

**Board of Selectmen  
AGENDA**

Board of Selectmen  
40 Old Farms Road  
Willington, CT 06279  
(860) 487-3100  
(860) 487-3103 Fax  
[www.willingtonct.gov](http://www.willingtonct.gov)

**Regular Meeting**  
**In Person; TOB, Downstairs Meeting Room & Virtual Meetings via ZOOM**

**September 2, 2025**  
**6:30 PM**

Join the Zoom Meeting: <https://willingtonct.zoom.us/j/82284283999?pwd=8JFoYlYlSWRwqMd7jhQ6pvKliuGAeWNy.1>

Dial by your location: +1 929 205 6099 US (New York)

Meeting ID: 822 8428 3999 Passcode: 635165

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
4. Present to Speak
  - a. Public participation is encouraged. Speakers are limited by appropriateness, staying on topic, and maintaining decorum. Time may be limited to maintain progress. Please request to reserve time during the meeting if you wish to speak to a specific agenda item.
5. Correspondence
6. Tax Refunds
  - a. Hyundai Lease Titling Trust \$531.02
  - b. Timothy Wasielewski \$17.06
  - c. Jackson Wasielewski \$319.41
7. Public Works Report
8. First Selectman Status Report
9. New Business
  - a. Proposed code adoption ordinance- Mike D'Amato Presentation
  - b. Exhaust Presentation- Chief Alex Moore
10. Old Business
  - a. Tax Stabilization Plan
11. Good & Welfare
12. Present to Speak
13. Adjournment

In accordance with FOIA guidance, if a meeting is interrupted due to the failure, disconnection or, in the chairperson's determination, unacceptable degradation of electronic equipment, or if a member necessary to form a quorum loses the ability to participate due to the failure, disconnection or degradation of the member's connection, the public agency may resume the meeting in accordance with the following:

1. The meeting will be suspended for not less than 30 minutes or more than 2 hours.
2. The meeting will resume in person if a quorum is present in person,
3. Notification will be made as to the action taken by the committee on the Town website as soon as practicable.
4. This notification serves as the preplanned procedure in case of electronic failure.

**Proposed Code Adoption Ordinance  
Town of Willington**

Be it enacted and ordained by the Town of Willington in Town Meeting assembled:

**§ 1-1. Code adopted; existing ordinances continued.**

The compilation of the ordinances of a general and permanent nature of the Town of Willington, Tolland County, Connecticut, codified and consolidated into chapters and sections in the form attached hereto and made a part hereof, and consisting of Division 1, Chapters 1 through 288, is hereby approved, adopted, ordained and enacted as the Code of Ordinances of the Town of Willington, Connecticut, hereinafter referred to as the "Code." The provisions of the Code, insofar as they are substantively the same as those of the ordinances in force immediately prior to the enactment of the Code by this ordinance, are intended as a continuation of such ordinances and not as new enactments. All such provisions are hereby continued in full force and effect and are hereby reaffirmed as to their adoption by the Town.

**§ 1-2. Code on file; additions and amendments.**

- A. A copy of the Code has been filed in the office of the Town Clerk and shall remain there for use and examination by the public until final action is taken on this ordinance. Following adoption of this ordinance, such copy shall be certified to by the Town Clerk as provided by law, and such certified copy shall remain on file in the office of the Town Clerk, to be made available to persons desiring to examine the same during all times while said Code is in effect.
- B. Additions or amendments to the Code, when adopted in such form as to indicate the intent of the Town to make them a part thereof, shall be deemed to be incorporated into such Code so that reference to the "Code of the Town of Willington" shall be understood and intended to include such additions and amendments.

**§ 1-3. Notice; publication.**

The Town Clerk shall cause this ordinance or a summary of this ordinance to be published in the manner required by law. The enactment and publication of this ordinance coupled with the filing of the Code in the office of the Town Clerk as provided in § 1-2 shall be deemed, held and considered to be due and legal publication of all provisions of the Code for all purposes.

