54.17 %
250 Unemployment Compensation	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00 0.00 %
260 Workers' Compensation	\$360,000.00	\$0.00	\$360,000.00	\$89,543.29	\$0.00	\$268,624.67	\$1,832.04 99.49 %
322 Instructional Improvement	\$30,000.00	\$(6,000.00)	\$24,000.00	\$1,959.97	\$30.00	\$11,309.97	\$10,730.06 55.29 %
323 Pupil Services	\$130,126.00	\$0.00	\$130,126.00	\$0.00	\$0.00	\$61,879.02	\$68,246.98 47.55 %

Killingly Public Schools System Object

Report # 115556

Account Number / Description	Adopted Budget 7/1/2022 - 6/30/2023	Transfers 7/1/2022 - 6/30/2023	Revised Budget 7/1/2022 - 6/30/2023	Encumbrances 7/1/2022 - 1/31/2023	Requisitions	Expenditures 7/1/2022 - 1/31/2023	Amount Percent Expended Remaining 7/1/2022 - 1/31/2023
324 Field Trips	\$115,875.00	\$0.00	\$115,875.00	\$512.29	\$0.00	\$56,891.45	\$58,471.26 49.54 %
326 Testing	\$34,850.00	\$(3,970.33)	\$30,879.67	\$1,947.14	\$0.00	\$3,987.60	\$21,944.93 28.93 %
330 Professional/Technical Services	\$505,622.00	\$111,607.97	\$617,229.97	\$260,275.12	\$261.00	\$259,989.65	\$96,965.20 84.29 %
410 Utilities	\$1,558,822.04	\$0.00	\$1,558,822.04	\$19,768.65	\$0.00	\$577,502.74	\$961,550.65 38.32 %
420 Contracted Maintenance Services	\$810,573.45	\$630.00	\$811,203.45	\$209,908.27	\$0.00	\$549,227.05	\$52,068.13 93.58 %
430 Repairs & Maintenance Services	\$490,582.00	\$(4,690.09)	\$485,891.91	\$59,623.25	\$1,389.00	\$171,985.51	\$254,283.15 47.67 %
432 Technology-Related Repairs/Maintenance	\$25,000.00	\$(1,950.48)	\$23,049.52	\$0.00	\$0.00	\$0.00	\$23,049.52 0.00 %
440 Rentals	\$25,400.00	\$0.00	\$25,400.00	\$3,095.18	\$0.00	\$1,657.08	\$20,647.74 18.71 %
510 Pupil Transportation	\$30,000.00	\$0.00	\$30,000.00	\$11,575.00	\$0.00	\$7,390.00	\$11,035.00 63.22 %
520 Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 ---
529 Other Insurance & Judgments	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$16,375.00	\$1,625.00 90.97 %
530 Communications	\$566,905.92	\$(1,869.80)	\$565,036.12	\$26,572.19	\$0.00	\$381,523.99	\$156,939.94 72.22 %
531 Postage	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$0.00	\$20,478.17	\$5,521.83 78.76 %
532 Telephone	\$75,900.00	\$0.00	\$75,900.00	\$0.00	\$0.00	\$38,619.04	\$37,280.96 50.88 %
540 Advertising	\$12,500.00	\$(400.00)	\$12,100.00	\$0.00	\$0.00	\$4,341.00	\$7,759.00 35.88 %
550 Printing & Binding	\$29,110.50	\$(1,840.00)	\$27,270.50	\$3,375.49	\$0.00	\$6,822.54	\$17,072.47 37.40 %
560 Tuition	\$326,975.00	\$325.00	\$327,300.00	\$0.00	\$0.00	\$228,128.00	\$99,172.00 69.70 %

Killingly Public Schools System Object

Report # 115556

Account Number / Description	Adopted Budget 7/1/2022 - 6/30/2023	Transfers 7/1/2022 - 6/30/2023	Revised Budget 7/1/2022 - 6/30/2023	Encumbrances 7/1/2022 - 1/31/2023	Requisitions	Expenditures 7/1/2022 - 1/31/2023	Amount Percent Expended Remaining 7/1/2022 - 1/31/2023
561 Local Placement Tuition	\$4,384,411.97	\$0.00	\$4,384,411.97	\$2,340,801.65	\$0.00	\$2,226,566.21	\$(182,955.89) 104.17 %
562 Agency Placement Tuition	\$190,000.00	\$0.00	\$190,000.00	\$13,517.50	\$0.00	\$7,783.89	\$168,698.61 11.21 %
580 Travel	\$65,911.00	\$(4,865.00)	\$61,046.00	\$0.00	\$495.00	\$15,253.31	\$45,792.69 24.99 %
590 Other Purchased Services	\$203,290.00	\$0.00	\$203,290.00	\$0.00	\$0.00	\$95,182.00	\$108,108.00 46.82 %
611 Instructional Supplies- Warehouse	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 ---
612 Instructional Supplies	\$169,242.72	\$8,351.33	\$177,594.05	\$25,319.84	\$433.59	\$68,002.42	\$84,271.79 52.55 %
613 Custodial & Maintenance Supplies	\$141,320.00	\$0.00	\$141,320.00	\$19,879.02	\$517.05	\$45,657.17	\$75,783.81 46.37 %
620 Heat Energy	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$130,531.80	\$(127,031.80) 3,729.48 %
626 Motor Fuels & Oils	\$205,000.00	\$0.00	\$205,000.00	\$0.00	\$0.00	\$109,445.35	\$95,554.65 53.39 %
627 Transportation Supplies	\$137,300.00	\$0.00	\$137,300.00	\$3,019.58	\$0.00	\$95,377.93	\$38,902.49 71.67 %
641 Textbooks	\$3,256.00	\$1,000.00	\$4,256.00	\$0.00	\$0.00	\$1,679.23	\$2,576.77 39.46 %
642 Library Books/Periodicals	\$50,274.63	\$0.00	\$50,274.63	\$22,788.57	\$70.00	\$5,970.64	\$21,515.42 57.20 %
691 Office Supplies	\$26,210.60	\$(103.27)	\$26,107.33	\$2,595.20	\$268.65	\$10,401.60	\$13,110.53 49.78 %
692 Health Supplies	\$18,000.00	\$(300.00)	\$17,700.00	\$4,524.99	\$0.00	\$4,238.97	\$8,936.04 49.51 %
695 Computer Software & Supplies	\$30,000.00	\$0.00	\$30,000.00	\$212.75	\$530.94	\$25,668.62	\$4,118.63 86.27 %
730 Non-Instructional Equipment	\$26,600.00	\$4,396.84	\$30,996.84	\$299.95	\$0.00	\$19,492.25	\$11,204.64 63.85 %
731 Instructional Equipment	\$32,800.50	\$4,756.00	\$37,556.50	\$11,002.51	\$0.00	\$15,276.48	\$11,277.51 69.97 %

