



# TOWN OF KILLINGLY

**TOWN COUNCIL**  
172 Main Street, Killingly, CT 06239  
Tel: 860-779-5335

**\*\*NOTICE\*\***  
**TOWN COUNCIL**  
**REGULAR MEETING**

**DATE: TUESDAY, NOVEMBER 19, 2019**  
**TIME: 7:00 PM**  
**PLACE: TOWN MEETING ROOM**  
**KILLINGLY TOWN HALL**

*Elizabeth M. Wilson*

2019 NOV -7 AM 8:44

RECEIVED  
TOWN CLERK, KILLINGLY, CT

## AGENDA

- 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: 10/1/19
  - b) Regular Town Council Meeting: 10/8/19
- 6. PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS**
  - a) Proclamation recognizing November 11th as Veteran's Day
  - b) Proclamation recognizing Teacher of the Year for Killingly Public Schools
  - c) Proclamation recognizing Teacher of the Year for Ellis Technical School
  - d) Proclamation recognizing Teacher of the Year for St. James School
- 7. UNFINISHED BUSINESS FOR TOWN MEETING ACTION**
- 8. CITIZEN STATEMENTS AND PETITIONS** (individual presentations not to exceed 5 minutes)
- 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
- b) Draft Plan of Conservation and Development

**14. UNFINISHED BUSINESS FOR TOWN COUNCIL ACTION**

**15. NEW BUSINESS**

- a) Consideration and action on a resolution to approve a collective bargaining agreement between the Town and the Killingly Public Works Employee Bargaining Unit.
- b) Consideration and action on a resolution authorizing 2019-2020 budgetary transfers from the Town Hall and Library Contractual Services to the Town Hall and Library Personnel appropriation for custodial services.
- c) Town Manager Evaluation

**16. COUNCIL MEMBER REPORTS AND COMMENTS**

**17. EXECUTIVE SESSION**

- a) Town Manager Evaluation

**18. ADJOURNMENT**

**Note:** Town Council meeting will be televised

**KILLINGLY TOWN COUNCIL  
SPECIAL TOWN COUNCIL MEETING**

Date: Tuesday, October 1, 2019

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, October 1, 2019 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**
- 4. Citizens' Statements and Petitions** (limited to the subject(s) on this agenda; individual presentations not to exceed 5 minutes; limited to an aggregate of 45 minutes)
- 5. Old Business**
- 6. New Business:**
  - a) Discussion of activities with the Permanent Building Commission
  - b) Discussion of activities with the Public Safety Commission
- 7. Executive Session**
- 8. Adjournment**

1. Chairman Cesolini called the special meeting to order at 7:00 p.m.
2. On Roll Call, all counselors were present except Mr. Kerttula and Mr. LaPrade, who were absent with notification. Mr. A. Griffiths arrived at 7:06 p.m. Town Manager Calorio and Council Secretary Buzalski were also present.
3. Citizens' Statements and Petitions:
4. Interviews for Boards/Commissions:  
Councilors interviewed Chad Faucher. Mr. Faucher is interested in serving on the Public Safety Commission. The term would run from 10/01/19 through 12/31/22.
5. Old Business: N/A
6. New Business
  - 6a. Discussion of activities with the Permanent Building Commission:  
Community Development Administrator Bromm and members of the Permanent Building Commission gave the Council an update of the activities of the Commission and responded to Councilors' questions and comments.
  - 6b. Discussion of activities with the Public Safety Commission:  
Rescheduled to a later date.
7. Executive Session: None

## 8. Adjournment

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

Voice Vote: Unanimous. Motion passed.

The meeting ended at 7:15 p.m.

Respectfully submitted,

Elizabeth Buzalski  
Council Secretary

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**TOWN COUNCIL  
REGULAR MEETING**

**DATE:** TUESDAY, October 8, 2019

**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, October 8, 2019 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) Regular Town Council Meeting: 09/10/19
6. **PRESENTATIONS, PROCLAMATIONS AND DECLARATIONS**
  - a) Proclamation recognizing October as Breast Cancer 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.
9. **COUNCIL/STAFF COMMENTS**
10. **APPOINTMENTS TO BOARDS AND COMMISSIONS**
  - a) Interviewed candidate from 10/1/2019 meeting
  - b) Consideration and action to re-appoint David Griffiths to NDDH as a regular member for a term to expire on July 18, 2022.
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
  - b) Economic Development Commission annual report
- 14. **UNFINISHED BUSINESS FOR TOWN COUNCIL ACTION**
  - a) Consideration and action on an Ordinance to Amend the Killingly Code of Ordinances, Chapter 2, Article XIV Procurement Code of the Town of Killingly
- 15. **NEW BUSINESS**
  - a) Consideration and action on a resolution authorizing fiscal year 2018-2019 budgetary year end transfers
  - b) Consideration and action on a resolution authorizing the execution of an agreement fixing the assessment of the property located at 100 Main Street, Danielson, CT
  - c) Consideration and action on a resolution authorizing the refunding of a portion of the subdivision application fee to John C. D'Amato, Jr. and Ballouville Road LLC in the amount of \$3,500 for the reduction of subdivision lots converted to open space
  - d) Consideration and action on a resolution to approve participation in the Connecticut Conference of Municipalities' (CCM) electric consortium program to competitively bid electric generation rates and authorize the execution of a multi-year agreement for said rates.
  - e) Consideration and action on a resolution authorizing a 2019-2020 budgetary transfer of \$5,000 from Contingency to the Human Services Subsidies, ACCESS Agency appropriation for the operation of a regional winter homeless shelter.
  - f) Consideration and action on a resolution authorizing the use of up to \$2,322 of the Economic Development Trust funds to complete additional environmental site assessment at 140 Main Street.
  - g) Consideration and action on a resolution regarding the use of federal fiscal year 2019 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 4
- 16. **COUNCIL MEMBER REPORTS AND COMMENTS**
- 17. **EXECUTIVE SESSION**
- 18. **ADJOURNMENT**

### **KILLINGLY TOWN COUNCIL**

1. Chairman Cesolini called the meeting to order at 7:00 p.m.

### **PUBLIC HEARING**

**DATE:** TUESDAY, October 8, 2019  
**TIME:** 7:00 P.M.  
**PLACE:** TOWN MEETING ROOM  
 KILLINGLY TOWN HALL

The Town Council of the Town of Killingly held a Public Hearing on Tuesday, October 8, 2019 at 7:00 p.m. in the Town Meeting Room of the Killingly Town Hall, Killingly, Connecticut at which time interested persons were heard on the following ordinance:

**ORDINANCE AMENDING CHAPTER 2, ARTICLE XIV – PROCUREMENT CODE OF THE TOWN OF KILLINGLY**

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that, the following amendments as shown in underline or strike through to Chapter 2, Article XIV – Procurement Code of Town of Killingly Code of Ordinances be adopted:

**Article XIV       PROCUREMENT CODE OF THE TOWN OF KILLINGLY**

**Section 2-201   Purpose**

The purpose of this Procurement Code is to:

- A. Provide for the fair and equitable treatment of all persons involved in public procurement by the Town of Killingly.
- B. Maximize the value of public funds in procurement.
- C. Provide safeguards for maintaining procurement procedures of quality and integrity.

**Section 2-202   Application**

- A. This Procurement Code applies to the procurement of supplies, services and construction for the Town, except for items or services specifically certified by the Board of Education as exempt from the Code as educational items not amenable to bid. It shall apply to every expenditure of public funds by any general government department of the Town irrespective of the source of funding except when any purchase involves the expenditure of federal or state assistance or contract funds, where said purchases shall be conducted in accordance with any applicable laws and/or any federal, state or local regulations approved for the expenditure by the appropriate federal or state agency. Nothing in this Procurement Code, hereafter referred to as this code, shall prevent any department of the Town from complying with the terms and conditions of any grant, gift or request that is otherwise consistent with law. The use of any open bid rendered to the State of Connecticut, or the Council of Governments, or other governmental body or public procurement association with which Killingly is associated shall be considered in compliance with this code.
- B. In order to promote contracts with vendors having responsible employment practices, preference should be given to goods or services produced in the United States and to vendors known for their responsible labor practices. ~~Responsible labor practices shall include wage and benefit levels as may be required by Connecticut General Statutes and sufficient to meet basic needs while providing some discretionary income for a family of four, respect for workers' rights including the right to be heard and to organize and a safe and healthy work environment.~~
- C. All specifications shall be drafted to promote overall economy for the purposes intended and encourage competition in satisfying the Town's needs and shall not be unduly restrictive. The policy enunciated in this sub-section applies to all specifications including but not limited to those prepared for the Town by architects, engineer, designers, and draftsmen, and other professionals.

**Section 2-203   Definitions**

The following words, terms and phrases, when used in this code, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**Brand name or equal specification:** A specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard of quality, performance and other salient characteristics needed to meet Town requirements, and which provides for the submission of equivalent products.

**Brand name specification:** A specification limited to one or more items by manufacturers' names or catalogue numbers.

**Contract:** All types of agreements including purchase orders, regardless of what they may be called, for the purchasing of supplies or services.

**Contractor:** Any person having a contract with the Town or any of its departments. The term "contractor" shall include the general or prime contractor and shall include subcontractors performing work under the contract.

**Construction:** The process of building, altering, repairing, improving or demolishing any public structure or building or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair or routine maintenance of existing structures, buildings or real property.

**Local Bidder:** Any bidder having its registered principal place of business within the confines of the Town of Killingly.

**Services:** The furnishing of labor, time or efforts by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements or the appointment of the Town Attorney which shall be governed by Section 902 of the Town Charter.

**Specification:** Any description of the physical or functional characteristics or the nature of a supply or service item. It may include a description of any requirement for inspecting, testing or preparing a supply or service item for delivery.

**Supplies:** All consumables or property, including but not limited to equipment, materials, printing and leases for real property, excluding land or a permanent interest in land.

## **Section 2-204 Appointment, authority and duties of Purchasing Agent**

- A. In accordance with Section 903 of the Town Charter, the appointment by the Town Manager of the Finance Director to be Purchasing Agent is herein confirmed.
- B. The authority and duties of the Purchasing Agent shall be as follows:
  1. Except as may be otherwise provided, the Purchasing Agent shall serve as the principal purchasing official for the Town and shall be responsible for the purchasing of supplies or services in accordance with this code.
  2. In accordance with this policy and subject to the supervision of the Town Manager, the Purchasing Agent shall:
    - a. Procure or supervise the purchasing of all supplies and services needed by the Town;
    - b. Exercise direct supervision over the Town's central stores and general supervision over all other storeroom inventories belonging to the Town;
    - c. Assist the departments of the Town with the establishment and maintenance of programs for specification development, contract administration and product inspection and acceptance and coordination of supplies and service purchases.

## **Section 2-205 Department responsibilities**

- A. The responsibility of department heads regarding purchasing shall be as follows:
  1. Development of specifications for supplies or services shall be the responsibility of department heads. Any specifications to be included in an invitation for competitive sealed bids or proposals shall be submitted to the Purchasing Agent.
  2. When requesting for a purchase, the highest quality item(s) for a specified use at the lowest possible expense is required by all department heads, or their delegates.
  3. Department heads are required to control, supervise and maintain any necessary inventories in a storeroom. Such storerooms shall serve as the receiving and distribution points for materials purchased by a using department.
  4. With the exception of public works parts and fuel inventories, departments will be charged for items at the time of purchase. Departments receiving parts and fuel from public works inventories will be charged as items are used. The Highway Division of Public Works will conduct a physical inventory count of all supplies at such time as there is a change in personnel directly responsible for those storerooms, at fiscal year end, and as otherwise may be required throughout the year.
  5. Local purchasing is encouraged where competitive market prices exist except when subsection 7 of this section or Section 2-206 applies. Local purchasing is required shall be considered unless non-local purchasing is more cost effective. The following factors shall be considered to determine cost effectiveness:
    - a. Price;

- b. Comparable quality;
  - c. Cost/ability to secure prices;
  - d. Shipping and handling cost;
  - e. Convenience of follow-up service;
  - f. Time to secure the supply, item or service.
6. Inspection of incoming materials or services shall be performed for compliance with specifications. These inspections are to be maintained under rigorous review by department heads and their authorized designees. The receiving report copy of the purchase order and any packing slips are to be completed and returned to the Finance Department upon acceptance and payment of an order.
7. Unless otherwise provided, the single purchase of a supply item in an amount estimated at \$510,000.00 or above shall be made only by written contract award through a formal bidding procedure. No supply or service generally purchased in the whole shall be purchased as a sum of the parts for the purpose of avoiding the requirement to solicit bids. A single purchase of services in an amount estimated at \$510,000.00 shall be made only by written contract award through the appropriate proposal procedure. Sole source purchases and emergency purchases as provided for respectively in Sections 2-209 and 2-210 shall be exceptions to these rules.
- B. Consistent with this code and with the approval of the Town Manager, the Purchasing Agent may adopt operational procedures relating to the execution of his or her duties.

