

1. Call to Order

The Killingworth Board of Selectmen held a Special Meeting on Monday, January 13, 2014, at the Killingworth Town Office Building, 323 Route 81, Killingworth, Connecticut. In attendance were First Selectwoman Catherine lino, Selectman Fred Dudek and Selectman Louis Annino, Jr. First Selectwoman lino called the meeting to order at 7:00 PM.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of Minutes

**Motion by Annino, second by Dudek, to approve December 6, 2013 Minutes as written. Voting in favor – Annino, Dudek, lino. Opposed – none. Motion Carried.**

**Motion by Dudek, second by Annino, to approve December 9, 2013 Minutes as written. Voting in favor – Dudek, Annino, lino. Opposed – none. Motion Carried.**

4. Visitors' Comments

Visitors present included Cheryl Chandler, Mark Torello and Don Pierson from HKYFS and Regina Regolo and Elizabeth Disbrow.

5. Tax Abatements & Refunds

**Motion by Dudek, second by Annino, to approve tax refunds for payment as reviewed and attached hereto. Voting in favor – Dudek, Annino, lino. Opposed – none. Motion Carried.**

6. Vacancies

The following vacancies were noted as shown on the posted Agenda – Emergency Management – 2, Energy Task Force – 7, Health & Safety – 1, Open Space – 1, Park and Rec – 1, Parmelee Steering – 4, IWWC - 1.

7. Appointments

**Motion by Dudek, second by Annino, to appoint the following – James Joseph Duffield to Park and Recreation Commission for a term ending December 31, 2016, Suzanne Davenport to the Open Space Committee for a term ending December 31, 2014 and Geoffrey Cook to the Energy Task Force for a term ending December 31, 2014. Voting in favor – Dudek, Annino, lino. Opposed – none. Motion Carried.**

8. Old Business

A. Parmelee Farm Charge

**Motion by lino, second by Annino, to approve Parmelee Farm Charge as presented and attached hereto. Voting in favor – lino, Annino, Dudek. Opposed – none. Motion Carried.**

9. New Business

A. HKYFS Budget Request

Cheryl Chandler, Mark Torello and Don Pierson were in attendance representing Haddam-Killingworth Youth and Family Services. Cheryl Chandler noted she is leaving (last day is Friday) and requested this meeting to go over the upcoming budget proposal for next fiscal year. She thanked everyone for their past and continued support.

Ms. Chandler noted Mark Torello, Chair of the Board of Directors, and Don Pierson, Interim Director, were both present. She indicated Mr. Pierson started last week and she has brought him up to speed on things.

The Budget Request for Youth and Family Services of Haddam-Killingworth, Inc. FY 2014-2015, along with budget worksheet, was distributed and reviewed.

Ms. Chandler reviewed the STOP Act Grant noting it is now in its 10th year of funding and will expire in October 2014. Revenues and Expenditures were reviewed as well as Budget Comparisons for Proposed FY 2015 to Approved FY 2014. Other items Ms. Chandler reviewed were Fundraising Revenues, Federal Funding, Town Funding and Insurance.

Mark Torello noted the Board of Directors has appointed an Executive Director Search Committee and making progress to that end. In the meantime they are blessed to have Don Pierson at the helm as Interim Director. Mr. Pierson has a wealth of experience and serves as an adhoc member of the Search Committee. The staff are happy. Mr. Pierson is transitioning nicely.

The funding for the Coalition Program was briefly reviewed. It was noted salaries were kept flat. There has been an increase in insurance. It was also noted they have to make the budget work this year without the STOP Act Grant.

First Selectwoman lino asked what portion of staff time goes to fund raising. Mr. Torello noted it was a small percentage, maybe 5%. Ms. Chandler agreed, maybe between 5 and 10%. Selectman Annino asked what fund raising has been in the past. Mr. Torello noted typically its been about \$50,000, but they raised it this year to \$83,500 and they will be as aggressive as they can be.

