

In attendance: C. Iino, L. Annino Jr., E. Blewett, R. Regolo, S. Marino,
R. Rimmer, A. Stirna, W. Linsley

1. The meeting was called to order at 7:32 p.m.
2. Public comment: None
3. Board of Education report
4. Approval of minutes
This item was tabled.
5. Refunds and abatements
Motion by Annino, seconded by Iino, to approve a refund for overpayment in the amount of \$18 to Mary Louise Burkle of 257 Green Hill Road, and allow it to take its course for refunding. The motion passed unanimously.
6. COVID 19 Briefing and Discussion
Health Director Sonia Marino briefed the BOS on:
 - the number of town residents who have contracted the virus and successful efforts to communicate with most of those affected
 - the first phase of reopening of local businesses, including a coordination with ZEO Cathie Jefferson on efforts to help restaurants with outdoor dining
 - ongoing communication with both residents and businesses on best practices
 - plans for contact tracing
 - current sanitation projects

Iino noted that town cases do not appear to have been contracted locally, and underscored the continued need to adhere to recommendations. Iino discussed efforts to work toward Town Hall reopening:

 - Employees should work from home where possible
 - Permanent hand sanitizer dispensers at entrances
 - Employee self-monitoring of health conditions
 - Posting of rules
 - Use of masks
 - Retrofitting of town hall, facilitating one-way traffic flow, installation of Plexiglass shields
 - Doors will remain locked for now, access is by appointment only
 - Adjustment of work schedules – 50% of staff at one time
 - Schedule of regular cleaning/sanitizing
 - Doorbell access

Annino asked for and received confirmation that the Health Director will approve the state-mandated written plan for reopening. He expressed concerns that while the RSD17 custodial staff may have done a thorough single cleaning, a schedule for daily sanitizing needs to be in place. He emphasized that the town cannot ethically open up town hall until an approved written plan is in place to protect workers and visitors. Marino elaborated on processes, and Blewett offered to find out about a sanitizing product being used locally. Regolo emphasized the need to assign the responsibility for training and adherence to standards. Marino emphasized that she is available to employees and residents for guidance.

7. Old Business

A. FY 20 Budget review

Regolo stated that as projected YTD revenues exceed expenditures, the town will not need to draw from the fund balance for operating funds at all this year. YTD COVID 19-related expenses, which are unbudgeted and mostly reimbursable, are currently at \$37,000 and are projected to reach \$47,000 by June 30. Costs are related mostly to:

- Extra hours health department
- Communications upgrades and remote work
- Building modifications.

She asked the BOS to discuss these costs monthly.

Regolo received confirmation from auditor that the capital shortfall will have a lower impact than she anticipated.

Blewett asked about the reimbursement process for COVID-19 expenses. Regolo responded. Iino noted that the state intends to reimburse COVID-19-related expenses 100% from CARES Act funding and is hoping that towns will not need to apply for FEMA funding. Anticipated KVFC COVID-19 expenses, and bulk buying of PPE for the school district, were also briefly discussed.

B. FY 21 Budget review

The Board of Finance hearing is scheduled for June 2nd. Iino invited the BOF members present to comment. Blewett reported that no additional changes were made to the RSD17 budget.

Rimmer related that the operating budget proposed by the BOS included an increase of \$377,000 over the FY2019/20 budget. After extensive deliberations, the BOF proposes cuts reducing that increase to \$266,091, nearly all from an increase in the "Transfer to capital." The BOF also reduced the proposed capital budget by about \$662,000, to approximately \$1.8 million.

Blewett noted that the RSD17 assessment to the town will almost certainly be significantly lower than the FY19-20 assessment, which is currently used as a placeholder in the budget summary.

lino has proposed a meeting to discuss the schedule of payments from the towns to the district, and the application of the fund balance from last year's audit. Prompt application of this payment could help mitigate any potential cash flow issues in the coming months.

Rimmer asked Regolo to clarify earlier comments about capital funding shortfall, and the projected general fund balance at the end of the year.