### **Section 2-206 Competitive sealed bidding**

All contracts of the Town for procurement at or in excess of \$ 510,000 shall be awarded by competitive sealed bidding except as otherwise provided in this code and in accordance with the following:

- A. Public notices for inviting bids.
- 1. Newspapers. Notices inviting bids shall be published once in at least one official newspaper having a circulation in the Town and such other newspapers as may be necessary to ensure competition in the area and at least five ten (10) calendar days preceding the last day set for the receipt of proposals.
  - 2. Town of Killingly website. Notice inviting bids shall be posted on the Town of Killingly website.
  - 3. ~~Bidders' list. The Purchasing Agent shall also solicit sealed bids from all responsible prospective suppliers who have requested their names to be added to a "bidders' list" which the Purchasing Agent shall maintain, by sending them a copy of such newspaper notice or such other notice as will acquaint them with the proposed purchase or sale. The Purchasing Agent may remove from the list any prospective supplier that has failed to send a bid in response to the last two (2) solicitations sent by the Purchasing Agent.~~
- B. Scope of notices shall:
- 1. ~~Include specifications and all contractual terms and conditions applicable to the purchase.~~
  - 2. ~~1. The notice shall State where bid blanks and specifications may be secured and the time and place for opening bids.~~
  - 3. ~~Notice Be sent to the any vendors on the bidders' list but shall be limited to transactions for commodities that are similar in character and ordinarily handled by the trade group to which the notices are sent.~~
- C. Bid security:
- 1. Construction contracts exceeding \$50,000. Bid security shall be required for all competitive sealed bidding for construction contracts when the price is estimated by the designated official for construction contracting management to exceed \$50,000.00. Bid security shall be a bond provided by a surety company authorized to do business in the state, or the equivalent in cash, or otherwise supplied in a form satisfactory to the Finance Director. Nothing herein shall prevent the requirement of such bonds on construction contracts under \$50,000.00 when the circumstances warrant.
  - 2. Bid security shall be in an amount equal to at least ten percent (10%) of the amount of the bid.
  - 3. When the invitation for bids requires security, noncompliance requires that the bid be rejected.
  - 4. If a bidder is permitted to withdraw a bid before award as provided in Section 2-206, Subsection (H)(a) of this code, no action shall be taken against the bidder or the bid security.



5. Refund of deposit. The Purchasing Agent shall return the security deposit of any unsuccessful bidder.
6. Forfeit of deposit. The deposit of a successful bidder shall be forfeited if he fails to enter into a contract within ten (10) days after the award.

D. Contract Performance and Payment Bond:

1. When a construction contract is awarded in excess of \$50,000-00, the following bonds or security shall be delivered to the Town and shall become binding on the parties upon the execution of the contract:
  - a. A performance bond satisfactory to the Finance Director executed by a surety company authorized to do business in Connecticut; and
  - b. A payment bond satisfactory to the Finance Director executed by a surety company authorized to do business in the state. The bond shall be in the amount equal to 100 percent of the price specified in the contract.
2. Nothing in this section shall be construed to limit the authority of the Town to require a performance bond or other security in addition to those bonds, or in circumstances other than specified in subsection A of this section. Nor shall this section be construed to limit the authority of the Town to require warranties or guarantees against defects where circumstances recommend them.

E. Sealed bids.

All bids submitted pursuant to the terms of this section shall be sealed and identified on the envelope as bids.

F. Bid opening procedures.

1. Opening. Bids shall be opened in public at the time and place announced in the public notices required in this article. The amount of each bid, and such other relevant information as the Purchasing Agent deems appropriate, together with the name of each bidder shall be publicly read for the benefit of any bidders and each bid shall be open to public inspection.
2. Postponement due to closing. If Town Hall shall be closed for weather or any other conditions, bid opening date shall be postponed until the same hour on the next day that Town Hall is officially open for business.

G. Evaluation:

Bids shall be unconditionally accepted without alteration or correction, except as authorized in this code. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in a bid evaluation that is not set forth in the invitation for bids.

H. Corrections, Withdrawals

Correction or withdrawal of inadvertently erroneous bids before or after bid opening or cancellation of awards or contracts based on such bid mistakes may be permitted where appropriate. Mistakes discovered before bid opening may be withdrawn. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Town or fair competition shall be permitted. In lieu of a bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:

- a. The mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident; or
- b. The bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Purchasing Agent and approved by the Town Manager.

I. Tie bids.

1. If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder.
2. Where all tie bidders or none of them are local bidders, the Purchasing Agent shall award the contract by drawing lots.

J. Rejection of bids when in public interest.

The Purchasing Agent shall have the authority to reject all bids, parts of all bids or all bids for any one or more supplies or contractual services included in the proposed contract, when the public interest will be served thereby. The reasons therefore shall be made part of the contract file. Each solicitation issued by the Town shall state that the solicitation may be canceled and that any bid or proposal may be rejected in whole or in part for good cause when in the best interest of the Town. Notice of cancellation shall be sent to all businesses solicited. The notice shall identify the solicitation, explain the reason for cancellation and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any future purchases(s) of similar items. Reasons for rejection shall be provided upon request by unsuccessful bidders or proposers.

K. Rejection of bid where bidder is in default to the Town.

1. The Purchasing Agent shall not accept the bid of a contractor who is in default on the payment of taxes, licenses or other monies due the Town, or of a contractor, a principal of which is in default on the payment of taxes, licenses or other monies due the Town. The Purchasing Agent shall include in the bid document a form to be executed by a bidder, certifying that said bidder is not in default on the payment of taxes, licenses or other monies due the Town.
2. As used in this section:
  - a. a "principal" of a contractor shall mean an individual who is a director, an officer, an owner, a limited partner or a general partner; and,
  - b. "default in the payment of taxes" shall mean the failure to pay taxes by the date such taxes are due and payable or the failure to be current with respect to a delinquent taxes payment schedule as set forth in a written agreement with the Revenue Collector.

L. Award of contract.

The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids.

M. Award to other than lowest bidder; reasons must be stated.

When the award is not given to the lowest responsive bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the Purchasing Agent and filed in histhe records with the other documents relating to the award.

N. Considerations used in determining lowest responsible bidder.

The Purchasing Agent shall consider the following in histhe determination of who is the lowest responsible bidder:

- a. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
- c. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- d. The quality of performance of previous contracts or services.
- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service, including, but not limited to, the provisions of subsection O of this section.
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services.
- g. The quality, availability, and adaptability of the supplies, or contractual services to the particular use required.
- h. The ability of the bidder to provide future maintenance and service for the subject of the contract.

O. Contractual provisions concerning fair wages and employment of residents.

1. All contracts entered into between the Town and contractors which utilize trades persons or laborers by the contractor in the performance of the contract shall incorporate the following provisions:
  - a. The contractor and all subcontractors will not employ any illegal aliens to work on any projects in the Town of Killingly;
  - b. ~~All contractors and subcontractors will provide copies of Federal DHS Form I-9 for each employee assigned to working for the Town of Killingly;~~
  - c. Violations of this section will result in permanent disbarment from future work for the Town of Killingly.
  - d. Preference shall be given to residents of the Town of Killingly in the hiring of labor necessary to the construction, remodeling or repairing of public buildings of the Town.

- e. In the event the contractor is restricted by labor contracts, or the required specific skills that are not available in the Town of Killingly, the contractor may hire tradesmen and/or laborers who reside outside the Town.
2. Where applicable, construction of any public works project shall be performed in accordance with Connecticut General Statutes, Section 31-53 as it may be amended from time to time.\*
3. All workers furnishing the goods and services in connection with the construction shall be properly classified as employees rather than independent contractors, causing them to be treated accordingly for the purposes of pay, benefits, worker's compensation, insurance coverage, unemployment compensation coverage, social security taxes and income tax withholding.
4. ~~All contractors must maintain appropriate industrial accident insurance coverage for all employees.~~
5. In contracts where the total cost of all work to be performed exceeds one hundred thousand dollars (\$100,000.00) and in all cases wherein one or more apprentices are employed, the employer shall be affiliated with a state-certified apprenticeship program and must register all apprentices with the division and abide by the apprentice to journeyman ratio for each trade prescribed therein.
6. If a contractor signing a contract required under this subsection is found to have violated the provisions of this said contract, it shall, if already paid by the Town, reimburse to the Town one percent (1%) of the payment that would have otherwise been owed by the Town for every count of violation found.

If a contractor signing a contract required under this subsection is found to have violated the provisions of the contract and it has not already been paid by the Town, the Town shall withhold from payment one percent (1%) of the payment that would have otherwise been owed by the Town for every count of violation found. For these purposes, each day of violation and each worker affected shall be deemed a separate count. If a contractor signing a contract required under this subsection is found to have violated the provisions of this said contract they will be barred from performing any work on future projects for six months for a first violation, three years for a second violation, and permanently for a third violation. Each construction contract entered into by the Town shall recite that the contractor understands and agrees to the terms of this section.

~~\* Note: Section 31-53, on the effective date of this code, provided that: In contracts for new construction of any public works project where the total cost of all work to be performed by all contractors and subcontractors exceeds four hundred thousand dollars (\$400,000.00) and in contracts for remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project where the total of all work to be performed by all contractors and subcontractors exceeds one hundred thousand dollars (\$100,000.00), all tradesmen and laborers hired to perform under the contract shall be paid at the prevailing rates for the same work in the same trade in the town and shall receive the fringe benefits normally offered at that time for the particular trade. "Prevailing rates" as used herein shall mean the latest rates published by the state labor department unless otherwise required to qualify for a federal grant pertaining to the contract.~~

7. As used herein, the term "contractor" shall include the general or prime contractor and shall include subcontractors performing work under the contract.
  8. This bid procedure may be waived by the Town Manager when State Contracts are available for participation by local communities.
- P. Responsibility for selection of methods, of construction contract management.
- The Town Manager shall designate the official(s) to be responsible for any construction project in excess of \$35,000 that is not under the jurisdiction of the Permanent Building Commission as provided in Article IX of the Killingly Code of Ordinances. The designated official shall have discretion to select the appropriate method of construction contracting management for a particular project. In determining which method to use, the designated official shall consider the Town's requirements, its resources and the potential contractor's capabilities. The designated official shall include in the contract file a written statement setting forth the facts which led to the selection of a particular method

of construction contracting management for each project. This contract provision will be executed with the advice and consent of the Town Council or designee.

- Q. Subdivision of contract prohibited.  
No contract or purchase shall be subdivided by the Purchasing Agent or any department head in order to circumvent or avoid the requirements of this division.
- R. Nondiscrimination provisions.  
Invitations to bid issued by the Town, on behalf of boards and commissions seeking contractual services for the construction of capital improvements shall include provisions concerning the payment of prevailing wages when called for pursuant to the provisions of 31-53a, proper classification as employees rather than as independent contractors, participation in a state-certified apprenticeship program, non-discrimination, anti-kickback, and conflict of interest similar to the type found in federal invitations to bid.
- S. Legal review and approval of contracts.  
No contract for goods or services to which the Town or any of its boards, commissions, departments, agencies or officials is a party shall be executed until the same has been reviewed and approved by corporation counsel with respect to form and legal substance. The Town shall not be bound by any contract unless such contract has been reviewed and approved by corporation counsel prior to its execution.

### **Section 2-207 Contracting for professional services**

- A. For the purpose of procuring professional services such as auditing, accounting, banking, computer or information processing, architect, engineering, land surveying, clergy, ~~medical~~, veterinary or dental; the department of the Town requiring such services may procure them on its own behalf following notification to the Purchasing Agent and in accordance with the selection procedures specified in this section.
- B. Except as provided under the provisions for sole source purchasing and emergency purchasing, professional services as described in subsection A. of this section shall be procured as follows:
  - 1. Persons engaged in providing the described professional services may submit statements of qualifications and expressions of interest in providing such professional services. The department of the Town using such professional services may specify a uniform format for statements of qualifications. Persons may amend these statements at any time by filing a new statement.
  - 2. Adequate notice of the need for such services shall be given by the Town department requiring the services through a ~~request for services~~ proposals. The request for proposals shall describe the service required, list the types of information and data required of each proposer, and state the relative importance of particular qualifications.
- C. Sealed proposals shall be preferred but for purposes of expanding competition, proposals may be received by ~~facsimile-electronic format~~ in accordance with procedures that ensure the security of the proposals to be developed by the Purchasing Agent and telephone bids may be authorized by the Town Manager where such bids constitute an industry standard.
- D. Discussions may be conducted with any proposer who has submitted a proposal to determine such proposer's qualifications for further consideration. Discussions shall not disclose any information derived from proposals submitted by other proposers.
- E. Award shall be made to the proposer determined in writing by the Purchasing Agent and the head of the Town department procuring the required professional services to be best qualified based on evaluation factors set forth in the request for proposals, and negotiation of compensation determined to be fair and reasonable. If compensation cannot be agreed upon with the best qualified proposer, then negotiations will be formally terminated with the selected proposer. If proposals were submitted by one or more other proposers determined to be qualified, negotiations may be conducted with such other proposers, in the order of their respected qualification ranking, and the contract may be awarded to the proposer then ranked best qualified if the amount of compensation is determined to be fair and reasonable.

### **Section 2-208 Small purchases**

- A. Any contract not exceeding \$~~510,000.00~~ may be made in accordance with the small purchase procedures authorized in this section.
- B. Insofar as it is practical for small purchases in excess of \$~~3-1,000.00~~, no less than three businesses shall be solicited to submit quotations. Quotations may be accepted by telephone and electronically. Award shall be made to the business offering the lowest acceptable quotation. The names of the businesses submitting quotations, and the date and amount of each quotation, shall be recorded with purchase orders and maintained as a public record.