Killingly Public Schools System Object

Report # 115556

Account Number / Description	Adopted Budget 7/1/2022 - 6/30/2023	Transfers 7/1/2022 - 6/30/2023	Revised Budget 7/1/2022 - 6/30/2023	Encumbrances 7/1/2022 - 1/31/2023	Requisitions	Expenditures 7/1/2022 - 1/31/2023	Amount Percent Expended Remaining 7/1/2022 - 1/31/2023
5732 Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5734 Computer Hardware	\$41,000.00	\$0.00	\$41,000.00	\$1,245.81	\$0.00	\$39,208.33	\$545.86 98.67 %
5810 Dues & Fees	\$114,948.97	\$227.00	\$115,175.97	\$1,715.00	\$439.00	\$75,633.07	\$37,827.90 67.16 %
5890 Other Objects	\$110,303.00	\$0.00	\$110,303.00	\$16,687.25	\$0.00	\$21,566.16	\$72,049.59 34.68 %
5900 Contingency	\$(275,670.75)	\$0.00	\$(275,670.75)	\$0.00	\$0.00	\$0.00	\$(275,670.75) 0.00 %
100 General Fund	\$45,029,799.00	\$0.00	\$45,029,799.00	\$3,153,790.66	\$4,434.23	\$21,820,459.74	\$20,055,548.60 55.46 %
GRAND TOTAL	\$45,029,799.00	\$0.00	\$45,029,799.00	\$3,153,790.66	\$4,434.23	\$21,820,459.74	\$20,055,548.60 55.46 %

Town of Killingly
Town Manager's Report
March 14, 2023

1. Quinebaug River Multi-Use Trail Phase VI Grant

Killingly has been awarded a Transportation Alternatives - Surface Transportation Block Grant in the amount of \$6,940,000 for the expansion of the Killingly River Trail to the Plainfield line and then continued through Plainfield to Route 205. This grant covers 100% of all design and construction costs. There is no local match required. The State decided to fund the full connection between both municipalities in one grant award. This segment of the trail (see map attached) would complete the southern connection for Killingly. The Towns need to still reach an agreement with CT DEEP Wildlife Division regarding the trail location on their land which is located mostly in the northern portion of Plainfield and crossing into Killingly. We've had conversations with the division in the past. We are hopeful a workable solution can be arrived at. Secondly, the Towns have to determine which entity will oversee the construction of the trail. This could be Killingly, Plainfield or the State. The parties will be meeting to review the administration.

The green line at the top of the map is the connection of this project to the Phase V portion of the Quinebaug River Trail. We are currently under design for Phase V and will begin construction in the coming year. This portion of the trail development is funded under a Community Connectivity Grant the Town received.

2. New CTDOT Bridge Investment Formula Program - Update

CT Department of Transportation has introduced a new bridge funding program. The current local bridge funding program is an 80/20 program in which the Federal funds 80% and the Town funds 20%. The new program is funded 100% by federal and state funds. There is no cost to the municipality. The State administers the full project, from design to construction. Bridges must meet certain requirements to be eligible. I've attached the information slides on the program for greater detail. Killingly has several bridges that qualify for the program:

Wright Road over the Quandock Brook,
Peep Toad Road over Whetstone,
North Street over Five Mile,
North Road over Five Mile,
Cotton Bridge Road over Quinebaug,
Ballouville Road over canal,
Ballouville Road over Five Mile.

We submitted applications in September 2022 for all eligible bridges to the program. We received notification early this month from the Department of Transportation stating they have reviewed the applications. CT DOT is in the process of drafting Commitment to Fund letters for the following 4 bridges:

Bridge #04711 – North Road over the Five Mile
Bridge #04700 – Peep Toad Road over Whetstone
Bridge # 05361 – Wright Road over the Quandock Brook
Bridge #04703 – Cotton Bridge Road over Quinebaug

They provided comments regarding the remaining three bridges. It appears there is some confusion with the CT DOT on the classification of the North Street bridge. On the CT DOT Inspection report the bridge is properly identified as a rural minor collector. However, the CTDOT Roadway Classification maps have the bridge listed as a major collector. Major collector bridges are not eligible for this funding. We will work with CT DOT to have the bridge properly identified. As for the remaining 2 bridges on Ballouville Road, CT DOT will be performing traffic counts because they are only listed as functionally obsolete. Functionally obsolete means that the bridges are still in good shape but they don't meet current design standards. Pending the outcome of those traffic counts, CT DOT will determine eligibility for those two bridges.

3. CCM – Opinion pieces

Executive Director of CCM, Joe DeLong authored two op-ed pieces recently, one printed in the Hearst Media outlets and the second in the Harford Courant, speaking out about the continued push by the State to push unfunded mandates and exemptions onto local municipalities. I've included them for your information.