**§ 1-4. Severability.**

Each section of this ordinance and of the Code and every part of each section is an independent section or part of a section, and the holding of any section or a part thereof to be unconstitutional, void or ineffective for any cause shall not be deemed to affect the validity or constitutionality of any other sections or parts thereof.

**§ 1-5. Repealer.**

Ordinances or parts of ordinances inconsistent with the provisions contained in the Code adopted by this ordinance are hereby repealed; provided, however, that such repeal shall only be to the extent of such inconsistency, and any valid legislation of the Town of Willington which is not in conflict with the provisions of the Code shall be deemed to remain in full force and effect. In addition, the following ordinances are specifically repealed:

- A. The "Elimination of Declaration of Property Ordinance," adopted September 18, 1978.
- B. The "Ordinance Regarding Participation in the Windham Region Council of Governments," adopted August 7, 2007.
- C. The "Ordinance Prohibiting the storage, Disposal or Use of Waste from Oil and Gas Exploration or Extraction Activities, or Any Derivative Thereof, in the Town of Willington, Connecticut," adopted June 20, 2017.

**§ 1-6. Ordinances saved from repeal.**

The adoption of this Code and the repeal of ordinances provided for in § 1-5 **Error! Bookmark not defined.** of this ordinance shall not affect the following ordinances, rights and obligations, which are hereby expressly saved from repeal:

- A. Any ordinance adopted subsequent to November 19, 2024.
- B. Any right or liability established, accrued or incurred under any legislative provision prior to the effective date of this ordinance or any action or proceeding brought for the enforcement of such right or liability.
- C. Any offense or act committed or done before the effective date of this ordinance in violation of any legislative provision or any penalty, punishment or forfeiture which may result therefrom.
- D. Any prosecution, indictment, action, suit or other proceeding pending or any judgment rendered, prior to the effective date of this ordinance, brought pursuant to any legislative provision.
- E. Any franchise, license, right, easement or privilege heretofore granted or conferred.
- F. Any ordinance providing for the laying out, opening, altering, widening, relocating, straightening, establishing of grade, changing of name, improvement, acceptance or vacation of any right-of-way, easement, street, road, highway, park or other public place or any portion thereof.
- G. Any ordinance or resolution appropriating money or transferring funds, promising or guaranteeing the payment of money or authorizing the issuance and delivery of any bond or other instruments or evidence of the Town's indebtedness.

- H. Ordinances authorizing the purchase, sale, lease, dedication or transfer of property or any lawful contract, agreement or obligation.
- I. The levy or imposition of taxes, assessments or charges or the approval of the municipal budget.
- J. All currently effective ordinances pertaining to the rate and manner of payment of salaries and compensation of officers and employees.
- K. Any ordinance relating to or establishing a pension plan or pension fund for municipal employees.

**§ 1-7. Changes in previously adopted ordinances.**

- A. In preparing the revision and codification of the ordinances, certain minor grammatical and nonsubstantive changes were made in one or more of said ordinances. It is the intention of the Town Meeting that all such changes be adopted as part of the Code as if the ordinances so changed had been formally amended to read as such.
- B. The changes, amendments or revisions as set forth in Schedule A attached hereto and made a part hereof are made herewith, to become effective upon the effective date of this ordinance. (Chapter and section number references are to the ordinances as they have been renumbered and appear in the Code.)
- C. The following changes are made throughout the Code:
  - 1) The term "Chairman" is amended to read "Chairperson."
  - 2) The terms "Zoning Enforcement Officer" and "Zoning Enforcement Agent" are amended to read "Zoning Agent."
  - 3) The terms "Director of Health" and "Sanitarian" are amended to read "Health Official."
  - 4) References to the Department of Environmental Protection and DEP are amended to read "Department of Energy and Environmental Protection" and "DEEP," respectively.
  - 5) References to the Commissioner of Environmental Protection are amended to read "Commissioner of Energy and Environmental Protection."