8. New Business

A. Issue RFP for Repairs to Bethke Road over Powder Meadow Brook

lino moved to Issue RFP for Repairs to Bethke Road over Powder Meadow Brook. The motion was seconded by Annino.

Discussion: Annino asked that the documents be modified to ensure that the precast box culvert can be produced this year. NLJA will be consulted regarding this condition.

The motion, modified to address the conditions above, passed unanimously.

B. Long-Term Recovery Committee

lino moved that the town create a Long Term COVID-19 Recovery Committee, as requested by the state, charged as follows:

The Long-Term COVID-19 Recovery Committee is charged with investigating the following questions, for the purpose of providing information to the State of Connecticut and the town, and for making recommendations to the Board of Selectmen for town actions.

- 1) What kinds of help do our residents need to deal with the consequences of job loss?*
- 2) What kinds of help do our businesses need to remain viable in Killingworth?*
- 3) How should town services be reconfigured to protect workers and residents?*
- 4) What do our first responders need in order to handle changing demands?*
- 5) Are there any local ordinances or regulations that need to be changed?*

Annino talked about potential overlap with local entities such as Planning & Zoning and Emergency Management. lino noted that this is an advisory but not regulatory committee. She noted that the commercial district is threatened and tax revenue challenges are unknown. Blewett added that input from the business and overall community is extremely important for the town. Annino agreed that the community outreach aspect is crucial.

lino amended the motion to read as follows:

*The Long-Term COVID-19 Recovery Committee is charged with investigating the following questions, **through outreach to all sectors of the community**, for the purpose of providing*

information to the State of Connecticut and the town, and for making recommendations to the Board of Selectmen for town actions.

- 1) *What kinds of help do our residents need to deal with the consequences of job loss?*
- 2) *What kinds of help do our businesses need to remain viable in Killingworth?*
- 3) *How should town services be reconfigured to protect workers and residents?*
- 4) *What do our first responders need in order to handle changing demands?*
- 5) *Are there any local ordinances or regulations that need to be changed?*

The motion, seconded by Annino, passed unanimously.

lino moved to appoint the following to serve on the **Long-Term Covid 19 Recovery Committee** for a one-year term starting June 1, 2020:

Michael R. Sarlin (D)
Lucinda H. Hogarty (D)
Carol E. Martone (U)
Frank T. Crohn Jr. (D)
Paul F. Pitts (R)
Cheryl K. Fine (R)
Natalie Ortoli-Drew R)

Other members are expected to be added.

The motion, seconded by Annino, passed unanimously.

10. Selectwoman's comments

- A. lino reported on quiet Memorial Day observances. Local residents and the Boy Scouts placed flags on the graves of veterans.

A town sponsored video, produced by the HKHS media department, honored local war dead. Special thanks were offered to HK senior Joseph Formica for his talents and his thoughtful contributions. The video was very well received.

B. Cooperative efforts to share services between RSD17 and the town, which included office cleaning by RSD17 staff and parking lot sweeping by town staff, were noted.

C. The Charter revision commission has met and has called in outside consultants to assist in reviewing town charters, and to explore different forms of government.

D. Weekly distribution of state-issued masks and infrared thermometers to local businesses has begun. Items are requested from the state and then retrieved and distributed by town.

E. Highway projects: Scheduled road projects, including Quarry Hill Road paving, which is nearing completion, have continued without interruption. Street sweeping is done; catch basin cleaning continues.

F. Overall the work of the town remains largely uninterrupted, and it was noted that the volume of permits being issued by the land use office has been remarkable.

11. Selectmen's comments

A. Blewett offered thanks to Iino and her entire team for efforts toward meeting the challenge of reopening local business in a positive way. The forward momentum is vital to the business and overall community.

B. Annino echoed Blewett's comments and expressed appreciation for the efforts to reopen and was pleased to see signs of a new energy level in town.

C. Iino thanked the Garden Club for tremendous efforts at beautifying the town circle, and noted that the Lions Club and Premier Stone donated time and materials.

11. **A motion by Annino, seconded by Blewett, to adjourn at 8:37 p.m. passed unanimously.**

Respectfully submitted by E. Disbrow on 5/29/20