4. Eddy Pray Reservoir Dam - Updated

The owner of the Eddy Pray Reservoir Dam, Wright Investors Service Holdings, Inc (WISH), notified the Town the dam has experienced a failure and excessive water was flowing under the dam. They recommended closing the road as a protection measure due to the uncertainty of the condition of the dam. The Town closed the road on Quinns Road at the dam and the road remains closed. WISH has had their dam engineers evaluating the conditions and communicating with the Town and CT DEEP on their response. Attached are pictures Alec Either, Engineering Tech, took of the water funnel. It is our understanding; WISH has submitted a request to CT DEEP to allow the water to drain to the bottom of the dam. Then once the water level stabilizes, WISH would seek to breach the dam, essentially eliminating the dam and creating an overflow spillway which would flow into Middle Reservoir. At this time CT DEEP is evaluating their plan and will provide them direction and determine additional requirements. The Town has been in communication with CT DEEP regarding the safety of the Town roadway and Town infrastructure. WISH will be required to submit engineering plans to the Town for review. CT DEEP has requested WISH to notify the abutters. As of the writing of this, WISH was compiling a list of abutters to send out notices.

The water level has drained to within a foot or so of the funnel location. WISH is trying to keep the water level stabilized. They have been communicating with CT DEEP. We are reaching out to CT DEEP to get a copy of the plans to breach the dam and any implications that might have. Once the structure is deemed stabilized and safe, Quinns Hill will be reopened.

5. Projects with Board of Education – Update

The Town Engineering Department is assisting the Board of Education in the creation and implementation of several Request for Qualifications/Proposal (RFQ/P) processes. The Town has substantial experience in preparing and administering RFQ/P processes. These projects are as follows:

a. Operator of the Drinking Water System at the Killingly High School

The High School operates on a well system. Due to the size of the school, the system is considered by State Department of Health a public drinking water system. Under those regulations the BOE is required to have a certified operator to operate the drinking water system. This includes the monitoring and treatment of the drinking water. BOE Administration expressed a need to complete an RFQ/P process to select a certified operator.

The bid opening was held on March 1st. There was one bid submitted by Laframboise Well Drilling and Water Service. BOE staff is reviewing the bid.

b. HVAC Systems Evaluation

In the last year the State made funds available for HVAC system upgrades for schools. However the submission timeline for the projects was very short and only allowed for “shovel ready” projects to be submitted. It appears there may be another round of funding for these projects. To better position Killingly schools to participate in those funding opportunities, an HVAC systems evaluation needs to be performed of each of the schools. The evaluation will determine the condition of the existing systems and make recommendations (including estimated pricing) for how to upgrade those systems. This would allow Killingly to potentially submit projects for funding in the next funding cycle.

This bid process was extended and a second walk through for interested vendors was conducted. Proposals are due on March 23rd.

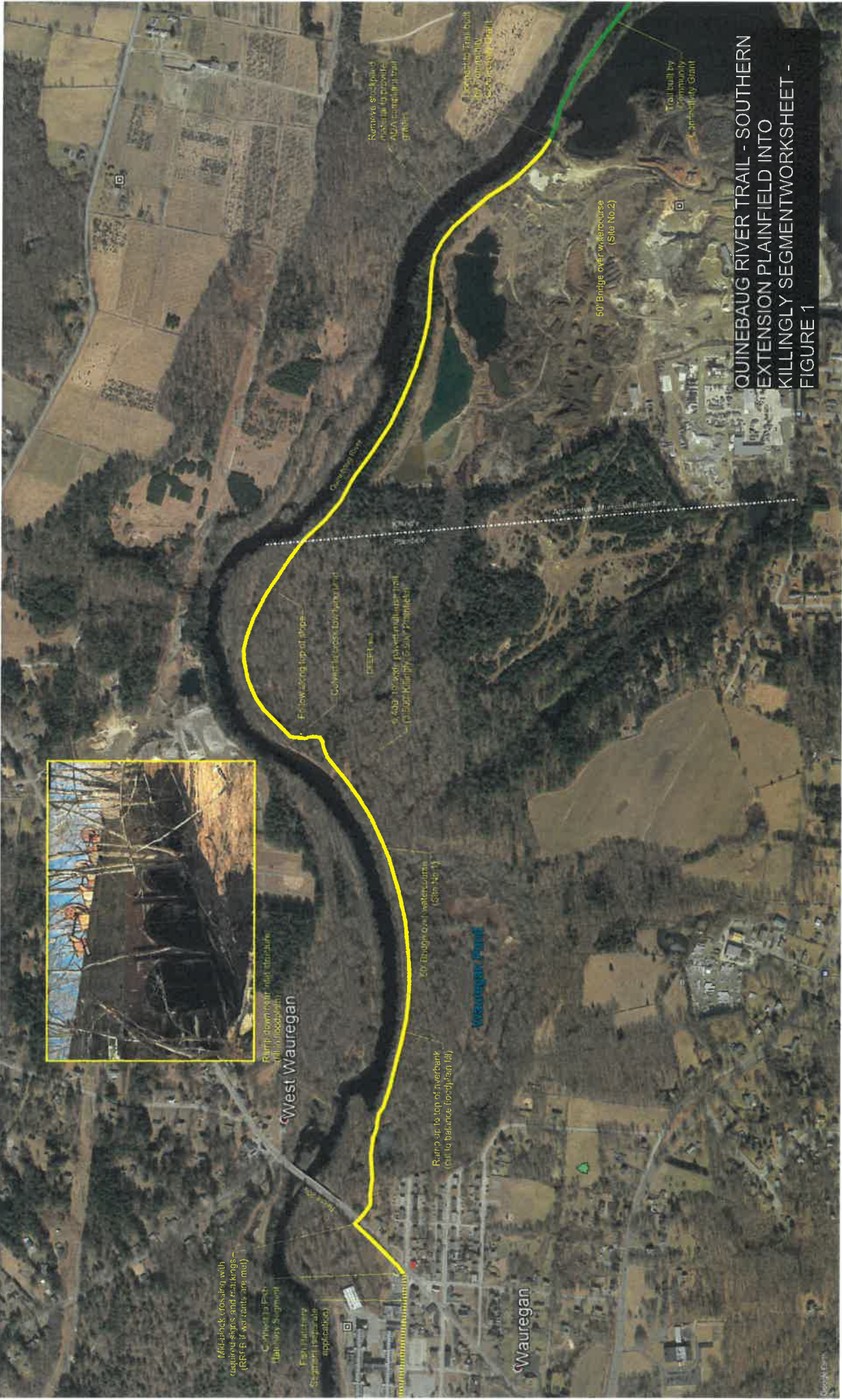
c. On call Engineering Services

An On-Call Engineering Service could assist the BOE in providing scope and cost estimates for infrastructure projects.