**§ 1-8. Altering or tampering with Code; penalties for offenses.**

It shall be unlawful for anyone to change, alter or tamper with the Code in any manner which will cause the laws of the Town of Willington to be misrepresented thereby. Anyone violating this section shall be subject, upon conviction, to a fine of not more than \$250.

**§ 1-9. When effective.**

This ordinance shall take effect 15 days after publication of the full text or a summary thereof pursuant to law.

**TOWN OF WILLINGTON, CONNECTICUT**

Willington Debt Management Policy  
\_\_\_\_\_, 2025

As adopted by the Board of Selectmen and the Board of Finance:

- I. **PURPOSE:** The Debt Management Policy (the "Policy") is established to help ensure that all Town of Willington (the "Town") debt is issued both prudently and cost effectively. The Policy sets forth guidelines for the issuance and management of all financings of the Town. This includes debt supporting general government, emergency services, Town education, and Region 19 education. Monitoring and executing the Policy is essential to ensure that the Town maintains a sound debt position and protects the credit quality of its obligations while providing flexibility in meeting the Town's capital needs. The Policy is established for the following additional purposes:
  - A. Establish parameters for issuing and managing debt;
  - B. Provide guidance to decision makers related to debt affordability standards;
  - C. Promote objectivity in the debt approval decision making process; and
  - D. Facilitate the actual financing process by establishing important policy decisions in advance.
- II. **POLICY STATEMENT:** Certain capital expenditures shall be financed by long-term debt to be repaid in accordance with the applicable debt instrument. The Town may issue debt for the purposes of financing or refinancing the construction or acquisition of nonrecurring permanent capital improvements, major renovations, open space property, or other similar projects as the Town deems necessary (the "Project"). Current operating expenditures shall not be funded through the issuance of debt (except in limited circumstances by a tax anticipation note).

To qualify for long-term financing, the Project as defined above shall have a minimum useful life of five (5) years and cost at least \$20,000 individually, or in the aggregate for related items. Capital expenditures which fall below these minimum bond thresholds, may be financed through one or more of the following:

- Budgeted operating expense
- State funds, such as LoCip (Local Capital Improvement Projects) or other grants
- Federal funds
- Unassigned fund balance
- Assigned fund balance
- Contingency or other reserves that may exist

Any amendments to this Policy require the approval of both the Board of Selectmen and the Board of Finance.

### III. DEBT LIMITS

#### A. Legal Restrictions

Capital improvements financed through the issuance of long-term debt may be financed for a period not to exceed thirty (30) years or in accordance with Chapter 109 of the Connecticut General Statutes (the "General Statutes").

#### B. Public Policies

##### 1. Type of debt that may be issued and purpose for which debt proceeds may be used:

Bond Anticipation Notes (BANs)	Provides interim cash flows on a short-term basis to facilitate the timing of bond sales. The proceeds from the BANs may be used for the purpose for which the associated bonds are authorized.
Tax Anticipation Notes (TANs)	Provides interim cash flows to finance a current operation before the Town collects tax revenues. Proceeds are to be used to bridge the gap between the mismatch between the receipt of property taxes and ongoing expenditures.
General Obligation Bonds	For the purposes of constructing or acquiring nonrecurring permanent capital improvements, major renovations, open space property, or other similar projects that the Town deems necessary.
General Obligation Refunding Bonds	For the purpose of refinancing BANs or General Obligation Bonds

##### 2. Municipal Leases: A municipal lease is a type of debt which may be entered into using the following guidelines:

- A municipal lease should be used for major equipment, rolling stock, and other capital items when it is cost justifiable
- The minimum amount of a municipal lease shall be \$25,000
- The term of a municipal lease shall not exceed seven (7) years
- Municipal leases subject to non-appropriation are not debt and do not require Town Meeting approval

##### 3. Purpose for which debt proceeds are prohibited:

- Current operating expenditures shall not be funded through the issuance of debt.