### **Section 2-209 Sole source purchasing**

A contract may be awarded without competition when the Purchasing Agent with the approval of the Town Manager determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply or service item. The Purchasing Agent with the appropriate department head or designee shall conduct negotiations, as appropriate, as to price, delivery and terms. A record of sole source purchases shall be maintained as a public record and shall list each vendor's or contractor's name, the amount and type of each contract, a listing of the item(s) procured under each contract and the identification number of each contract file.

### **Section 2-210 Emergency purchasing**

Notwithstanding any other provision of this policy, the Town Manager may make or authorize others to make emergency purchases of supplies or services when there exists a threat to public health, welfare or safety; provided that such emergency purchases shall be made with such competition as is practicable under the circumstances.

### **Section 2-211 Brand name or equal specification**

- A. Brand name or equal specification may be used when the Purchasing Agent determines in writing that:
  - 1. No other design or performance specification or qualified products list is available;
  - 2. Time does not permit the preparation of another form of purchase description, not including a brand name specification;
  - 3. The nature of the product or the nature of the Town's requirements makes use of a brand name or equal specification suitable for purchasing; or
  - 4. Use of a brand name or equal specification is in the Town's best interest.
- B. Brand name or equal specifications shall seek to designate three, or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.
- C. Where brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition.

### **Section 2-212 Brand name specification**

- A. Since use of a brand name specification is restrictive of product competition, it may be used only when the Purchasing Agent makes a written determination that only the identified brand name item or items will satisfy the Town's needs.
- B. The Purchasing Agent shall seek to identify sources from which the designated brand name item(s) can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the purchases shall be made under Section 2-209 of this code.  
(Ord. of 12-11-07)

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

There were no public comments.

2. Prayer by Ms. LaBerge.
3. Pledge of Allegiance to the flag.
4. Upon roll call all Councilors were present except Ms. Wakefield and Mr. LaPrade, who were absent with notification. Also present was Town Manager Calorio.
5. Adoption of minutes of previous meetings
- 5a. Mr. D. Griffiths made a motion, seconded by Mr. Anderson, to adopt the minutes of the Regular Town Council Meeting of September 10, 2019.  
Discussion followed. A correction was noted on page 443 item 8, should read "Melinda Fields, Hampton, CT is opposed to the proposed power plant".  
Voice Vote: Unanimous. Motion passed, with corrections.
6. Presentations, proclamations and declarations:
- 6a. Proclamation recognizing October as Breast Cancer Awareness month  
Mr. Cesolini read the following:

**PROCLAMATION RECOGNIZING OCTOBER 2019 AS  
BREAST CANCER AWARENESS MONTH**

**WHEREAS**, breast cancer is the second most diagnosed form of cancer for women in the United States and is expected to be detected in 1 out of 8 women in America every year; and

**WHEREAS**, early detection is important to ensure the most effective diagnosis and treatment possible; and

**WHEREAS**, it is vital to educate women on the risk factors and the causes of breast cancer, as well as possible preventative measures and annual mammography screening for women over 40; and

**WHEREAS**, researchers, scientists, numerous nonprofit organizations, and breast cancer survivors are dedicated to discovering the cure for breast cancer and educating women about breast cancer; and

**WHEREAS**, all breast cancer survivors should be recognized for their determination and courage and acknowledge that these survivors give us hope for a better future for those affected by this disease;

**NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that the month of October hereby be recognized as Breast Cancer Awareness Month; and

**BE IT FURTHER PROCLAIMED** that all citizens learn the facts about breast cancer and along with practicing a healthy lifestyle, obtain regular breast cancer screenings.

KILLINGLY TOWN COUNCIL  
Jonathan Cesolini  
Chairman

Dated at Killingly, Connecticut  
this 8<sup>th</sup> day of October 2019

7. Unfinished Business for Town Meeting Action: None

8. Citizens' Statements and Petitions: None

9. Council/Staff Comments: None

10. Appointments to Boards and Commissions:

10a. Interviewed candidate from 10/1/2019 meeting

Mr. D. Griffiths made a motion, seconded by Mr. Kerttula, to appoint Chad Faucher as a Regular Member of the Public Safety Commission. The term would run from 10/01/19 through 12/31/22. Voice vote: Unanimous. Motion passed.

10b. Consideration and action to re-appoint David Griffiths to NDDH as a Regular Member for a term to expire on July 18, 2022

Mr. Grandelski made a motion, seconded by Mr. Kerttula, to re-appoint David Griffiths to the NDDH as a Regular member for a term to expire on July 18, 2022.

Voice vote: Unanimous. Motion passed.

11. Reports from Liaisons:

11a. Report from the Board of Education Liaison: None

11b. Report from the Borough Liaison:

Council Member LaBerge reported on various activities of the Borough of Danielson.

12. Discussion and Acceptance of Monthly Budget Reports:

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

Mr. A. Griffiths made a motion, seconded by Mr. Anderson, to accept the summary report on general fund appropriations for Town Government.

Discussion followed.

Voice Vote: Unanimous. Motion passed.

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

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

Discussion followed.

Voice Vote: Unanimous. Motion passed.

13. Correspondence/Communications/Reports:

13a. Town Manager Report

Town Manager Calorio gave her monthly report.

13b. Economic Development Commission annual report

Councilors received the EDC annual report.

14. Unfinished Business for Town Council Action:

14a. Consideration and action on an Ordinance to Amend the Killingly Code of Ordinances, Chapter 2, Article XIV Procurement Code of the Town of Killingly

Mr. A. Griffiths made a motion, seconded by Ms. LaBerge, to adopt the Ordinance Amending Chapter 2, Article XIV – Procurement Code Of The Town Of Killingly as heard in the Public Hearing.

Discussion followed.

Voice Vote: Unanimous. Motion passed.

15. New Business:

15a. Consideration and action on a resolution authorizing fiscal year 2018-2019 budgetary year end transfers

Mr. D. Griffiths made a motion, seconded by Mr. Anderson, to adopt the following:

**RESOLUTION AUTHORIZING FISCAL YEAR 2018-2019 BUDGETARY YEAR END TRANSFERS**

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that the Town Manager has requested the sum of One Hundred Eighty Thousand Three Hundred and Twenty-Four Dollars (\$180,324) be transferred within the fiscal year 2018-2019 Town Operating Budget as follows:

**From:**

Town Council	Personnel Services	\$ 188
Town Council	Contractual Services	\$ 194
Town Manager	Contractual Services	\$ 773
Town Clerk	Contractual Services	\$ 2,707
Finance	Contractual Services	\$ 2,227
Revenue Collector	Contractual Services	\$ 3,316
Revenue Collector	Materials & Supplies	\$ 252
Registration/Elections	Personnel Services	\$ 1,414
Planning & Development	Personnel Services	\$ 1,274
Economic Development	Contractual Services	\$ 218
Highway Supervision	Personnel Services	\$ 2,469
Central Garage	Materials & Supplies	\$ 10,109
Recreation	Materials & Supplies	\$ 5,448
Building Safety & Inspection	Materials & Supplies	\$ 321
Law Enforcement	Personnel Services	\$ 101,808
Contingency		<u>\$ 47,606</u>
		<b><u>\$ 180,324</u></b>

**To:**

Town Council	Materials & Supplies	\$ 494
Town Manager	Materials & Supplies	\$ 773
Legal Services	Contractual Services	\$ 40,977
Town Clerk	Personnel Services	\$ 2,707
Finance	Personnel Services	\$ 2,212
Finance	Materials & Supplies	\$ 15
Revenue Collector	Personnel Services	\$ 4,242
Registration/Elections	Contractual Services	\$ 1,414
Planning & Development	Materials & Supplies	\$ 1,274
Economic Development	Personnel Services	\$ 194
Economic Development	Materials & Supplies	\$ 24
Highway Supervision	Contractual Services	\$ 2,469
Central Garage	Contractual Services	\$ 10,109
Recreation	Contractual Services	\$ 5,448
Building Safety & Inspection	Contractual Services	\$ 321
Law Enforcement	Contractual Services	\$ 101,808
Community Development	Personnel Services	\$ 2,665
Community Development	Contractual Services	\$ 2,558



Community Development	Materials & Supplies	\$ 44
Human Services Subsidies	Contractual Services	\$ 576
		<u>\$ 180,324</u>

**ALSO, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that the unexpended funds for the fiscal year 2018-19 from the Parks and Grounds Materials & Supplies department not to exceed \$11,500 are transferred to the Recreation Revolving fund. Also, the unexpended funds for the fiscal year 2018-19 from the Law Enforcement department in the amount of \$83,000 (\$38,570 from Personal Services, \$12,930 from Materials & Supplies and \$31,500 from Due to CNR) are transferred to the Constabulary Reserve.

**WHEREAS**, the Town Manager has further certified the total sum of \$274,824 is unencumbered within the accounts specified; and

**WHEREAS**, such transfers are for necessary expenditures in the accounts specified;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that the sum of \$274,824 is hereby transferred as described above.

KILLINGLY TOWN COUNCIL  
Jonathan Cesolini  
Chairman

Dated at Killingly, Connecticut,  
this 8th day of October 2019

Discussion followed.

Voice vote: Unanimous. Motion passed.

15b. Consideration and action on a resolution authorizing the execution of an agreement fixing the assessment of the property located at 100 Main Street, Danielson, CT

Mr. D. Griffiths made a motion, seconded by Ms. LaBerge, to adopt the following:

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FIXING  
THE ASSESSMENT OF THE PROPERTY LOCATED AT 100 MAIN STREET,  
DANIELSON, CT**

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that the Town Manager be herein authorized to sign and execute a Fixing of Assessment Agreement for property tax relief with a 50% reduction on the increased assessment for a business development on the property at 100 Main Street, Danielson, CT, said Agreement to be prepared by the Town Attorney in accordance with Section 14-10 of the Killingly Code of Ordinances and the applicable Connecticut General Statutes cited in Section 14-10.

KILLINGLY TOWN COUNCIL  
Jonathan Cesolini  
Chairman

Dated at Killingly, Connecticut,

this 8th day of October 2019

Discussion followed.

Voice vote: Unanimous. Motion passed.

15c. Consideration and action on a resolution authorizing the refunding of a portion of the subdivision application fee to John C. D'Amato, Jr. and Ballouville Road LLC in the amount of \$3,500 for the reduction of subdivision lots converted to open space

Mr. D. Griffiths made a motion, seconded by Ms. LaBerge, to adopt the following:

**A RESOLUTION AUTHORIZING THE REFUNDING OF A PORTION OF THE  
SUBDIVISION APPLICATION FEE TO JOHN C. D'AMATO, JR AND BALLOUVILLE  
ROAD, LLC IN THE AMOUNT OF \$3,500 FOR THE REDUCTION OF SUBDIVISION  
LOTS CONVERTED TO OPEN SPACE**

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that the Town Manager be herein authorized to refund \$3,500 of the subdivision application fee to John C. D'Amato, Jr and Ballouville Road LLC for the reduction of subdivision lots from 51 lots to 41 lots to create public open space.

KILLINGLY TOWN COUNCIL

Jonathan Cesolini

Chairman

Dated at Killingly, Connecticut,  
this 8<sup>th</sup> day of October 2019

Discussion followed.

Mr. Kerttula made a motion, seconded by Mr. A. Griffiths, to suspend the rules to allow Director of Planning & Development Aubrey to speak.

Voice vote: Unanimous. Motion passed.

Ms. Aubrey explained the situation.

On the original motion, Voice vote: Unanimous. Motion passed.

15d. Consideration and action on a resolution to approve participation in the Connecticut Conference of Municipalities' (CCM) electric consortium program to competitively bid electric generation rates and authorize the execution of a multi-year agreement for said rates

Mr. A. Griffiths made a motion, seconded by Mr. Anderson, to adopt the following:

**RESOLUTION TO APPROVE PARTICIPATION IN THE CONNECTICUT  
CONFERENCE OF MUNICIPALITIES' (CCM) ELECTRIC CONSORTIUM  
PROGRAM TO COMPETITIVELY BID ELECTRIC GENERATION RATES AND  
AUTHORIZE THE EXECUTION OF A MULTI-YEAR AGREEMENT FOR SAID  
RATES**

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that the Town Manager is hereby authorized to sign and execute a multi-year contract with a competitively bid/selected CCM electric consortium for a term not to exceed three years.

KILLINGLY TOWN COUNCIL  
Jonathan Cesolini  
Chairman

Dated at Killingly, Connecticut,  
this 8<sup>th</sup> day of October 2019

Discussion followed.

Voice vote: Unanimous. Motion passed.

15e. Consideration and action on a resolution authorizing a 2019-2020 budgetary transfer of \$5,000 from Contingency to the Human Services Subsidies, ACCESS Agency appropriation for the operation of a regional winter homeless shelter

Mr. D. Griffiths made a motion, seconded by Mr. Anderson, to adopt the following:

**RESOLUTION AUTHORIZING A 2019-2020 BUDGETARY  
TRANSFER OF \$5,000 FROM CONTINGENCY TO THE HUMAN SERVICES  
SUBSIDIES, ACCESS AGENCY APPROPRIATION, PROFESSIONAL SERVICES  
ACCOUNT FOR THE OPERATION OF A REGIONAL WINTER HOMELESS  
SHELTER**

**WHEREAS**, the Town Manager is requesting the sum of \$5,000 contribution to ACCESS Agency for the operation of a regional winter homeless shelter be transferred within the Fiscal Year 2019-2020 Budget as follows:

From: The Special Reserves & Programs Budget	
Contractual Services – Contingent Account (63-50241)	\$5,000
To: The Human Services Subsidies Budget	
Contractual Services –	
ACCESS Agency Account (52-50296)	\$5,000

**AND, WHEREAS**, the Town Manager herein certifies that said sum of \$5,000 is unencumbered within the account specified;

**THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that the sum of \$5,000 is hereby transferred as described above.