A mandatory site walk was held on March 2nd for interested vendors. Proposals are due on March 23rd.

6. Meetings Attended

Bi-weekly KMS Project planning meeting	CIRMA Investment Committee meeting
Bi-weekly Westfield Ave Project planning meeting	Permanent Building regular meeting
NECCOG regular meeting	CCM Legislative Committee & Board of Director meeting
CTCMA regular meeting	



QUINEBAUG RIVER TRAIL - SOUTHERN
EXTENSION PLAINFIELD INTO
KILLINGLY SEGMENTWORKSHEET -
FIGURE 1



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Resources › News › Opinion: CT progressives channel Rush Limbaugh



Opinion: CT progressives channel Rush Limbaugh

Source: Joe DeLong, CCM, Hearst Media Op-Ed

By Joe DeLong, Executive Director and CEO, Connecticut Conference of Municipalities (CCM)

Following the 2010 Gulf of Mexico oil spill, conservative talk radio host Rush Limbaugh proclaimed that the oil spill wasn't a big deal because the ocean simply, "eats the oil."

Thirteen years later, I pointed out to one of the top progressive leaders in the Connecticut General Assembly an issue that would ultimately hurt our property taxpayers, the reply I received was, "the worker's compensation system is large enough to just absorb the cost."

Just as Limbaugh's views were expressed during a unique moment in time, understanding the stage in

which today's views are being expressed is vitally important.

Homeowners in Connecticut are looking down the barrel of potentially the largest property tax increases in history. The same inflationary increases that impact individual households also impact our municipalities — the cost of maintaining a governmental building, replacing a road sign, and filling potholes are all increasing. Most of us are so focused on how to absorb 40% increases in electric bills that we don't even stop to think about the cost of electricity in our schools or town halls. Because of Connecticut's overreliance on property taxes these increases are all due to be absorbed in future mill rates.

Surely Governor Lamont and Assembly leaders will focus on this issue and offset this potential property tax Armageddon. After all, with billions in surpluses what better time to focus on positively impacting what is widely considered to be Connecticut's most crippling and regressive tax. Right?

Instead, the Governor has introduced a middle-class income tax reduction. Guess who pays very little income taxes? Senior citizens. Many of whom pay property taxes while trying to hold onto their home. Little has been written about how much their plights will worsen under an income tax break that provides no relief and adds potentially crippling property tax hikes.

The General Assembly for its part has shown concern for housing affordability by conducting public hearings and press conferences on issues like rent control and overriding local zoning. But let's be honest, while building more housing units is great for developers, it does nothing to impact affordability if the property tax associated with that housing continues to rise.

So, if the Governor and General Assembly are not focused on property taxes, can we at least conclude that under current conditions they wouldn't do anything to worsen the situation? Unfortunately, no!

Multiple pieces of legislation are being considered by the General Assembly that would mandate new property tax increases. These range from forcing towns into pension systems that state government abandoned for its own employees long ago and bills that would allow pension double dipping to the perennial issue of providing workers compensation benefits to firefighters who contract cancer.

To be clear there is likely a link between firefighting and certain forms of cancer. Our firefighters unequivocally deserve coverage that provides income replacement if they contract cancer as a result of their working conditions. Furthermore, under the most horrific circumstances where a firefighter loses their battle with a disease caused by their employment, their surviving spouse should receive warranted survivor's benefits.

That is why back in 2016, CCM, representatives of the Uniform Professional Firefighters Association and legislative proponents sat down and worked out a bill that created the Firefighter Cancer Relief Fund. In the past several months the fund has paid out approximately \$450,000 to three firefighters who have

contracted cancer. The problem is the General Assembly chose to fund the new program by placing a penny tax on cell phone bills which is legal, but tried to hide the tax under the E911 surcharge - which is not. Policy makers thought it would be better if they hid the tax under a separate fee so no one would know they increased a fee. Unfortunately, the federal government stepped in and said you can't do that. The easy fix would have been to just spell out the new penny tax on cell bills as its own line item. This was presented to state policy makers last session. However, too many felt that in an election year they didn't want anyone to be able to say they increased taxes.

Now jumping into this session, during a time of massive state surpluses, some state policy makers are once again reluctant to fund a program they implemented and instead again want to move the program under the workers compensation system where the increased rates incurred will be passed along into the property tax. A new attempt at raising taxes without having to put their fingerprints on it.

It is this approach that forced CCM to call out the burden this would place on an already over burdensome property tax system. And I repeat the mantra I heard the day of the public hearing: "the worker's compensation system is large enough to just absorb the cost."

So, when seniors are forced out of their homes, affordable housing never becomes a reality, our small business national rankings continue to decline as Connecticut's property taxes rise, just remember there is nothing to see here. For Rush, oceans eat oil. For some General Assembly progressives, property taxes eat everything else.