- Exception: As noted above, TANs may be issued to provide interim cash flows to finance a current operation before the Town collects tax revenues. All TANs shall be issued in accordance with and subject to the provisions set forth in the General Statutes.

4. Types of debt prohibited:

- Commercial lines of credit (as prohibited by the General Statutes)

5. Relationship to and integration with the Capital Plan:

- The Capital Improvement Program committee shall provide the Board of Finance, on an annual basis during the budget season, with a copy of all capital requests made by the Town and schools as approved by the Board of Selectmen. The capital plan should be updated, at a minimum, on an annual basis and should include both immediate and anticipated future capital needs.
- The capital plan will assist the Business Manager, the Town Treasurer, the Board of Finance, and the Board of Selectmen in analyzing the projected future debt levels of the Town.

C. Financial Restrictions, Ratios, and Planning Considerations

1. Covenants and Laws: The Town shall comply with all covenants and requirements of the bond resolutions, and state and federal laws authorizing and governing the issuance and administration of debt obligations.
2. The Board of Finance shall exercise due care on behalf of the public interest, in managing the Town's exposure to debt liabilities and debt service payments. As part of this responsibility to exercise due care, the Board of Finance shall actively monitor and report upon trends in the maturity dates of its general obligation bonds as well as the related annual costs of debt service.
3. Analytical review shall be conducted by the Board of Finance on an annual basis and in contemplation of new debt issuances. The list below comprises ratios and other information that the Board of Finance may find relevant in conducting its analytical review. Those ratios and metrics should be looked at in context with each other and not in isolation.
  - A. Ratio of bonded debt and other outstanding debt to net assessed value of Grand List: The recommended ratio is below 3%. Rating agencies tend to consider this ratio as the most important criteria.
  - B. Debt as a percentage of the budget: The recommend ratio is below 10%.

It is a strong financial management practice and an important planning tool to also evaluate the effects of other significant long-term fixed costs.

4. The Town's debt burden also should be compared to municipalities with the same (or similar) bond rating and to municipalities in the same District Reference Group. The comparison should incorporate the list of ratios and metrics in the list above, to the extent the information is readily available.



5. A useful resource for getting comparative information is the "Municipal Fiscal Indicators" compiled by the Connecticut Office of Policy and Management.
6. The compilation and preparation of the above data is the responsibility of the Town's Business Manager and shall be provided to the Board of Finance on an annual basis, no later than the start of the annual budget process. The Town's Business Manager shall also update (as necessary) and provide that data to the Board of Finance in contemplation of new debt issuances. The Board of Finance shall review that data during the annual budget process before it recommends a budget to the Town Meeting and in contemplation of new debt issuances.

#### IV. DEBT STRUCTURING PRACTICES

- A. Minimum useful life and amount: To qualify for long-term financing, the Project shall have a minimum useful life of five (5) years and cost at least \$20,000 individually, or in the aggregate for related items. The minimum amount of a municipal lease shall be \$25,000.
- B. Maximum term: Consideration should be given to the useful life of the asset(s) being financed in determining the bond term or the municipal lease term. Under the General Statutes, the maximum term of the bond is thirty (30) years. If debt obligations are being issued to refinance outstanding debt obligations, the final maturity of the debt obligations being refinanced shall remain the same maturity or a lesser maturity. The term of a municipal lease shall not exceed seven (7) years.
- C. Debt service pattern: Unless otherwise justified and deemed necessary, debt service shall be structured on a level or declining repayment basis so that debt service payments will be a predictable and manageable part of the operating budget.
- D. Use of optional redemption features: For each issue, the Town shall evaluate the costs and benefits of optional redemption provisions.
- E. Bond insurance: For each issue, the Town shall evaluate the costs and benefits of bond insurance or other credit enhancements. Any credit enhancement purchases by the Town shall be competitively procured.