First Selectwoman lino asked what the status was of headquarters. Ms. Chandler noted she wasn't sure yet. She met with the Director of Building and Maintenance to review the general condition of the building and he will be meeting with the District 17 Building Committee.

Selectman Annino inquired about the cuts in consultants. Ms. Chandler noted these consultants were required for that Federal Grant and they have learned to do these things without the consultants.

The Board of Selectmen thanked Ms. Chandler and Messrs. Torello and Pierson for coming this evening and presenting the upcoming proposed budget.

B. Selectmen's Annual Report

**Motion by Annino, second by Dudek, to approve Annual Report of the Board of**

**Selectmen, 2012-2013 as presented. Voting in favor – Annino, Dudek, lino.  
Opposed – none. Motion Carried.**

C. Call to Town Meeting

The draft Call to Town Meeting was reviewed. It was noted a fourth item needed to be added to "accept and approve the Annual Report of the Board of Finance for Fiscal Year 2012-2013, copy of which is on file in the office of Town Clerk." Linda Dudek, Town Clerk, explained voting procedures as it pertained to property owners vs. registered voters. **Motion by lino, second by Annino, to issue Call to Town Meeting for January 28, 2014 as corrected with four items contingent on the Board of Finance approving the request for \$210,000 from Capital Reserves pertaining to Item #2 on Call (copy attached hereto). Voting in favor – lino, Annino, Dudek. Opposed – none. Motion Carried.**

10. CI Comments

First Selectwoman lino reviewed the Small Cities Housing Grant which is a Federal Program that makes awards for revolving loan funds for low income people to make housing repairs. This would be done in conjunction with the Towns of Westbrook and Clinton. Clinton would be the lead agency and responsible for administrative work (applications, etc.). lino noted she would like to participate in this program if possible. This Program is managed by Larry Wagner a well known consultant who handles the Program for Clinton and other towns. It allows people who meet certain income criteria to receive loans that are repayable only when the house is sold. It allows the homeowner to bring the property up to housing standards (roofs, wells, lead abatement, etc.). It will be of real benefit to some people who have low income. The Program does not effect the Town's budget at all. First Selectwoman lino noted she would do some more research on this Program and bring it back before the Board of Selectmen who would have to accept it.

First Selectwoman lino noted she has had a request from people in Town for some time now to have a shed for people to put lightly used items for other people to take. Selectmen Annino and Dudek were not in favor of this as an alternative is to donate items to Goodwill and Salvation Army.

First Selectwoman lino noted the Building and Sanitation fees should be reviewed. Planning & Zoning is given the ability to propose fees but then it has to go to Town Meeting for approval. Restaurant Inspection fees do not go to Town Meeting. Killingworth's restaurant fees are low compared to other towns. lino suggested fees should be looked at as a whole.

First Selectwoman lino briefly reviewed the "Solarize Connecticut" which is a State Program to allow people to put solar installations on houses by selecting a particular vendor. The application period is right now. There are also some private firms setting up parallel programs. First Selectwoman lino reviewed the advantages of the State's Solarize Program compared to the private solar programs. The Towns of Chester and Clinton are currently participating in the CT Solar Challenge Program. Selectman Dudek asked what the Town's obligations were for the Solar Challenge Program. lino noted she would distribute the information to Selectmen Dudek and Annino and that there was a flat \$100 permit fee for solar installation.

First Selectwoman lino reminded everyone at a future meeting there should be discussion regarding the transfer station and whether the Town should be charging for certain items, such as tire disposal, etc.

First Selectwoman lino noted the War Memorial needs to be moved from VFW location. She suggested moving it to the front of Town Hall where two Memorials currently exist.