LATEST NEWS



Future of CT Housing Nothing Like The Past

March 05, 2023



Opinion: CT local leaders are ready to build additional affordable housing but towns need adequate flexibility within their own communities to do so

March 05, 2023



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Resources > News > Opinion: CT local leaders are ready to build additional affordable housing but towns need adequate flexibility within their own communities to do so



Opinion: CT local leaders are ready to build additional affordable housing but towns need adequate flexibility within their own communities to do so

Source: Joe DeLong, CCM, Hartford Courant Op-Ed

By Joe DeLong, Executive Director and CEO, Connecticut Conference of Municipalities (CCM)

Connecticut's 169 cities and towns are on the front lines of addressing our state's housing needs – responding to emergency calls from the housing insecure, re-evaluating local zoning laws to better

facilitate affordable housing development, and partnering with private developers to create innovative housing solutions in communities across Connecticut. But our mayors and first selectmen can't do it alone.

Work by CCM and local leaders to promote affordable housing is making a positive difference, but we must remember that a one size solution will not work for 169 diverse and unique towns and cities, and that the impact of the property tax on housing affordability is inescapable. Reducing the property tax must be part of any comprehensive plan to increase affordable housing.

Connecticut faces a diverse set of demographic and economic challenges. Population growth is slowing and employment growth is below national trends in key employment groups. Connecticut residents and businesses face high costs and the impact of property taxes, that are over twice the national average on economic development only compounds the process. Regressive property taxes limit needed housing options and present a significant challenge when attempting to attract and retain qualified workers.

The need for an affordable, diverse housing stock is at the heart of economic development. Towns and cities throughout Connecticut have significant potential for accommodating transit oriented, mixed-use development, which includes housing. Transit Oriented Development (TOD) in particular focuses on integrated planning to bring people, activities, buildings, and public space together around a central transit system.

The creation of mixed-use development, especially in existing buildings, is an economic multiplier that creates jobs, renovates under-utilized and often blighted properties that, when completed, can spur neighborhood revitalization, increase local grand lists and property values. Incorporating transit and mixed-use development helps towns and cities retain their unique charm and provide the type of housing that is in high demand among younger people as they enter the workforce.

Connecticut's largest cities are critical in serving as the regional hubs, providing needed social services, jobs and arts and cultural centers that benefit all the towns within their region. These cities and their role as regional hubs are at risk. Without adequate funding and support they will no longer be able to serve that essential role, needed services will be lost and the vibrant downtowns that attract young workers will disappear. Strong cities will yield statewide benefits for years to come. Connecticut's viability and vitality depends on their success.

The challenges faced by our urban areas and inner ring suburbs include a high percentage of property that is exempt -- by state mandate -- from taxation, including but not limited to colleges, hospitals, and state-owned real property. Even though the state provides payment-in-lieu-of-taxes (PILOT) to partially offset this exemption, this program has been woefully underfunded over the years and is an unreliable source of revenue. Exempting property from taxation does not reduce the cost of municipal services it simply shifts the burden to residential and business tax payers.

CCM, in our *This Report Is Different* study, repeatedly outlined a new path forward for towns and cities and makes the case that we cannot solve our ongoing fiscal, housing, economic development problems by relying exclusively on spending cuts or property tax increases. Long-term solutions must be comprehensive and may contain proposals that fall outside of everyone's ideological comfort zones. CCM's State and Local Partnership panel, which developed the report, included 21 municipal leaders representing cities, suburban and rural communities, Republicans and Democrats. We have offered recommendations that would enable towns and cities to: diversify local revenue; provide needed cost containment strategies; and encourage savings through increased regional collaboration.

Following these principles can begin to ease the regressive burden imposed by the property tax, encourage economic development and the development of diverse and affordable housing. These proposals will enable towns and cities to maintain current services, improve and expand infrastructure and provide the needed economic growth and stability that will ultimately result in the creation of a diverse housing stock.

We are pleased to see the General Assembly and Governor Lamont considering land use legislation to facilitate more housing growth. However, changing local land use laws must fit the needs each community. Municipal officials are eager to partner with the State to solve Connecticut's housing crisis. We recognize it may take a compromise, and we know our state leaders and local leaders can work together to create more affordable housing across the state.

However, if state policies continue to require local governments to be over reliant on regressive property taxes and state aid continues to be increasingly insufficient and often unpredictable, then all other attempts to make housing more affordable will simply be an exercise in futility.

LATEST NEWS



Future of CT Housing Nothing Like The Past

March 05, 2023



Opinion: CT local leaders are ready to build additional affordable housing but towns need adequate flexibility within their own communities to do so



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[Resources](#) > [News](#) > Assembly must beware of unfunded mandates

Assembly must beware of unfunded mandates

Source: Hugh Bailey, Hearst CT Media Editorial Page Editor

By Hugh Bailey, Hearst CT Media Editorial Page Editor

The testimony offered on behalf of parents who say they have been shut out of key decisions involving their children over language barriers has been heartbreaking. No parent should wonder what is happening because a school can't accommodate their needs.

Known as a Parents' Bill of Rights, legislation before the Connecticut General Assembly would guarantee support for non-English-speaking parents of school-age children in the state. The Education Committee recently heard from a variety of interested parties who say the law is necessary, and it's hard to argue

otherwise. Parents can't be shut out.

Gov. Ned Lamont recently announced his support for such a measure. "I believe there is nothing more important to a child's education than an engaged and supportive parent or guardian, and the English Learners' Bill of Rights will guarantee that they have the information necessary to do so," Lamont said.

It should be an easy call. There's just one potential hang-up, something seen all too often in well-meaning legislation that emerges from the Hartford lawmaking machine. Who's going to pay for it?

School districts, after all, don't shut out parents out of mendacity or ignorance. Translators cost money, and we're not talking about only one language. Spanish is the most common second language spoken in Connecticut schools, but some districts have children from many other backgrounds who would need accommodation. In one measure, a Bridgeport school reported more than 20 distinct languages spoken at the homes of students in a single school year.

Who's going to accommodate all that?