#### V. DEBT ISSUANCE PRACTICES

- A. Approval: Approval of a debt issuance must be obtained from the Board of Finance and Board of Selectmen. Additionally, approval must be obtained by the Town as required by the General Statutes.
- B. Selection and use of professional service providers: The Town's Board of Selectmen shall be responsible for solicitation and selection of Town Counsel, including bond counsel. The Business Manager shall be responsible for the solicitation and recommendation to the Board of Finance of professional services that are required to administer the Town's debt program (other than Town counsel which includes bond counsel). Examples of service providers include financial advisors, underwriters (in connection with negotiated sales), and fiscal agents.

- C. Costs of debt issuance: The Town may choose to include costs of debt issuance as part of the total TANs, BANs or bond funding. These costs can include, but not be limited to, services provided by the financial advisor, bond counsel, rating agency, underwriters, and fiscal agents.
- D. Method of sale: The Town's Business Manager, Treasurer and First Selectman shall determine the method of sale (for example, competitive bidding) that is most likely to achieve the lowest cost of borrowing while considering both short-range and long-range implications for taxpayers.
- E. Criteria for issuance of refunding bonds: The Town will use refunding bonds, where appropriate, when restructuring its current outstanding debt. A debt refunding is a refinancing of debt typically done to take advantage of lower interest rates. Unless otherwise justified, such as a desire to remove or change a bond covenant, a debt refunding should not be pursued without a sufficient net present value savings after expenses.
- F. Use of credit ratings: The Town shall continually strive to maintain its bond rating by improving financial policies, budgets, and the financial health of the Town so its borrowing costs are minimized and its access to credit is preserved. The Town shall maintain good communication with bond rating agencies about its financial condition, coordinate meetings and presentations in conjunction with a new issuance, as necessary.

## VI. DEBT MANAGEMENT PRACTICES

- A. Investment of bond proceeds: The Town shall comply with all applicable federal, state, and contractual restrictions regarding the investment of bond proceeds.
- B. Continuing disclosure: The Town shall provide disclosure information to the appropriate repositories and maintain compliance with disclosure statements as required by any continuing disclosure undertaking (CDA) as well as by state and national regulatory bodies.
- C. Arbitrage rebate monitoring and filing: The Town shall, unless otherwise justified, use bond proceeds within the established time frame pursuant to the bond contract or other documents to avoid arbitrage. Arbitrage is the interest earned on the investment of the bond proceeds above the interest paid on the debt. If arbitrage occurs, the Town shall comply with the arbitrage rebate requirements of the federal tax code and the Internal Revenue Service and will perform (whether internally or by contract with a third-party) arbitrage rebate calculations for each issue subject to rebate.
- D. Federal and State law compliance practices: The Town shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local laws, rules, and regulations, as applicable.
- E. Ongoing market and investor relations efforts: The Town shall endeavor to maintain a positive relationship with the investment community. The Town shall communicate through its Comprehensive Annual Financial Report and annual budget the Town's indebtedness and future financial plans.

VII. USE OF DERIVATIVES

No derivative products will be utilized unless permitted by law, and after adoption of a swap or derivative policy by the Board of Finance. No derivative products shall be utilized without an analysis by an independent municipal advisor.

VIII. APPROVAL PROCESS

- A. In managing the bond approval and issuance process, the Business Manager will work with the Town's Bond Counsel, other relevant Town departments, and outside consultants to obtain the necessary Town bonding authorization and prepare and assemble all bond related documents. The Town's Bond Counsel will assess any legal issues that may arise with respect to the issuance of the bonds.
- B. All proposed debt financings shall be authorized by Town Meeting upon recommendation of the Board of Selectmen and the Board of Finance.

IX. COMPLIANCE WITH THE DEBT MANAGEMENT POLICY

Any proposed exceptions to this Debt Management Policy shall be discussed and approved by the Business Manager, the Town Treasurer, the Board of Selectman and the Board of Finance.

RECEIVED  
WILLINGTON, CT.

2025 AUG 27 A 8:43

*Christine G. Singh*  
TOWN CLERK