KILLINGLY TOWN COUNCIL  
Jonathan Cesolini  
Chairman

Dated at Killingly, Connecticut  
this 8<sup>th</sup> day of October 2019

Discussion followed.

Voice vote: Unanimous. Motion passed.

15f. Consideration and action on a resolution authorizing the use of up to \$2,322 of the Economic Development Trust funds to complete additional environmental site assessment at 140 Main Street

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

**RESOLUTION AUTHORIZING THE USE OF UP TO \$2,322 OF THE ECONOMIC DEVELOPMENT TRUST FUNDS TO COMPLETE ADDITIONAL ENVIRONMENTAL SITE ASSESSMENT AT 140 MAIN STREET**

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that the Town Manager be herein authorized to use up to \$2,322 in funding from the Economic Development Trust Fund to complete additional environmental site assessment at 140 Main Street

KILLINGLY TOWN COUNCIL

Jonathan Cesolini

Chairman

Dated at Killingly, Connecticut  
this 8<sup>th</sup> day of October 2019

Discussion followed.

Voice vote: Unanimous. Motion passed.

15g. Consideration and action on a resolution regarding the use of federal fiscal year 2019 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 4

Mr. A. Griffiths made a motion, seconded by Ms. LaBerge, to adopt the following:

**RESOLUTION REGARDING THE USE OF FEDERAL FISCAL YEAR 2019 STATE HOMELAND SECURITY GRANT FUNDING AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS IN DEMHS REGION 4**

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

**FURTHER RESOLVED**, that Mary T. Calorio, as Town Manager of The Town of Killingly, is authorized and directed to execute and deliver any and all documents on behalf of the Town Council of the Town of Killingly and to do and perform all acts and things which he/she deems

to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

KILLINGLY TOWN COUNCIL  
Jonathan Cesolini  
Chairman

Dated at Killingly, Connecticut  
this 8<sup>th</sup> day of October 2019

Discussion followed.

Voice vote: Unanimous. Motion passed.

16. Council Member Reports and Comments:

Mr. A. Griffiths reported on the Personnel Subcommittee meeting, the Ag meeting, and the IWWC meeting.

Mr. Anderson attended the Personnel Subcommittee meeting. He did not attend the Public Safety meeting.

Mr. D. Griffiths reported on the NDDH meeting and the Veterans' Coffeehouse.

Ms. LaBerge reported on the ZBA and the KBA. She did not attend the P&Z meeting and the Historic District did not meet.

Mr. Kerttula reported on the Permanent Building meeting and walk-through.

Mr. Grandelski reported that the Conservation Commission meeting did not have a quorum. He reported on the WPCA meeting.

17. Executive Session: None

18. Adjournment:

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

Voice Vote: Unanimous. Motion passed.

The meeting ended at 8:07 p.m.

Respectfully submitted,

Elizabeth Buzalski  
Council Secretary

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# PROCLAMATION

## TOWN OF KILLINGLY

**WHEREAS**, Connecticut is blessed to be the home of over 188,800 veterans; and

**WHEREAS**, throughout the history of our nation, our men and women in uniform have risked their lives to protect the interests of our country and defend our freedoms; and

**WHEREAS**, Killingly residents live in freedom because of the contributions and sacrifices made by those who have served and by those who continue to serve; and

**WHEREAS**, these sacrifices are also made by the family members who support these men and women who preserve the liberties that enrich both this nation, the State and our Town; and

**WHEREAS**, on this Veterans Day, Killingly remember that we are forever indebted to those who stepped forward to defend the blessing of liberty; and

**WHEREAS**, as we reflect upon the enormous contributions made to our Country, State and Town by our veterans, we also pay tribute to those who are currently serving in our Armed Forces at home and abroad and who remain committed to sustaining this legacy of unyielding patriotism;

**NOW, THEREFORE**, the Killingly Town Council hereby recognizes November 11, 2019, as **VETERANS DAY** in the Town of Killingly, and calls this observance to the attention of all our citizens.

*Presented this 11th day of November 2019 by  
The Killingly Town Council*

PROCLAMATION HONORING  
Jeffrey Ethier  
KILLINGLY PUBLIC SCHOOLS  
2020 TEACHER OF THE YEAR

**WHEREAS** Jeffrey Ethier earned his Master of Science, majoring in Music Education in 2006 from the Central Connecticut State University, and attended a comprehensive performing arts conservatory, The Hartt School, University of Hartford, and;

**WHEREAS** Jeffrey has been a music teacher for Killingly Public Schools since 2009 and also serves as Band Director, holds teacher certification not only in Connecticut, but also held certification in the states of Rhode Island and Massachusetts, and;

**WHEREAS** Jeffrey, through dedication and his love of teaching music, motivates and inspires students to deliver unforgettable performances, elevating the KHS Big Red Marching Band, Symphonic Band, Concert Chorale, and Jazz Band to receive endless awards at national competitions and festivals, and;

**WHEREAS** Jeffrey creates valuable instructional lessons, develops strong lasting relationships, encourages parent involvement, inspires student pride and confidence, teaches the significance to students the importance of connecting with community members and creates memories for students that will last a lifetime and;

**WHEREAS** Jeffrey is a master teacher who has a high level of understanding of the development of students in the music field, is an incredible leader, a mentor, a team player and is an undeniable influence behind our students' successes.

**NOW, THEREFORE, BE IT PROCLAIMED** that Jeffrey Ethier be recognized for his exemplary service, extensive experience, excellent teaching skills and for the well-earned distinction and respect he has received from his students and peers as the 2019-20 Killingly Public Schools Teacher of the Year and;

**BE IT FURTHER PROCLAIMED** that he be commended for devotion to his students, their families, the school district, and the community.

Presented this 12th day of November 2019 by the  
KILLINGLY TOWN COUNCIL

PROCLAMATION HONORING  
SARAH BACCHIOCHI  
HARVARD H. ELLIS TECHNICAL HIGH SCHOOL'S  
2020 TEACHER OF THE YEAR

**WHEREAS**, Sarah Bacchiochi has served as a dedicated teacher at Harvard H. Ellis Technical High School since 2007 and

**WHEREAS**, in addition to her duties as a teacher, Sarah has served as a softball coach, member of the faculty recognition committee, and on numerous school-wide and district-wide committees, with an emphasis on improving school climate and pride; and

**WHEREAS**, Sarah takes an active role in the lives of her students, encouraging them to appreciate diversity, become active members of their school community, become active and independent learners, and become self-advocates and lifelong learners as they prepare to become skilled workers in the community; and

**WHEREAS**, Sarah works in unity with her colleagues to continually enhance the environment for both students and teachers at Ellis Tech, and with passionate dedication, continues her professional development, including being certified in all of Connecticut's mandates, continually serving as a role model for her students' education;

**NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that Sarah Bacchiochi be publicly recognized for her exemplary service and the well-earned distinction and respect she receives from her students and peers as the 2020 Harvard H. Ellis Technical High School Teacher of the Year; and

**BE IT FURTHER PROCLAIMED** that she be commended for her devotion to her students, their families, their school, and their community.

Presented this 12<sup>th</sup> day of November 2019 by the  
KILLINGLY TOWN COUNCIL



PROCLAMATION HONORING  
Kaylie Bissonnette  
ST. JAMES SCHOOL  
2020 TEACHER OF THE YEAR

**WHEREAS,** Kaylie Bissonnette has served as a passionate teacher at St. James School for three years; and

**WHEREAS,** Kaylie is a fifth grade homeroom teacher who demonstrates Spiritual Leadership and implements the beliefs and values of the school's Mission Statement; and School Expectations for Learning; and

**WHEREAS,** Kaylie models the school's mission in her Christian values, gladly performing her duties with patience, kindness, dedication, and compassion; and

**WHEREAS,** Kaylie works diligently with other school personnel to create a positive professional environment which focuses on the needs of the students and their families, acting as the primary motivator in all circumstances and promotes collaboration between the school, home, and community; and

**WHEREAS,** Kaylie designs creative, engaging, educationally sound lessons for all her students and communicates frequently and intelligently with parents, administration, and other community members with her 'Sneak a Peek at 5<sup>th</sup> Grade' newsletters; and

**NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY** that Kaylie Bissonnette be publicly recognized for her exemplary service and the well-earned distinction and respect she receives from her students and colleagues as the 2020 St. James School Teacher of the Year; and

**BE IT FURTHER PROCLAIMED** that she be commended for her devotion to her students, their families, their school, and the community.

Presented this 12th day of November 2019 by the  
KILLINGLY TOWN COUNCIL



# TOWN OF KILLINGLY

## FINANCE DEPARTMENT

172 Main Street, Killingly, CT 06239

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

## Finance Department Budget Review

October 31, 2019

**To: Mary Calorio, Town Manager**

### **October 2019 Revenues**

The Town's fiscal year 2019-2020 collections appear to be within expectations at 50.74% of the overall budget for general Town revenue. In the prior year, October 2018 revenue collections represented 38.09%. Favorable year to date receipts include revenues for property taxes, licenses, permits and charges for services.

### **October 2019 Expenditures**

Budget to actual results for total Town operations and debt service expenditures are currently at 18.22% for the month of October 2019, compared to 21.95% in the prior year (October 2018). Many subscriptions and services with annual renewal become due and payable within the first few months of the fiscal year and several other services are subject to a payment schedule due in quarterly installments. To date, the Town has moved forward with many highway initiatives related to road maintenance in effort to focus on those tasks which can be completed before the winter season. As such costs related to the purchase of materials and supplies have significant utilization. As we near the winter season, commitments have been made for purchasing winter materials and supplies such as salt and calcium. Below is a summary discussion of expenditure line items with significant year to date utilization, but remain within budgeted expectations:

#### ***Current Month Discussion:***

1. Highway Winter Maintenance – Materials and Supplies

Year to date costs consist of commitments for the purchase of salt and calcium for the upcoming winter season.

2. Parks and Grounds – Contractual Services

Current expenditures include services related to the fall fertilization application for the recreation fields and landscaping. These services are typically performed twice per year.

#### ***Prior Month Discussion:***

1. Town Council - Contractual Services

Year to date costs represent annual dues for the Town's memberships and affiliations which become due and payable in August for the entire fiscal year. The year to date budget to actual is consistent with expectations and the prior year.

## **October 2019 Expenditures (Continued)**

### ***Prior Month Discussion (Continued):***

2. Town Manager - Contractual Services

Year to date costs represent annual dues and subscriptions for professional development and affiliations for which become due and payable in August for the entire fiscal year. The year to date budget to actual is consistent with expectations and the prior year.

3. Registration/Elections - Contractual Services

These expenditures represent the costs associated with the annual maintenance contract for the Town's voter/elections systems is renewable each fiscal year in July.

4. Town Commissions & Service Agencies – Contractual Services

Budgeted expenditures remain consistent with expectations. Year to date utilization of budget is higher than overall budget expectations due to the timing of payments due each year for the activities related to Town commissions and related service agencies.

5. Information Technology – Contractual Services

Current expenditures for information technology included quarterly installments for many of the Town's IT products. Current costs to date remain with budgeted expectations.

6. Highway Maintenance- Contractual Services/Materials and supplies

Current expenditures reflect commitments for line striping, tree removal and paving projects on various Town roadways to be conducted during the summer/fall season. These are planned initiatives reflective of what has been approved in the current year budget.

7. 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.

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. Public Library - Contractual Services

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

10. 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.

11. 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.