It's not a question of whether it's a good idea. It's more than that — it's a necessity. But the state has long specialized in what municipalities call unfunded mandates. The legislature passes a bill saying towns or school districts have to do something, but there is no money provided to make it happen. That puts the burden on local districts.

It's no coincidence that the school systems in greatest need of translators also face the greatest financial strain. And it's not the only issue before the Assembly that presents such a problem.

Lawmakers are also considering a bill to expand benefits for firefighters who develop cancer from being on the scene where toxic substances burn. Again, it's something that should be done. But cost is a question.

Municipal advocates routinely argue that well-intentioned laws are too often put in the hands of municipalities to fund, which leads to property tax increases, because property taxes are by far the largest source of local government funding. But by doing it this way, state government can pat itself on the back for doing good deeds while skirting the blame for paying for it — the towns and cities handle that part.

The Connecticut Conference of Municipalities has put out a warning on property taxes. Its leadership says because of actions at the General Assembly, whatever savings people are likely to see from income tax cuts this year may well be eaten up by property tax increases at the local level.

The warning should be heeded. The money has to come from somewhere.

AGENDA ITEM COVER SHEET

ITEM: Consideration and action on a resolution to introduce and set the date of April 11, 2023 for a public hearing on an Ordinance amending Chapter 2 reducing the number of regular members of the Inland Wetlands and Watercourses Commission.

ITEM SUBMITTED BY: Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF: March 21, 2023

TOWN MANAGER APPROVAL:

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

ITEM SUMMARY: The Inland Wetlands and Watercourse Commission (IWWC) currently is composed of seven members appointed by the Town Council. For the last several years IWWC has not had all regular member seats filled. Over the course of the last year, IWWC was unable to meet due to lack of members. The Chairperson for IWWC requested the Council consider reducing the number of regular members which would more readily allow them to have a quorum to conduct business. The IWWC is the Town's only commission with 7 members. All other commissions are a body of 5 regular members with several alternate members. The IWWC's request is to reduce the number of regular members to 5 to be similar to the other land use commissions. Currently, there are only 4 regular member seats filled.

The Ordinance subcommittee reviewed the proposed amendment at its February 21, 2023, meeting and voted unanimously to recommend this to the Council for adoption.

FINANCIAL SUMMARY: N/A

STAFF RECOMMENDATION: Approval of the Ordinance

TOWN ATTORNEY REVIEW: Reviewed

COUNCIL ACTION DESIRED: Action on the Ordinance

SUPPORTING MATERIALS:

- Ordinance

A RESOLUTION TO INTRODUCE AND SET THE DATE OF APRIL 11, 2023 FOR A PUBLIC HEARING ON AN ORDINANCE AMENDING CHAPTER 2 REDUCING THE NUMBER OF REGULAR MEMBERS OF THE INLAND WETLANDS AND WATERCOURSE COMMISSION

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the following Ordinance be introduced and set down for Public Hearing on Tuesday, April 11, 2023 at 7:00 P.M. in the Town Meeting Room of the Killingly Town Hall, 172 Main Street, Killingly, Connecticut:

ORDINANCE #23

AN ORDINANCE AMENDING CHAPTER 2 OF THE CODE OF ORDINANCES TO REDUCE THE NUMBER OF REGULAR MEMBERS OF THE INLAND WETLANDS AND WATERCOURSE COMMISSION

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that, the following amendment as shown in underline or strike through to Chapter 2 Section 3-1 of the Town of Killingly Code of Ordinances be adopted:

Section 2-72 Membership

(a) The commission created by this article shall be composed of five ~~seven~~ (**5**) members appointed by the town council and shall consist of members drawn from citizens at large or from applicable town boards and commissions.

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

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 21st day of March 2023

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 March 14, 2023, 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

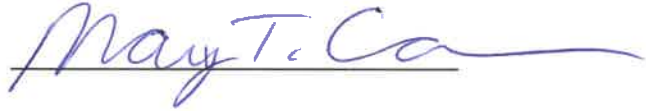
AGENDA ITEM COVER SHEET

ITEM: Consideration and action on a resolution declaring the Town of Killingly to be a pollinator-friendly community and encouraging residents and businesses to adopt pollinator friendly practices.

ITEM SUBMITTED BY: Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF: March 21, 2023

TOWN MANAGER APPROVAL:



ITEM SUMMARY: The Agricultural Commission has requested the Town Council's support in recognizing the importance of protecting pollinator species as an essential component to maintaining and promoting a healthy and sustainable environment for people, livestock, plants and wildlife directly related to local food production. This initiative is eligible for a Sustainable CT recertification action credit.

The Agricultural Commission reviewed the proposed resolution at its February 8, 2023 meeting and voted unanimously to recommend this to the Council for adoption.

FINANCIAL SUMMARY: N/A

STAFF RECOMMENDATION: Approval of the Resolution

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Action on the Resolution

SUPPORTING MATERIALS:

- Resolution

RESOLUTION DECLARING THE TOWN OF KILLINGLY TO BE A POLLINATOR-FRIENDLY COMMUNITY AND ENCOURAGING RESIDENTS AND BUSINESSES TO ADOPT POLLINATOR FRIENDLY PRACTICES.

WHEREAS, bees, butterflies, insects, birds, and other pollinators, are a component of a healthy ecosystem and food system, providing essential pollination of plants to grow vegetables, herbs, and fruits; and

WHEREAS, local food production is needed to ensure the health and food security of Killingly residents, and pollination is an essential component of local food production; and

WHEREAS, over the past decade, populations of pollinators nationwide have been experiencing significant challenges in their ability to survive and flourish due to human land use practices, given the diversity of stressors affecting pollinators, there is a need to effectively evaluate, sustain and enhance their populations; and

WHEREAS, a strategy to promote the health of pollinators and improve the overall health of pollinator populations, with a set of voluntary guidelines that facilitate communication for consumer awareness using labels for treated plants, collaboration and recommendations of best management practices with regard to application and insecticides; and

WHEREAS, The Killingly Agricultural Commission finds these actions to be in the public interest and would demonstrate the Town of Killingly's commitment to a healthy environment for people, agriculture, and pollinators.