#### 11. Selectmen's Comments

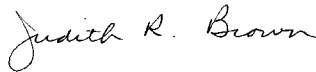
Selectman Annino noted he was approached by someone regarding landscaping at the 80/81 Traffic Circle. Right now that is being maintained by the Garden Club with permission from the State. It has been suggested this might be an opportunity for local landscapers to "adopt" certain spaces in Town (similar to the Adopt a Road program). Potentially certain areas around Town could be identified and guidelines developed as a beautification project.

Selectman Dudek briefly discussed the snow removal budget. He suggested that when a particular job would take less than an hour to complete that only 1 or 2 employees be called out. It doesn't make sense to call out everyone including contractors.

#### 12. Adjournment

**Motion by Dudek, second by Annino, to adjourn at 8:30 PM. Voting in favor – Dudek, Annino, lino. Opposed – none. Motion Carried.**

Respectfully submitted,



Judith R. Brown, Recording Secretary

Attachments – Tax Refunds, Parmelee Farm Charge, Call of Town Meeting January 28, 2014

**Charge to the  
Parmelee Farm Committee**

The Parmelee Farm Committee is charged with developing and managing Parmelee Farm so as to connect our community to the natural environment and cultural heritage of Killingworth through education, agriculture, preservation, passive recreation, and the arts. Specifically:

- Oversee development and management of the site according to the master plan;
- Coordinate the use of the site, with attention to security, safety, preservation of the farm, and fairness;
- Create a long-term plan for management of the farm.

KBOS 1/13/14

Refunds

<u>Name</u>	<u>Address</u>	<u>Amount</u>	<u>Reason</u>
1. Michele Kelvey Albert	81 Route 81	\$8.27	Overpayment COC#05464M
2. James M. Filosi	15 Cow Pen Hill Rd.	\$15.40	Overpayment COC#05402M
3. Muriel Garigliano	50 Summit Rd. apt. 1	\$11.01	Overpayment COC#05461M
4. Lida Qi	49 Beaver Dam Rd.	\$8.58	Overpayment COC#05437M
5. Robert G. Gentles	49 Beaver Dam Rd.	\$8.10	Overpayment COC#05452M
6. James D. Grady Jr.	15 Sugar Hill Road	\$7.97	Overpayment COC#05496M
7. Charles Sharples & Marlisa Simonson	15 Rosemary Lane	\$8.00	Overpayment
8. Joanna Crowell	120 Old Deep River Tpke	\$6.36	Overpayment
9. Wilfred J. Stocking	31 Whitewood Rd	\$25.85	Overpayment COC#05502S
10. Kathleen A. Roelofsen	56 Green Hill Rd.	\$212.70	Overpayment COC#05507M

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LEGAL NOTICE

TOWN OF KILLINGWORTH

The Electors of the Town of Killingworth and all those qualified to vote in meetings of said Town are hereby notified and warned that a Special Town Meeting will be held in the All Purpose Room of the Killingworth Elementary School, 340 Route 81, Killingworth, CT on Tuesday, January 28, 2014 at 7 p.m. to consider and act upon the following items of business:

1. The plan design for the Improvements to Sheldon Park. The plan designs are available for inspection at [www.townofkillingworth.com](http://www.townofkillingworth.com) and are on file with the Town Clerk.
2. The proposed cost, of an amount not to exceed \$750,000 for Improvements to Sheldon Park, to be funded by a \$400,000 STEAP grant, \$140,000 in capital funds already committed to this project, and \$210,000 from capital reserves.
3. To approve and accept the Annual Report of the Board of Finance for Fiscal Year 2012-2013, a copy of which is on file in the office of the Town Clerk.
4. To elect one Killingworth Elector to serve as a member of the Regional School District 17 Board of Education for a term to expire November 3, 2015. **Only Electors of the Town of Killingworth are eligible to vote on Item 4.**

Dated at Killingworth, Connecticut this 15<sup>th</sup> day of January 2014.

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Catherine Iino  
Jr.  
First Selectwoman

Fred Dudek  
Selectman

Louis C. Annino,  
Selectman