12. 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 October, 2019**

REVENUE ITEM	Fiscal Year 2019-2020		
	Budget	October	Percent
<b>TAXES</b>			
Current Property Taxes	35,335,858	19,538,772	55.29%
Back Taxes	750,000	170,935	22.79%
Penalty Fees	11,260	2,049	18.20%
Tax Interest	360,668	56,414	15.64%
Supplemental Motor Vehicle	350,000	-	0.00%
Remediation Financing	(150,595)	-	0.00%
<b>TOTAL</b>	<b>\$36,657,191</b>	<b>\$19,768,169</b>	<b>53.93%</b>
<b>LICENSES &amp; PERMITS</b>			
Building Permits	215,000	69,582	32.36%
P&Z Permits	14,000	5,447	38.91%
Other Permits	8,000	1,390	17.38%
Airplane Tax	1,800	810	45.00%
<b>TOTAL</b>	<b>\$238,800</b>	<b>\$77,229</b>	<b>32.34%</b>
<b>FINES &amp; FEES</b>			
Library Fines & Fees	14,500	4,860	33.52%
Alarm Reg Fees and Fines	1,500	2,550	170.00%
Animal Control Fines & Fees	500	1,407	281.30%
<b>TOTAL</b>	<b>\$16,500</b>	<b>\$8,817</b>	<b>53.43%</b>
<b>USE OF MONEY &amp; PROPERTY</b>			
Interest Income	80,000	53,998	67.50%
Louisa E. Day Trust	60	-	0.00%
Thomas J. Evans Trust	30	-	0.00%
Communication Tower Lease	110,000	28,473	25.88%
<b>TOTAL</b>	<b>\$190,090</b>	<b>\$82,471</b>	<b>43.39%</b>
<b>STATE GRANTS IN LIEU OF TAXES</b>			
State-Owned Property	149,332	149,332	100.00%
Disability Exemption	4,162	-	0.00%
Veterans' Exemption	11,665	-	0.00%
Municipal Stabilization Grant (New)	268,063	268,063	100.00%
	<b>\$433,222</b>	<b>417,395</b>	<b>96.35%</b>
<b>OTHER STATE GRANTS</b>			
Pequot/Mohegan Fund Grant	94,184	-	0.00%
Municipal Grants - In - Aid	706,717	-	0.00%
Adult Education	104,002	72,138	69.36%
<b>TOTAL</b>	<b>\$904,903</b>	<b>\$72,138</b>	<b>7.97%</b>

**TOWN OF KILLINGLY**  
**Estimated Revenue Detail**  
**Monthly Report Through October, 2019**

REVENUE ITEM	Fiscal Year 2019-2020		
	Budget	October	Percent
<b>CHARGES OF SERVICE</b>			
Community Development	100,000	6,305	6.31%
Town Clerk	166,000	36,602	22.05%
Conveyance Tax	200,000	59,409	29.70%
Elderly Housing - Sewer PILOT	20,939	-	0.00%
Recreation	124,500	22,706	18.24%
District Collections	15,275	6,336	41.48%
<b>TOTAL</b>	<b>626,714</b>	<b>131,358</b>	<b>20.96%</b>
<b>OTHER REVENUES</b>			
Miscellaneous	50,000	86,262	172.52%
Sewer Assessment Fund	15,000	-	0.00%
Sewer Operating Fund	1,231,695	-	0.00%
PILOT - Telecommunications	50,000	-	0.00%
School Capital Contribution	267,579	-	0.00%
<b>TOTAL</b>	<b>1,614,274</b>	<b>86,262</b>	<b>5.34%</b>
<b>GENERAL TOWN REVENUE</b>	<b>\$40,681,694</b>	<b>\$20,643,839</b>	<b>50.74%</b>
<b>SCHOOL</b>			
Educational Cost Sharing	15,245,633	3,811,408	25.00%
Vocational Agriculture	645,347	334,722	51.87%
Tuition:			
Regular	1,548,612	-	0.00%
Special Ed-Voluntary	200,000	-	0.00%
Vocational-Agriculture	818,760	-	0.00%
F-1 Tuition Student	310,460	78,000	0.00%
<b>TOTAL</b>	<b>\$18,768,812</b>	<b>\$4,224,130</b>	<b>22.51%</b>
Fund Balance	300,000	-	0.00%
<b>TOTAL REVENUES</b>	<b>59,750,506</b>	<b>24,867,969</b>	<b>41.62%</b>

**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through October, 2019**

Expenditure	Fiscal Year 2019-20			
	Budget	Transfers	October	Percent
<b><u>GENERAL GOVERNMENT</u></b>				
Town Council				
Personnel Services	11,100	-	1,688	15.20%
Contractual Services	34,100	-	13,562	39.77%
Materials and Supplies	1,000	-	43	4.25%
Total	\$46,200	\$0	\$15,292	33.10%
Town Manager				
Personnel Services	263,300	-	68,998	26.21%
Contractual Services	27,300	-	11,085	40.61%
Materials and Supplies	2,500	-	216	8.66%
Total	\$293,100	\$0	\$80,300	27.40%
Legal Services				
Contractual Services	79,200	-	19,660	24.82%
Total	\$79,200	\$0	\$19,660	24.82%
Town Clerk				
Personnel Services	156,940	-	45,350	28.90%
Contractual Services	30,100	-	7,208	23.95%
Materials and Supplies	1,800	-	536	29.80%
Total	\$188,840	\$0	\$53,094	28.12%
Finance				
Personnel Services	231,840	-	69,501	29.98%
Contractual Services	54,650	-	2,088	3.82%
Materials and Supplies	1,700	-	437	25.70%
Total	\$288,190	\$0	\$72,026	24.99%
Assessor				
Personnel Services	173,455	-	48,584	28.01%
Contractual Services	7,560	-	1,545	20.44%
Materials and Supplies	1,500	-	325	21.66%
Total	\$182,515	\$0	\$50,454	27.64%
Revenue Collection				
Personnel Services	188,140	-	54,553	29.00%
Contractual Services	35,500	-	3,975	11.20%
Materials and Supplies	2,300	-	533	23.17%
Total	\$225,940	\$0	\$59,060	26.14%
Registration/Elections				
Personnel Services	56,065	-	4,016	7.16%
Contractual Services	16,450	-	4,049	24.61%
Materials and Supplies	500	-	136	27.20%
Total	\$73,015	\$0	\$8,201	11.23%

**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through October, 2019**

Expenditure	Fiscal Year 2019-20			
	Budget	Transfers	October	Percent
Town Comm. & Service Agencies				
Contractual Services	72,214	-	39,403	54.56%
Total	\$72,214	\$0	\$39,403	54.56%
Planning and Development				
Personnel Services	237,275	-	66,669	28.10%
Contractual Services	6,210	-	859	13.82%
Materials and Supplies	1,100	-	508	46.17%
Total	\$244,585	\$0	\$68,035	27.82%
Information Technology				
Contractual Services	193,000	-	86,770	44.96%
Total	\$193,000	\$0	\$86,770	44.96%
Town Hall Building				
Contractual Services	86,880	-	21,793	25.08%
Materials and Supplies	2,700	-	236	8.76%
Capital Outlay	11,006	-	-	0.00%
Total	\$100,586	\$0	\$22,029	21.90%
Economic Development				
Personnel Services	129,205	-	37,154	28.76%
Contractual Services	7,700	-	240	3.12%
Materials and Supplies	500	-	95	18.97%
Total	\$137,405	\$0	\$37,489	27.28%
Highway Division Supervision				
Personnel Services	222,910	-	48,995	21.98%
Contractual Services	11,000	-	1,952	17.75%
Materials and Supplies	750	-	253	33.77%
Capital Outlay	7,313	-	-	0.00%
Total	\$241,973	\$0	\$51,200	21.16%
Engineering				
Personnel Services	332,510	-	78,039	23.47%
Contractual Services	16,000	-	701	4.38%
Materials and Supplies	8,700	-	2,664	30.62%
Capital Outlay	11,074	-	-	0.00%
Total	\$368,284	\$0	\$81,404	22.10%
Central Garage				
Personnel Services	225,470	-	57,841	25.65%
Contractual Services	126,700	-	22,937	18.10%
Materials and Supplies	286,000	-	77,184	26.99%
Capital Outlay	6,067	-	-	0.00%
Total	\$644,237	\$0	\$157,962	24.52%
Highway Maintenance				
Personnel Services	821,000	-	213,632	26.02%
Contractual Services	54,250	-	14,280	26.32%
Materials and Supplies	316,000	-	237,815	75.26%
Capital Outlay	331,738	-	-	0.00%
Total	\$1,522,988	\$0	\$465,727	30.58%

**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through October, 2019**

Expenditure	Fiscal Year 2019-20			
	Budget	Transfers	October	Percent
Highway Winter Maintenance				
Personnel Services	115,000	-	-	0.00%
Contractual Services	9,000	-	-	0.00%
Materials and Supplies	294,500	-	150,000	50.93%
Total	\$418,500	\$0	\$150,000	35.84%
Recreation Admin. & Program				
Personnel Services	387,710	-	146,989	37.91%
Contractual Services	52,500	-	27,960	53.26%
Materials and Supplies	20,750	-	2,100	10.12%
Capital Outlay	3,053	-	2,747	89.98%
Total	\$464,013	\$0	\$179,796	38.75%
Parks and Grounds				
Personnel Services	158,675	-	54,599	34.41%
Contractual Services	54,620	-	21,711	39.75%
Materials and Supplies	42,900	-	7,987	18.62%
Capital Outlay	17,713	-	-	0.00%
Total	\$273,908	\$0	\$84,297	30.78%
Public Library				
Personnel Services	411,368	-	109,055	26.51%
Contractual Services	141,850	-	67,296	47.44%
Materials and Supplies	10,750	-	2,376	22.10%
Capital Outlay	2,301	-	-	0.00%
Total	\$566,269	\$0	\$178,727	31.56%
Civic & Cultural Activities				
Contractual Services	3,500	-	-	0.00%
Total	\$3,500	\$0	\$0	0.00%
Community Center				
Personnel Services	17,500	-	4,575	26.14%
Contractual Services	78,000	-	13,897	17.82%
Materials and Supplies	9,000	-	1,308	14.53%
Total	\$104,500	\$0	\$19,779	18.93%
Other Town Buildings				
Contractual Services	15,080	-	3,826	25.37%
Materials and Supplies	750	-	-	0.00%
Total	\$15,830	\$0	\$3,826	24.17%
Building Safety & Inspections				
Personnel Services	258,160	-	62,354	24.15%
Contractual Services	6,350	-	871	13.72%
Materials and Supplies	1,950	-	348	17.85%
Capital Outlay	13,924	-	-	0.00%
Total	\$280,384	\$0	63,573	22.67%
Animal Control				
Contractual Services	54,092	-	13,523	25.00%
Materials and Supplies	60	-	-	0.00%
Total	\$54,152	\$0	13,523	24.97%



**TOWN OF KILLINGLY**  
**Estimated Expenditure Summary**  
**Monthly Report Through October, 2019**

Expenditure	Fiscal Year 2019-20			
	Budget	Transfers	October	Percent
Law Enforcement				
Personnel Services	334,500	-	44,230	13.22%
Contractual Services	711,610	-	-199	-0.03%
Materials and Supplies	13,000	-	2,188	16.83%
Capital Outlay	25,500	-	-	0.00%
Total	\$1,084,610	\$0	\$46,218	4.26%
Community Development				
Personnel Services	163,270	-	46,907	28.73%
Contractual Services	11,450	12,000	5,454	23.26%
Materials and Supplies	1,150	-	200	17.37%
Total	\$175,870	\$12,000	\$52,561	27.98%
Human Service Subsidies				
Contractual Services	469,173	-	179,412	38.24%
Total	\$469,173	\$0	\$179,412	38.24%
Employee Benefits				
Contractual Services	1,592,850	-	125,756	7.90%
Total	\$1,592,850	\$0	\$125,756	7.90%
Insurance				
Contractual Services	725,000	-	321,434	44.34%
Total	\$725,000	\$0	\$321,434	44.34%
Special Reserves & Programs				
Contractual Services	352,000	(12,000)	44,400	13.06%
Total	\$352,000	(\$12,000)	\$44,400	13.06%
<b>General Town Operating Expenditures</b>	<b>\$11,482,831</b>	<b>\$0</b>	<b>\$2,831,407</b>	<b>24.66%</b>
Debt Service	3,508,900	-	30,301	0.86%
Total	\$3,508,900	\$0	\$30,301	0.86%
Solid Waste Disposal Fund Subsidy	321,191	-	-	0.00%
	321,191	\$0	\$0	0.00%
Due To CNR Education	291,978	-	-	0.00%
	291,978	\$0	\$0	0.00%
Teachers Retirement	98,333	-	-	0.00%
	98,333	\$0	\$0	0.00%
<b>TOTAL OPERATIONS &amp; DEBT SERVICE</b>	<b>\$15,703,233</b>	<b>\$0</b>	<b>\$2,861,707</b>	<b>18.22%</b>
General Fund - Education	44,047,273	-	4,777,315	10.85%
	44,047,273	\$0	\$4,777,315	10.85%
<b>Total Expenditures</b>	<b>\$59,750,506</b>	<b>\$0</b>	<b>\$7,639,022</b>	<b>12.78%</b>

# KILLINGLY PUBLIC SCHOOLS

## Current and Projected Revenues 2019-2020

### As of September 30, 2019

TOWN BUDGET BOOK	TOWN BUDGET CODE	TOWN 2019-2020 BUDGET	REVENUES RECEIVED AS OF 9/30/19	PROJECTED REVENUES TO 6/30/20 as of 9/30/19	2019-2020 BUDGET TO PROJECTION
<b>OTHER REVENUES</b>					
School Capital Contribution	40410	267,579	-	267,579	-
<b>TOTAL</b>		<b>267,579</b>	<b>-</b>	<b>267,579</b>	<b>-</b>
<b>SCHOOL REVENUES</b>					
Education Cost Sharing (ECS)	40216	15,245,633	-	15,245,633	-
School Transportation	40217	-	-	-	-
Agriculture Science and Tech Ed Operating Cost Grant	40219	645,347	167,361	645,347	-
Tuition:*					
Regular	40411	1,548,612	-	1,548,612	-
Special Ed-Voluntary (Other Districts)	40412	200,000	-	200,000	-
Vocational-Agriculture	40413	818,760	-	818,760	-
F-1 Student	40417	310,460	78,000	78,000	(232,460)
Non-Public School-Health	40220	-	-	-	-
Non-Public School-Transportation	40221	-	-	-	-
		-	-	-	-
<b>TOTAL SCHOOL REVENUES ONLY</b>		<b>18,768,812</b>	<b>245,361</b>	<b>18,536,352</b>	<b>(232,460)</b>
<b>TOTAL ALL REVENUES</b>		<b>19,036,391</b>	<b>245,361</b>	<b>18,803,931</b>	<b>(232,460)</b>

\* Tuition Revenues to be projected for 2nd quarter report based on October 1 enrollment

Information provided per Section 290 of Public Act 19-117 (effective 7/1/19)