NOW, THEREFORE, BE RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town of Killingly be declared a Pollinator-Friendly Community. The Town encourages policies and practices that protect and support pollinator health.

- The Town of Killingly promotes healthy environments including food sources, clean water, and habitat for pollinators through existing programs and new opportunities.
- The Town of Killingly shall undertake best efforts to be an informed purchaser, to use pollinator friendly plantings favorable to pollinators, to include native plants with succession blooming, aiming for pollen and nectar sources for the full spectrum of pollinators throughout pollinator seasons, and encourage and allow citizens and residents to participate in pollinator programs.
- The Agricultural Commission will oversee and encourage actions of this resolution to include public awareness and communication across departments.
- The Town of Killingly will support its efforts to educate the broader community about the action it has taken, the importance of creating and maintaining pollinator-friendly habitat and encourage residents and businesses to use similar pollinator practices.

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut
this 21st day of March 2023

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 March 14, 2023, 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

ITEM: Consideration and action on a resolution authorizing the issuance of a letter of support to the State of Connecticut supporting Joseph Couture's examination waiver request for the Class IV Wastewater Operator License

ITEM SUBMITTED BY: Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF: March 21, 2023

TOWN MANAGER APPROVAL:



ITEM SUMMARY: The Killingly WPCA ended their contract operator agreement on June 30, 2022 and moved to Town employees for plant operations. The Town has hired all required staff except for a Class IV Wastewater Treatment Operator. Due to the capacity and type of treatment required at the plant the State classifies the plant as requiring the highest class operator (Class IV) to oversee the facility. Unfortunately, there is a statewide shortage of Class IV operators. The State Statutes allows a plant to operate without penalty under a Class III operator for one year. Fortunately, Killingly has a very experienced Class III operator. Joseph Couture has been working at the Killingly plant since 1993. He has held a Class III Operator license since 2000 and has operated the Killingly plant in the absence of the Class IV Operator since that time. Joe meets all the requirements for a Class IV operator with the exception of having passed the written examination.

The State of CT grants reciprocity to out of state operators provided they meet the education and experience requirements without requiring the written examination. Several of our former contract operators received their Class IV in CT under this process. Based on Joe's education and experience he would be eligible for reciprocity if he did not work in CT but rather was transferring from another state. In the reciprocity process, he would not be required to take the written examination. The oversight board reviews the candidate's work history, education and continuing education to determine if they meet the requirements of the Class IV operator in CT. Joe's experience and education exceed the requirements for the Class IV operator license.

Joe is currently performing all functions of the Class IV Operator for the Killingly wastewater treatment plant very successfully. The plant has operated within permit limits. Joe has applied to be the Killingly Superintendent Class IV Operator. He is submitting the attached letter requesting the State waive the written examination. I am requesting the Town Council support Joe in this endeavor.

The WPCA has approved the submission of a letter of support which is attached.

FINANCIAL SUMMARY: N/A

STAFF RECOMMENDATION: Approval of Resolution

TOWN ATTORNEY REVIEW: Reviewed Letter of Support

COUNCIL ACTION DESIRED: Action on the Resolution

SUPPORTING MATERIALS: Resolution
Request Letter by Joseph Couture
WPCA Support Letter
Proposed Town Council Support Letter

Resolution # 23-14

**RESOLUTION AUTHORIZING THE ISSUANCE OF A LETTER OF SUPPORT TO THE STATE
OF CONNECTICUT SUPPORTING JOSEPH COUTURE'S EXAMINATION WAIVER
REQUEST FOR THE CLASS IV WASTEWATER OPERATOR LICENSE**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Council Chairman is herein authorized to execute the attached letter of support for Joseph Couture's waiver request to the State for the waiver of the written examination for the Class IV wastewater operator license. Said letter shall be transmitted to the Connecticut DEEP Municipal Wastewater Section for inclusion in Mr. Couture's waiver request.

KILLINGLY TOWN COUNCIL

Jason Anderson
Chairman

Dated at Killingly, Connecticut,
this 21st day of March 2023

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 March 14, 2023, 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)



*Joseph Couture
Interim Plant Superintendent
31 Wauregan Road
Danielson, CT 06239
(860) 779-5392*

March 7, 2023

Mr. Craig Motasky
Municipal Wastewater Section
79 Elm Street
Hartford, CT 06106

RE: Request for Class IV license examination waiver

Dear Mr. Motasky

I am respectfully writing to request an exemption to the written examination part of the Class IV licensing procedure. I am inquiring for you to grant a waiver on the written exam and grant me an experienced based Grade IV license.

Currently, I am the Chief Operator at the Killingly Wastewater Treatment Facility and I have been employed at this facility for close to thirty years. I have been the assistant plant manager and held the responsibilities of an assistant plant manager for more than fifteen years of that time. Currently, I am responsible for, but not limited to:

- Permit Compliance
- Documentation submission to CT-DEEP & EPA
- Financial Oversight
- Capital Planning
- Staffing
- Preventative Maintenance Programs
- Collection Planning & Oversight
- Inflow & Infiltration
- Storm Water Monitoring

There have been many instances when I have already been performing the duties of the Plant Superintendent. Even though the previous company had a Class IV operator onsite, I operated the facility for the past six years. Previously, as the Class IV's have left the company for various reasons, such as, job transfers or out for extended periods of time, I was called upon to step in as the Chief Operator. Under my direction, this facility has been within its permit for almost two years, with no previous major out of compliance issues beforehand.

I have handled multiple capital improvement projects, with the last one ending two years ago. The last project, being a significant facility upgrade, tested my knowledge of wastewater treatment, as the contractors needed to remove equipment, as well as shutting down or diverting major processes. This was handled by educating my team, and we stayed within the stringent permit limits set forth, requiring many additional working hours on my part.