# KILLINGLY PUBLIC SCHOOLS

## Current and Projected Expenditures by Object Code 2019-2020

As of September 30, 2019

Account Number / Description	Revised Budget	7/1/2019 - 6/30/2020	Expenditures &		Amount Remaining	7/1/2019 - 6/30/2020	Estimated		Projected
			Encumbrances	7/1/2019 - 9/30/2019			Expenditures	to 6/30/2020	
5111 Central Administration	\$336,305.00			\$90,072.23	\$246,232.77		\$246,232.77		\$0.00
5112 School Administration	\$1,737,408.21		\$476,553.65		\$1,260,854.56		\$1,260,854.56		\$0.00
5113 Teachers' Salaries	\$15,240,569.58		\$1,901,363.32		\$13,339,206.26		\$13,181,717.81		\$157,488.45
5114 Finance/HR/Computer	\$376,440.14		\$100,331.20		\$276,108.94		\$276,108.94		\$0.00
5115 Tutoring	\$122,120.00		\$12,832.50		\$109,287.50		\$109,287.50		\$0.00
5119 Co-Curricular Stipends	\$323,253.34		\$12,763.75		\$310,489.59		\$310,489.59		\$0.00
5120 Non-Certified Salaries	\$164,861.28		\$18,061.98		\$146,799.30		\$137,181.11		\$9,618.19
5121 Secretarial/Clerical	\$1,176,668.43		\$323,517.46		\$853,150.97		\$853,150.97		\$0.00
5122 Para-Professionals	\$2,212,933.11		\$274,884.22		\$1,938,048.89		\$1,938,048.89		\$0.00
5123 Medical/Health	\$446,000.01		\$59,767.05		\$386,232.96		\$386,232.96		\$0.00
5124 Operations & Maintenance	\$1,687,893.34		\$427,566.26		\$1,260,327.08		\$1,260,327.08		\$0.00
5125 Transportation	\$1,088,938.92		\$190,733.10		\$898,205.82		\$898,205.82		\$0.00
5126 Substitutes	\$381,869.00		\$21,779.52		\$360,089.48		\$360,089.48		\$0.00
5127 Student Services	\$18,100.00		\$6,740.76		\$11,359.24		\$11,359.24		\$0.00
5128 Temporary	\$150,700.00		\$24,126.16		\$126,573.84		\$126,573.84		\$0.00
5130 Overtime	\$178,000.00		\$36,121.96		\$141,878.04		\$141,878.04		\$0.00
5131 Computer Maintenance	\$207,690.00		\$52,302.17		\$155,387.83		\$155,387.83		\$0.00
5200 Benefits	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
5210 Health/Dental Insurance	\$5,647,213.06		\$1,275,379.83		\$4,371,833.23		\$4,371,833.23		\$0.00
5212 HSA Contributions	\$447,100.00		\$195,100.00		\$252,000.00		\$252,000.00		\$0.00
5213 Life Insurance	\$27,326.78		\$6,510.07		\$20,816.71		\$20,816.71		\$0.00
5214 Benefits- Early Retirees	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
5215 Post-Employment Benefits	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
5217 Disability Insurance	\$6,564.96		\$6,524.28		\$40.68		\$0.00		\$40.68
5218 HRA Funding	\$1,000.00		\$0.00		\$1,000.00		\$5,000.00		(\$4,000.00)
5220 FICA	\$418,974.36		\$81,200.20		\$337,774.16		\$337,774.16		\$0.00
5225 Medicare	\$367,671.93		\$55,426.45		\$312,245.48		\$312,245.48		\$0.00
5230 ERIP Contributions	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
5231 Pension	\$126,159.00		\$0.00		\$126,159.00		\$126,159.00		\$0.00
5232 Annuity Contributions	\$7,000.00		\$2,129.40		\$4,870.60		\$4,870.60		\$0.00
5250 Unemployment Compensation	\$50,000.00		\$8,699.00		\$41,301.00		\$41,301.00		\$0.00
5260 Workers' Compensation	\$360,000.00		\$326,362.84		\$33,637.16		\$0.00		\$33,637.16

# KILLINGLY PUBLIC SCHOOLS

## Current and Projected Expenditures by Object Code 2019-2020

As of September 30, 2019

		Expenditures &		Estimated		Projected
	Revised Budget	Encumbrances	Amount Remaining	Expenditures	Balance	
Account Number / Description	7/1/2019 - 6/30/2020	7/1/2019 - 9/30/2019	7/1/2019 - 6/30/2020	to 6/30/2020	6/30/2020	
5322 Instructional Improvement	\$29,200.00	\$4,161.00	\$25,039.00	\$25,039.00	\$0.00	
5323 Pupil Services	\$96,994.00	\$4,885.86	\$92,108.14	\$92,108.14	\$0.00	
5324 Field Trips	\$111,510.00	\$8,640.48	\$102,869.52	\$102,869.52	\$0.00	
5326 Testing	\$36,060.00	\$7,969.26	\$28,090.74	\$28,090.74	\$0.00	
5330 Professional/Technical Services	\$453,713.74	\$207,951.65	\$245,762.09	\$245,762.09	\$0.00	
5410 Utilities	\$1,273,333.00	\$203,182.73	\$1,070,150.27	\$1,070,150.27	\$0.00	
5420 Contracted Maintenance Services	\$1,196,279.11	\$994,290.12	\$201,988.99	\$201,988.99	\$0.00	
5430 Repairs & Maintenance Services	\$471,272.00	\$149,870.39	\$321,401.61	\$321,401.61	\$0.00	
5440 Rentals	\$17,500.00	\$5,307.14	\$12,192.86	\$12,192.86	\$0.00	
5510 Pupil Transportation	\$20,000.00	\$650.54	\$19,349.46	\$19,349.46	\$0.00	
5520 Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5529 Other Insurance & Judgments	\$18,000.00	\$14,000.00	\$4,000.00	\$0.00	\$4,000.00	
5530 Communications	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	
5531 Postage	\$26,000.00	\$10,161.36	\$15,838.64	\$15,838.64	\$0.00	
5532 Telephone	\$77,820.00	\$11,384.72	\$66,435.28	\$66,435.28	\$0.00	
5540 Advertising	\$11,700.00	\$2,850.80	\$8,849.20	\$8,849.20	\$0.00	
5550 Printing & Binding	\$27,086.50	\$2,924.78	\$24,161.72	\$24,161.72	\$0.00	
5560 Tuition	\$387,278.00	\$0.00	\$387,278.00	\$387,278.00	\$0.00	
5561 Local Placement Tuition	\$4,032,482.00	\$4,073,937.21	(\$41,455.21)	\$183,544.79	(\$225,000.00)	
5562 Agency Placement Tuition	\$383,500.00	\$49,529.70	\$333,970.30	\$333,970.30	\$0.00	
5580 Travel	\$59,806.00	\$9,628.20	\$50,177.80	\$50,177.80	\$0.00	
5590 Other Purchased Services	\$123,296.00	\$97,658.58	\$25,637.42	\$25,637.42	\$0.00	
5611 Instructional Supplies- Warehouse	\$55,000.00	\$0.00	\$55,000.00	\$55,000.00	\$0.00	
5612 Instructional Supplies	\$374,471.17	\$129,192.99	\$245,278.18	\$245,278.18	\$0.00	
5613 Custodial & Maintenance Supplies	\$234,500.00	\$33,228.10	\$201,271.90	\$201,271.90	\$0.00	
5620 Heat Energy	\$251,100.00	\$13,183.66	\$237,916.34	\$237,916.34	\$0.00	
5626 Motor Fuels & Oils	\$224,300.00	\$7,154.81	\$217,145.19	\$217,145.19	\$0.00	
5627 Transportation Supplies	\$142,300.00	\$37,045.59	\$105,254.41	\$105,254.41	\$0.00	
5641 Textbooks	\$43,790.00	\$6,763.06	\$37,026.94	\$37,026.94	\$0.00	
5642 Library Books/Periodicals	\$38,678.00	\$8,491.82	\$30,186.18	\$30,186.18	\$0.00	
5691 Office Supplies	\$25,341.40	\$6,121.52	\$19,219.88	\$19,219.88	\$0.00	
5692 Health Supplies	\$16,500.00	\$10,574.50	\$5,925.50	\$5,925.50	\$0.00	
5695 Computer Software & Supplies	\$16,994.00	\$6,302.58	\$10,691.42	\$10,691.42	\$0.00	

# KILLINGLY PUBLIC SCHOOLS

## Current and Projected Expenditures by Object Code 2019-2020

As of September 30, 2019

Account Number / Description	Revised Budget 7/1/2019 - 6/30/2020	Expenditures & Encumbrances 7/1/2019 - 9/30/2019	Amount Remaining 7/1/2019 - 6/30/2020	Estimated Expenditures to 6/30/2020	Projected Balance 6/30/2020
<b>5730 Non-Instructional Equipment</b>	<b>\$49,752.85</b>	<b>\$6,716.43</b>	<b>\$43,036.42</b>	<b>\$43,036.42</b>	<b>\$0.00</b>
<b>5731 Instructional Equipment</b>	<b>\$125,988.65</b>	<b>\$27,548.25</b>	<b>\$98,440.40</b>	<b>\$98,440.40</b>	<b>\$0.00</b>
<b>5732 Vehicles</b>	<b>\$30,000.00</b>	<b>\$26,383.80</b>	<b>\$3,616.20</b>	<b>\$3,616.20</b>	<b>\$0.00</b>
<b>5734 Computer Hardware</b>	<b>\$72,400.00</b>	<b>\$2,673.72</b>	<b>\$69,726.28</b>	<b>\$69,726.28</b>	<b>\$0.00</b>
<b>5810 Dues &amp; Fees</b>	<b>\$98,790.46</b>	<b>\$48,074.05</b>	<b>\$50,716.41</b>	<b>\$50,716.41</b>	<b>\$0.00</b>
<b>5890 Other Objects</b>	<b>\$85,725.67</b>	<b>\$40,885.80</b>	<b>\$44,839.87</b>	<b>\$44,839.87</b>	<b>\$0.00</b>
<b>5900 Contingency</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>100 General Fund TOTAL</b>	<b>\$44,047,273.00</b>	<b>\$12,256,224.56</b>	<b>\$31,791,048.44</b>	<b>\$31,815,263.96</b>	<b>(\$24,215.52)</b>

Information provided per Section 290 of Public Act 19-117 (effective 7/1/19)

MEMO: Steve Rioux, Superintendent of Schools

FROM: Christine Clark, Manager of Business Affairs

RE: Monthly Financial Report (September 2019)

DATE: October 4, 2019

Attached please find the financial report for the month of September, the third month of fiscal year 2019-2020, which reflects expenditures and encumbrances of \$12,256,225 or 27.83% of the \$44,047,273 budget.

**1. BUDGET STATUS:** Most budget accounts are at expected levels for this point in time.

**SALARIES:**

The expenditures include seven payroll periods (out of 26) or 26.9% for our full year (twelve month) employees. Salary accounts for Central Administration (5111), School Administration (5112), and Finance/HR/Computer (5114) are at the expected expenditure levels.

Analysis of the Teachers' Salaries (5113) accounts as of 9/30/19 shows a preliminary budget surplus of approximately \$150K. Several placeholders have been included for positions not yet filled or filled with uncertified staff. This figure will change over time as vacancies are filled and certifications are received.

Secretarial/Clerical (5121), Operations & Maintenance (5124), and Computer Maintenance (5131) salaries have yet to be projected since the collective bargaining agreement between Killington Board of Education and AFSCME Local 1303-149 of Council #4 expired June 30, 2019. Current expenditures are based on 2018-2019 rates and conditions. Financial impact for 2019-2020 is pending the outcome of arbitration.

**BENEFITS:**

H S A Contributions (5212)- As of the end of September all H.S.A. account holders have received 50% of their annual contributions, with the exception of bus drivers and mechanics who receive their contributions throughout the course of the year. The current collective bargaining unit agreement for the custodians, secretaries, et al. requires 50% of the annual contribution to the health savings accounts to be deposited in July with the remaining 50% to be deposited in January 2020. Agreements for the administrators, supervisors, paraprofessionals, nurses, and teachers call for 50% of the annual contribution to be made in September and 50% in January. However, expenditures as of

9/30/19 do not necessarily represent 50% of the total contributions, since new hires may not have established their H.S.A. accounts. Contributions will continue to be made as the accounts are opened.

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

HRA Funding (5218)- Health Reimbursement Account (HRA) funding provides for employees enrolled in high-deductible health plans who are also covered by Medicare and unable to benefit from the tax advantages of the Health Savings Account (H S A). 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. As of 9/30/19, there were no expenditures; however, due to unanticipated participants ineligible for H S A funding, there is a potential \$4,000 budget deficit in this line item.

Workers' Compensation (5260)- The full year premium has been encumbered for 2019-2020. The only change expected to this account would be any additional premium associated with adjustments from the 2018-2019 payroll audit.

## OTHER:

Tuition (5560)- Tuition for magnet schools has not yet been encumbered, pending enrollment information from the various schools.

Local and Agency Placement Tuition (5561) and (5562)- Local and agency outplacements per the September 30 report reflect balances of \$(41,455) and \$333,970 respectively. It should be noted these balances do not include a number of initial placements yet to be encumbered or the offsets of anticipated excess cost reimbursement.

2. **BUDGET TRANSFERS:** A transfer in excess of \$10,000 approved by the Board of Education at the September 11, 2019 meeting was made during September.

From:	100-140-20-12560-5113 PPS- KIS TSP Teacher Salaries	\$ 54,004.00
From:	100-140-20-12560-5225 PPS- Medicare	\$ 783.06
To:	100-140-10-12770-5113 PPS- KHS TSP Teacher Salaries	\$ 54,004.00
To:	100-140-10-12770-5225 PPS- Medicare	\$ 783.06

To reclassify PPS Teacher Salaries originally budgeted at KIS for a new Transitional Support Program (TSP) teacher to KHS

The following additional transfers were made during September:

From: 100-110-10-10090-5641 KHS Textbooks	\$ 1,000.00
To: 100-110-10-10090-5612 KHS Instructional Supplies	\$ 1,000.00
To transfer KHS Family & Consumer Education department funds for the purchase of additional food ingredients for food classes	

From: 100-130-30-10050-5612 KCS Instructional Supplies	\$ 100.95
To: 100-130-30-10050-5420 KCS Contracted Maintenance Services	\$ 100.95
To transfer KCS Language Arts funds for Learning A-Z license	

From: 100-140-00-12000-5612 PPS Instructional Supplies	\$ 742.50
To: 100-140-30-10000-5330 PPS Professional/Technical Services	\$ 742.50
To transfer PPS funds for third-party tutoring services for a KCS student	

From: 100-110-10-10090-5612 KHS Instructional Supplies	\$ 69.00
To: 100-110-10-10090-5810 KHS Dues and Fees	\$ 69.00
To transfer KHS Family & Consumer Education department funds for a professional organization membership	

3. **2018-2019 STATUS:** As of 9/30/19 there are nineteen outstanding purchase orders totaling \$174,549 that remain open from fiscal year 2018-2019. Most represent purchases or services not received in their entirety. Some represent purchases that have not been invoiced to us despite our efforts in requesting bills. Continued efforts are being made to resolve the remaining issues.

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



# Killingly Public Schools System Object

Report # 91339

Statement Code: Sys Object

Account Number / Description	Adopted Budget 7/1/2019 - 6/30/2020	Transfers 7/1/2019 - 6/30/2020	Revised Budget 7/1/2019 - 6/30/2020	Encumbrances 7/1/2019 - 9/30/2019	Requisitions	Expenditures 7/1/2019 - 9/30/2019	Amount Remaining 7/1/2019 - 9/30/2019	Percent Expended
5111 Central Administration	\$336,305.00	\$0.00	\$336,305.00	\$0.00	\$0.00	\$90,072.23	\$246,232.77	26.78%
5112 School Administration	\$1,737,408.21	\$0.00	\$1,737,408.21	\$0.00	\$0.00	\$476,553.65	\$1,260,854.56	27.43%
5113 Teachers' Salaries	\$15,240,569.58	\$0.00	\$15,240,569.58	\$0.00	\$0.00	\$1,901,363.32	\$13,339,206.26	12.48%
5114 Finance/HR/Computer	\$376,440.14	\$0.00	\$376,440.14	\$0.00	\$0.00	\$100,331.20	\$276,108.94	26.65%
5115 Tutoring	\$122,120.00	\$0.00	\$122,120.00	\$0.00	\$0.00	\$12,832.50	\$109,287.50	10.51%
5119 Co-Curricular Stipends	\$323,253.34	\$0.00	\$323,253.34	\$0.00	\$0.00	\$12,763.75	\$310,489.59	3.95%
5120 Non-Certified Salaries	\$164,861.28	\$0.00	\$164,861.28	\$0.00	\$0.00	\$18,061.98	\$146,799.30	10.96%
5121 Secretarial/Clerical	\$1,176,668.43	\$0.00	\$1,176,668.43	\$0.00	\$0.00	\$323,517.46	\$853,150.97	27.49%
5122 Para-Professionals	\$2,212,933.11	\$0.00	\$2,212,933.11	\$0.00	\$0.00	\$274,884.22	\$1,938,048.89	12.42%
5123 Medical/Health	\$446,000.01	\$0.00	\$446,000.01	\$0.00	\$0.00	\$59,767.05	\$386,232.96	13.40%
5124 Operations & Maintenance	\$1,687,893.34	\$0.00	\$1,687,893.34	\$0.00	\$0.00	\$427,566.26	\$1,260,327.08	25.33%
5125 Transportation	\$1,088,938.92	\$0.00	\$1,088,938.92	\$0.00	\$0.00	\$190,733.10	\$898,205.82	17.52%
5126 Substitutes	\$381,869.00	\$0.00	\$381,869.00	\$0.00	\$0.00	\$21,779.52	\$360,089.48	5.70%
5127 Student Services	\$18,100.00	\$0.00	\$18,100.00	\$0.00	\$0.00	\$6,740.76	\$11,359.24	37.24%
5128 Temporary	\$150,700.00	\$0.00	\$150,700.00	\$0.00	\$0.00	\$24,126.16	\$126,573.84	16.01%
5130 Overtime	\$178,000.00	\$0.00	\$178,000.00	\$0.00	\$0.00	\$36,121.96	\$141,878.04	20.29%
5131 Computer Maintenance	\$207,690.00	\$0.00	\$207,690.00	\$0.00	\$0.00	\$52,302.17	\$155,387.83	25.18%

# Killingly Public Schools System Object

Report # 91339

Account Number / Description	Adopted Budget 7/1/2019 - 6/30/2020	Transfers 7/1/2019 - 6/30/2020	Revised Budget 7/1/2019 - 6/30/2020	Encumbrances 7/1/2019 - 9/30/2019	Requisitions	Expenditures 7/1/2019 - 9/30/2019	Amount Remaining 7/1/2019 - 9/30/2019	Percent Expended
5200 Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5210 Health/Dental Insurance	\$5,647,213.06	\$0.00	\$5,647,213.06	\$0.00	\$0.00	\$1,275,379.83	\$4,371,833.23	22.58%
5212 HSA Contributions	\$447,100.00	\$0.00	\$447,100.00	\$0.00	\$0.00	\$195,100.00	\$252,000.00	43.64%
5213 Life Insurance	\$27,326.78	\$0.00	\$27,326.78	\$0.00	\$0.00	\$6,510.07	\$20,816.71	23.82%
5214 Benefits- Early Retirees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5215 Post-Employment Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5217 Disability Insurance	\$6,564.96	\$0.00	\$6,564.96	\$4,893.21	\$0.00	\$1,631.07	\$40.68	99.38%
5218 HRA Funding	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
5220 FICA	\$418,974.36	\$0.00	\$418,974.36	\$0.00	\$0.00	\$81,200.20	\$337,774.16	19.38%
5225 Medicare	\$367,671.93	\$0.00	\$367,671.93	\$0.00	\$0.00	\$55,426.45	\$312,245.48	15.07%
5230 ERIP Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5231 Pension	\$126,159.00	\$0.00	\$126,159.00	\$0.00	\$0.00	\$0.00	\$126,159.00	0.00%
5232 Annuity Contributions	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$2,129.40	\$4,870.60	30.42%
5250 Unemployment Compensation	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$8,699.00	\$41,301.00	17.40%
5260 Workers' Compensation	\$360,000.00	\$0.00	\$360,000.00	\$163,183.37	\$0.00	\$163,179.47	\$33,637.16	90.66%
5322 Instructional Improvement	\$29,200.00	\$0.00	\$29,200.00	\$693.00	\$760.00	\$3,468.00	\$25,039.00	14.25%
5323 Pupil Services	\$96,994.00	\$0.00	\$96,994.00	\$0.00	\$3,681.82	\$4,885.86	\$92,108.14	5.04%

# Killingly Public Schools System Object

Report # 91339

Account Number / Description	Adopted Budget 7/1/2019 - 6/30/2020	Transfers 7/1/2019 - 6/30/2020	Revised Budget 7/1/2019 - 6/30/2020	Encumbrances 7/1/2019 - 9/30/2019	Requisitions	Expenditures 7/1/2019 - 9/30/2019	Amount Remaining 7/1/2019 - 9/30/2019	Percent Expended
5324 Field Trips	\$111,510.00	\$0.00	\$111,510.00	\$0.00	\$0.00	\$8,640.48	\$102,869.52	7.75%
5326 Testing	\$36,060.00	\$0.00	\$36,060.00	\$4,160.69	\$0.00	\$3,808.57	\$28,090.74	22.10%
5330 Professional/Technical Services	\$452,971.24	\$742.50	\$453,713.74	\$134,665.51	\$65.00	\$73,286.14	\$245,762.09	45.83%
5410 Utilities	\$1,273,333.00	\$0.00	\$1,273,333.00	\$29,571.53	\$0.00	\$173,611.20	\$1,070,150.27	15.96%
5420 Contracted Maintenance Services	\$1,196,178.16	\$100.95	\$1,196,279.11	\$194,412.59	\$2,760.00	\$799,877.53	\$201,988.99	83.12%
5430 Repairs & Maintenance Services	\$471,272.00	\$0.00	\$471,272.00	\$63,896.72	\$6,464.44	\$85,973.67	\$321,401.61	31.80%
5440 Rentals	\$17,500.00	\$0.00	\$17,500.00	\$4,429.38	\$0.00	\$877.76	\$12,192.86	30.33%
5510 Pupil Transportation	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$650.54	\$19,349.46	3.25%
5520 Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
5529 Other Insurance & Judgments	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$14,000.00	\$4,000.00	77.78%
5530 Communications	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	100.00%
5531 Postage	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$0.00	\$10,161.36	\$15,838.64	39.08%
5532 Telephone	\$77,820.00	\$0.00	\$77,820.00	\$224.91	\$0.00	\$11,159.81	\$66,435.28	14.63%
5540 Advertising	\$11,700.00	\$0.00	\$11,700.00	\$0.00	\$0.00	\$2,850.80	\$8,849.20	24.37%
5550 Printing & Binding	\$27,086.50	\$0.00	\$27,086.50	\$1,958.35	\$0.00	\$966.43	\$24,161.72	10.80%
5560 Tuition	\$387,278.00	\$0.00	\$387,278.00	\$0.00	\$0.00	\$0.00	\$387,278.00	0.00%
5561 Local Placement Tuition	\$4,032,482.00	\$0.00	\$4,032,482.00	\$3,438,641.26	\$0.00	\$635,295.95	\$(41,455.21)	101.03%

# Killingly Public Schools System Object

Report # 91339

Account Number / Description	Adopted Budget 7/1/2019 - 6/30/2020	Transfers 7/1/2019 - 6/30/2020	Revised Budget 7/1/2019 - 6/30/2020	Encumbrances 7/1/2019 - 9/30/2019	Requisitions	Expenditures 7/1/2019 - 9/30/2019	Amount Remaining 7/1/2019 - 9/30/2019	Percent Expended
5562 Agency Placement Tuition	\$383,500.00	\$0.00	\$383,500.00	\$48,510.00	\$0.00	\$1,019.70	\$333,970.30	12.92%
5580 Travel	\$59,806.00	\$0.00	\$59,806.00	\$0.00	\$0.00	\$9,628.20	\$50,177.80	16.10%
5590 Other Purchased Services	\$123,296.00	\$0.00	\$123,296.00	\$0.00	\$0.00	\$97,658.58	\$25,637.42	79.21%
5611 Instructional Supplies- Warehouse	\$55,000.00	\$0.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00	0.00%
5612 Instructional Supplies	\$375,684.29	\$(1,282.12)	\$374,402.17	\$53,964.41	\$411.52	\$75,228.58	\$245,209.18	34.51%
5613 Custodial & Maintenance Supplies	\$234,500.00	\$0.00	\$234,500.00	\$6,663.23	\$170.98	\$26,564.87	\$201,271.90	14.17%
5620 Heat Energy	\$251,100.00	\$0.00	\$251,100.00	\$0.00	\$0.00	\$13,183.66	\$237,916.34	5.25%
5626 Motor Fuels & Oils	\$224,300.00	\$0.00	\$224,300.00	\$0.00	\$0.00	\$7,154.81	\$217,145.19	3.19%
5627 Transportation Supplies	\$142,300.00	\$0.00	\$142,300.00	\$457.29	\$0.00	\$36,588.30	\$105,254.41	26.03%
5641 Textbooks	\$44,790.00	\$(1,000.00)	\$43,790.00	\$0.00	\$0.00	\$6,763.06	\$37,026.94	15.44%
5642 Library Books/Periodicals	\$38,678.00	\$0.00	\$38,678.00	\$5,632.26	\$0.00	\$2,859.56	\$30,186.18	21.96%
5691 Office Supplies	\$25,341.40	\$0.00	\$25,341.40	\$1,132.44	\$0.00	\$4,989.08	\$19,219.88	24.16%
5692 Health Supplies	\$16,500.00	\$0.00	\$16,500.00	\$6,790.29	\$0.00	\$3,784.21	\$5,925.50	64.09%
5695 Computer Software & Supplies	\$16,994.00	\$0.00	\$16,994.00	\$6,182.68	\$0.00	\$119.90	\$10,691.42	37.09%
5730 Non-Instructional Equipment	\$48,578.85	\$1,174.00	\$49,752.85	\$649.95	\$0.00	\$6,066.48	\$43,036.42	13.50%
5731 Instructional Equipment	\$125,988.65	\$0.00	\$125,988.65	\$10,392.88	\$0.00	\$17,155.37	\$98,440.40	21.87%
5732 Vehicles	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$26,383.80	\$3,616.20	87.95%