Per the Connecticut Wastewater Certification Guidelines, I have long ago fulfilled the requirements to hold this position except for the requirement to pass the written exam:

- “Class IV High school diploma (or GED) and 135 CEUs (three years) of post-high school education in a wastewater related field, 27 CEUs of which shall be directly related to the operation of a WWTF. Four years in the operation of a Class III or higher WWTF of which two years shall be as Chief Operator of a Class III WWTF or DRC at a Class IV WWTF.”

I also have taken multiple courses throughout the years to achieve my Continuing Education Units (CEU's). The amount of CEU's I currently hold, would be more than enough for bachelor's degree. Currently, I hold a Grade III CT wastewater License. I would be willing to take any recommended courses that you suggest. I believe a waiver process could be accomplished in a similar way to that which is required for reciprocity recipients. I have included a list of past courses related to our field of industry.

As you know, there is a shortage of trained Grade IV wastewater operators in the state of Connecticut. Killingly has had the advertisement for Plant Superintendent out for several months and Grade IV operators are not coming forward, interested in the position. Since I am already running the Killingly wastewater facility, I feel that although I struggle with exams due to testing anxiety, I am the best candidate to run the facility. As you may be aware, the Killingly facility is unique due to Frito Lay, being a major industrial contributor. My knowledge and experience here is extensive. I believe that this long-standing knowledge and experience is what makes me the best candidate to continue running the facility as opposed to someone who may walk in off the street with good written testing abilities, but no actual knowledge of the facility.

I am also only interested in continuing to run the Killingly Wastewater Facility. It is for this reason that I would be open to accepting a conditional Grade IV wastewater license as well, instead of a waiver. The condition of this license would be that it was applicable only for the Killingly Wastewater Facility.

Thank you very much for your consideration of this request.

Sincerely,



Joseph Couture



Town of Killingly

WATER POLLUTION CONTROL AUTHORITY
172 Main Street, Killingly, CT 06239
Phone 860-779-5360 Fax 860-779-5326

March 15, 2023

Mr. Craig Motasky
Municipal Wastewater Section
CT Department of Energy and Environmental Protection
79 Elm Street
Hartford CT 06106

RE: Killingly WWTF Class IV Operator

Dear Mr. Motasky,

As you may be aware the Town of Killingly WWTF was operated the plant by a contract operator from **1993 to 2022**. Through the duration of the contract the contract operating company merged or changed to ultimately be SUEZ/VEOLIA in 2021.

After 20 years of a successful work relationship the Town's agreement with SUEZ/VEOLIA was set to expire on June 30, 2022. In the winter of 2021, the Killingly WPCA advertised for a contract operator in accordance with the Town's procurement policy. Veolia was the only bidder.

Due to receiving only one bid, the WPCA decided not to award and requested to execute the 1-year extension in the existing contract while the WPCA continued with our procurement process. Veolia refused to extend the existing contract. The existing plant staff, with the exception of the class IV operator, was hired by the Town of Killingly and on July 1, 2022 the Town of Killingly took over operations at the WWTF. At which time Joseph Couture, a class III wastewater operator at the Killingly WWTF, became listed as our chief operator.

Mr. Couture has been employed continuously at the plant since 1993. He has been in charge of plant operations and maintenance and has operated the plant in the absence of a class IV operator since 2000. While he has been in charge there have been no operational issues at the facility. He continues to pursue training, attends continuing education classes, and currently has **206** hours of continuing education experience. He also continues to sit for the class IV exam and is scheduled to take the exam again in March 2023.

Since June of 2022 we have advertised for a class IV operator in the newspaper, the Town Website, on social media, Indeed and the NEWEA website. We are continuing our search efforts and will continue to do so. However, to date we have not been successful in finding a qualified applicant.

It is with these facts in mind that we respectfully ask you consider the three options below.

1. Allow for a time extension to continue our search to hire a class IV operator or
2. Take into consideration the number of CEU's Mr. Couture possesses and grant him reciprocity or
3. Take into consideration Mr. Couture's extensive experience at the Killingly WWTF and issue a conditional class IV license only for the Killingly WWTF.

I thank you in advance for your time and consideration on this matter.

If you have any questions or if you would like to meet to discuss this issue please do not hesitate to contact me at 860-779-5360 or via email dcapacchione@killinglyct.gov

Sincerely,

David Capacchione P.E.
Director of Engineering
Town of Killingly

Patrick McLaughlin
Chairman
Killingly, WPCA

Cc: Carlos Esguerra, CT DEEP



TOWN OF KILLINGLY

Town Council
172 Main Street, Killingly, CT 06239
Tel: 860 779-5300 ext. 7 Fax: 860 779-5394

March 14, 2023

Mr. Craig Motasky
Municipal Wastewater Section
79 Elm Street
Hartford, CT 06106

Re: Killingly WWTF Class IV Operator

Dear Mr. Motasky:

The Town Council writes in support of Joseph Couture request for an exemption to the written examination portion of the Class IV wastewater operator licensing process. Mr. Couture has been working at the Killingly wastewater treatment facility since 1993. He has been performing as the assistant plant manager since 2000 and on numerous occasions has stepped in as Chief Operator when the Class IV operator left. Throughout that time Mr. Couture has successfully operated the plant within permit limits. Mr. Couture works closely with all State agencies to ensure the plant is meeting requirements and maintaining up to date on all reporting. As demonstrated by his submission, Mr. Couture has extensive continuing education and has stayed informed and educated in the technicalities of this field throughout his career.

The Killingly Town Council writes this letter in support of Joseph Couture's waiver request. We further request

Please do not hesitate to contact me should you have any questions.

Sincerely,

Jason Anderson
Town Council Chairman

Cc: Carlos Esguerra, CT DEEP
Joseph Couture
Killingly WPCA