# Killingly Public Schools System Object

Report # 91339

Account Number / Description	Adopted Budget 7/1/2019 - 6/30/2020	Transfers 7/1/2019 - 6/30/2020	Revised Budget 7/1/2019 - 6/30/2020	Encumbrances 7/1/2019 - 9/30/2019	Requisitions	Expenditures 7/1/2019 - 9/30/2019	Amount Remaining 7/1/2019 - 9/30/2019	Percent Expended
<b>5734 Computer Hardware</b>	<b>\$72,400.00</b>	<b>\$0.00</b>	<b>\$72,400.00</b>	<b>\$2,673.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$69,726.28</b>	<b>3.69%</b>
<b>5810 Dues &amp; Fees</b>	<b>\$98,840.46</b>	<b>\$19.00</b>	<b>\$98,859.46</b>	<b>\$2,400.00</b>	<b>\$907.00</b>	<b>\$45,674.05</b>	<b>\$50,785.41</b>	<b>48.63%</b>
<b>5890 Other Objects</b>	<b>\$85,530.00</b>	<b>\$195.67</b>	<b>\$85,725.67</b>	<b>\$22,137.35</b>	<b>\$150.00</b>	<b>\$18,748.45</b>	<b>\$44,839.87</b>	<b>47.69%</b>
<b>5900 Contingency</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>---</b>
<b>100 General Fund</b>	<b>\$44,047,273.00</b>	<b>\$0.00</b>	<b>\$44,047,273.00</b>	<b>\$4,208,317.02</b>	<b>\$15,370.76</b>	<b>\$8,047,907.54</b>	<b>\$31,791,048.44</b>	<b>27.83%</b>
<b>GRAND TOTAL</b>	<b>\$44,047,273.00</b>	<b>\$0.00</b>	<b>\$44,047,273.00</b>	<b>\$4,208,317.02</b>	<b>\$15,370.76</b>	<b>\$8,047,907.54</b>	<b>\$31,791,048.44</b>	<b>27.83%</b>

Town of Killingly  
Town Manager's Report  
November 12, 2019

1. Community Center

We have engaged with Silver Petrucelli to develop conceptual designs, program space and provide cost estimations for the relocation of the Community Center into the Westfield Ave location. Silver Petrucelli has been charged with two individual scopes for evaluation. They have been charged with outlining space needs, conceptual design, building improvements and cost estimation related to relocating the community center into the Westfield Ave location.

The second scope is to determine the required improvements necessary for the overall building which is unrelated to the relocation of the Community Center. There are several building infrastructures that need to be addressed such as the roof, windows, veneer façade, fire systems, ADA compliance and HVAC. Many of these items have been identified in the school's capital improvement plan (attached) for several years. These improvements are required to keep the building functioning regardless of potentially relocating the community center into this space.

Staff presented the attached conceptual designs for the Community Center space at Westfield Avenue to the Board of Recreation. The Board reviewed the conceptual designs and discussed programming space. The full proposal will be presented to the Board of Recreation once the cost estimates have been completed. Staff held a wrap up meeting with the designer to finalize cost factors and system infrastructure requirements. We anticipate receiving final cost estimations for the Community Center renovation and the overall building infrastructure improvements to present to the Town Council in December.

2. Board of Education – Facility Bus Tour

On **November 14**, Steve Rioux and I will be hosting a two-hour tour of the school district for newly elected and existing Board and Town Council members. The tour will begin at Killingly Intermediate School at **5pm**. We will be utilizing a minibus to ride together from school to school. There will be a brief walking tour of each building covering the main features of the buildings. Superintendent Rioux will utilize the time on the bus to provide background information regarding the demographics of the district and district initiatives. There will be plenty of time for questions. I am hopeful all Town Council and BOE members can attend.

Please reply to Keely Doyle if they are interested. Keely's email is [kdoyle@killinglyschools.org](mailto:kdoyle@killinglyschools.org).

3. NECCOG Monthly Reports

Attached are the annual service reports from NECCOG for Animal Control, Paramedic Services and Transit Services. At the last regular meeting, John Filchak reported that the City of Norwich had approached them for animal control services. The NECCOG board reviewed expansion of the animal control services to other towns. All services provided to towns outside the NECCOG area are contributing the full cost of services to that area. Many towns have sought alternatives to inhouse animal control services due to liability and employment costs. They are in very early conversations with Norwich and any assistance or service to Norwich would require additional personnel which would be charged to Norwich. I've also attached NECCOG's meeting schedule for 2020.

4. Open Positions

Janice Rockwood-Berry has accepted the Executive Assistant Town Manager's Office position and will be starting on November 18<sup>th</sup>. We are excited to welcome her to our team. The Town is accepting applications for the Assistant Building Official position and a Constable. The Engineering

Department is re-evaluating the Engineering Technician position and will repost the opening after the new year.

5. Sale of the Armory Building

The Town closed on the sale of 31 Commerce Ave to Deary's Sisters, LLC on November 5<sup>th</sup>. The funds will be wired to the State of Connecticut as per the enacting legislation. This transaction is the finalization of 18 years of work by Town staff and Deary's. Congratulations to all for a successful transaction.

6. Road Projects

Potter and High streets have been milled and repaved. The curbing was installed on November 6<sup>th</sup>. The Town Highway crews will be installing the ramps, sidewalks and driveway connections over the next two weeks. This will finalize the road construction projects for this season.

7. Meeting Attended

I attended the following meetings/conferences

- CCM Legislative Committee meeting
- Substance Abuse Prevention Coalition regular meeting
- KPRD – Stew and Story event
- Board of Recreation special meeting
- NECCOG regular meeting
- Public Safety Commission meeting
- Sustainable CT regular meeting
- KHS Career Day
- Non-Criminal Justice Agency Mandatory Training – 2020 FBI Audit Cycle
- Emergency Management – Web EOC training

Note:

I have attached an update from the Community Development Office on the capital projects managed by the Permanent Building Committee and grant projects.

Wreath Across America Flyer - attached

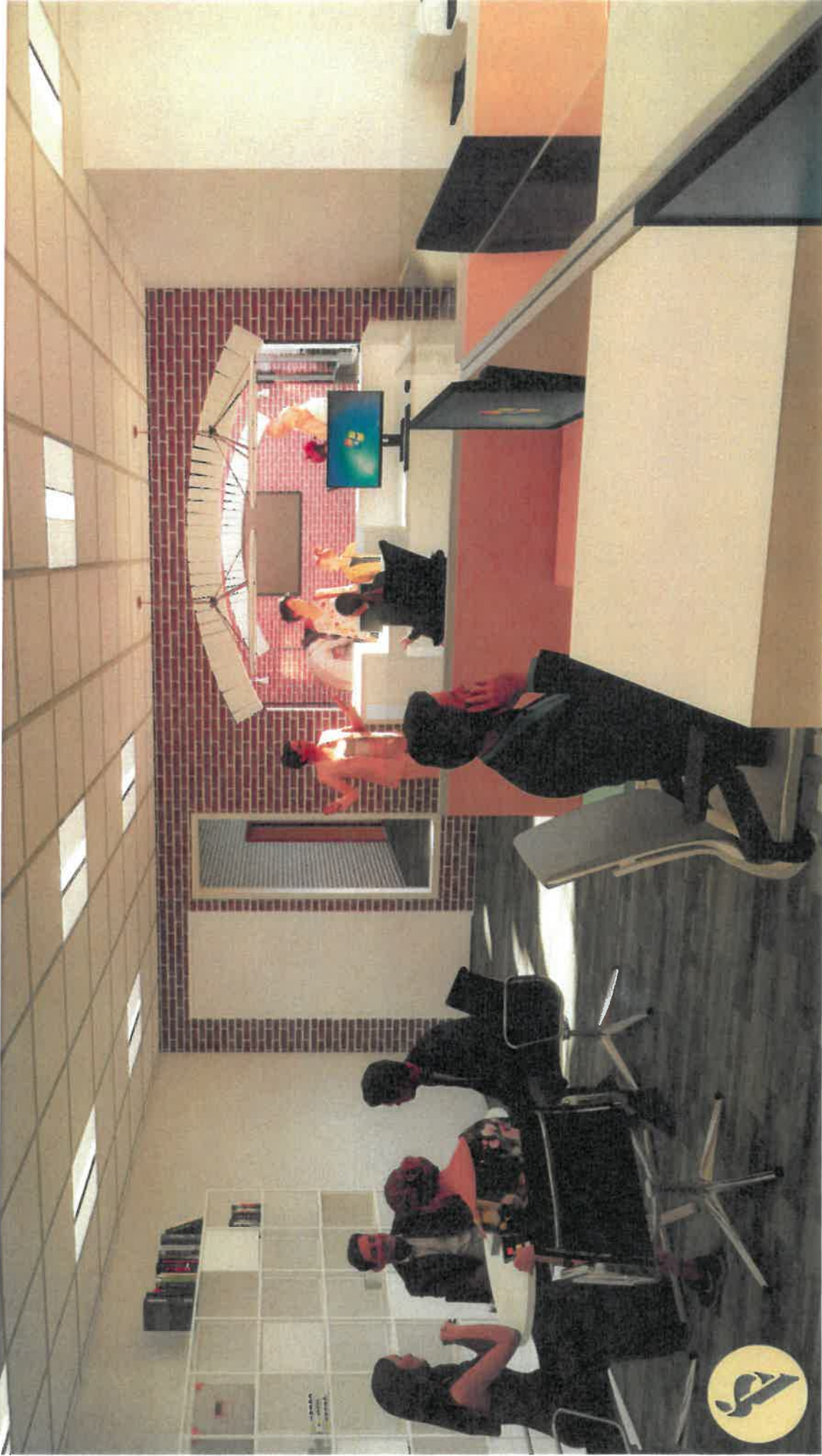












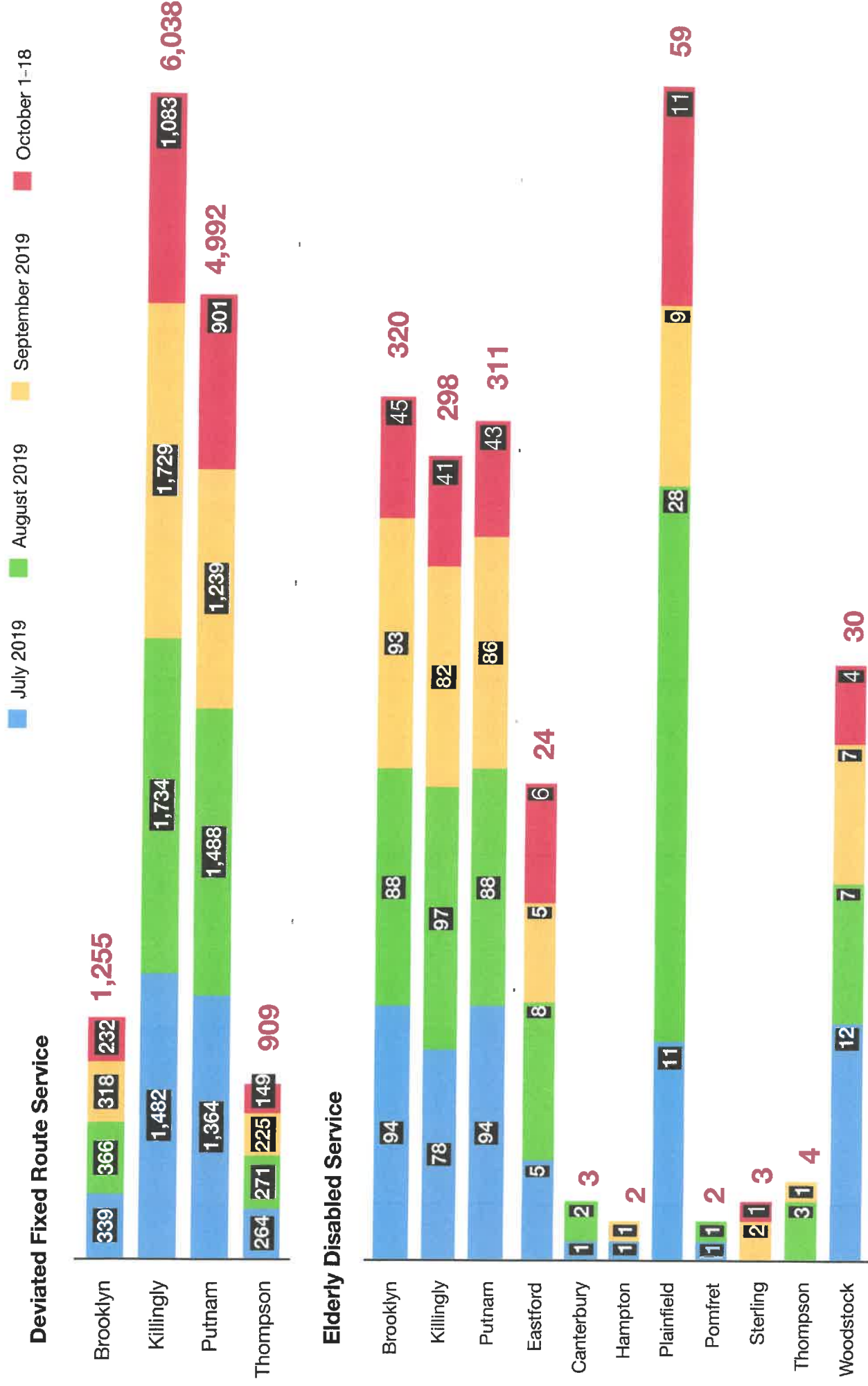




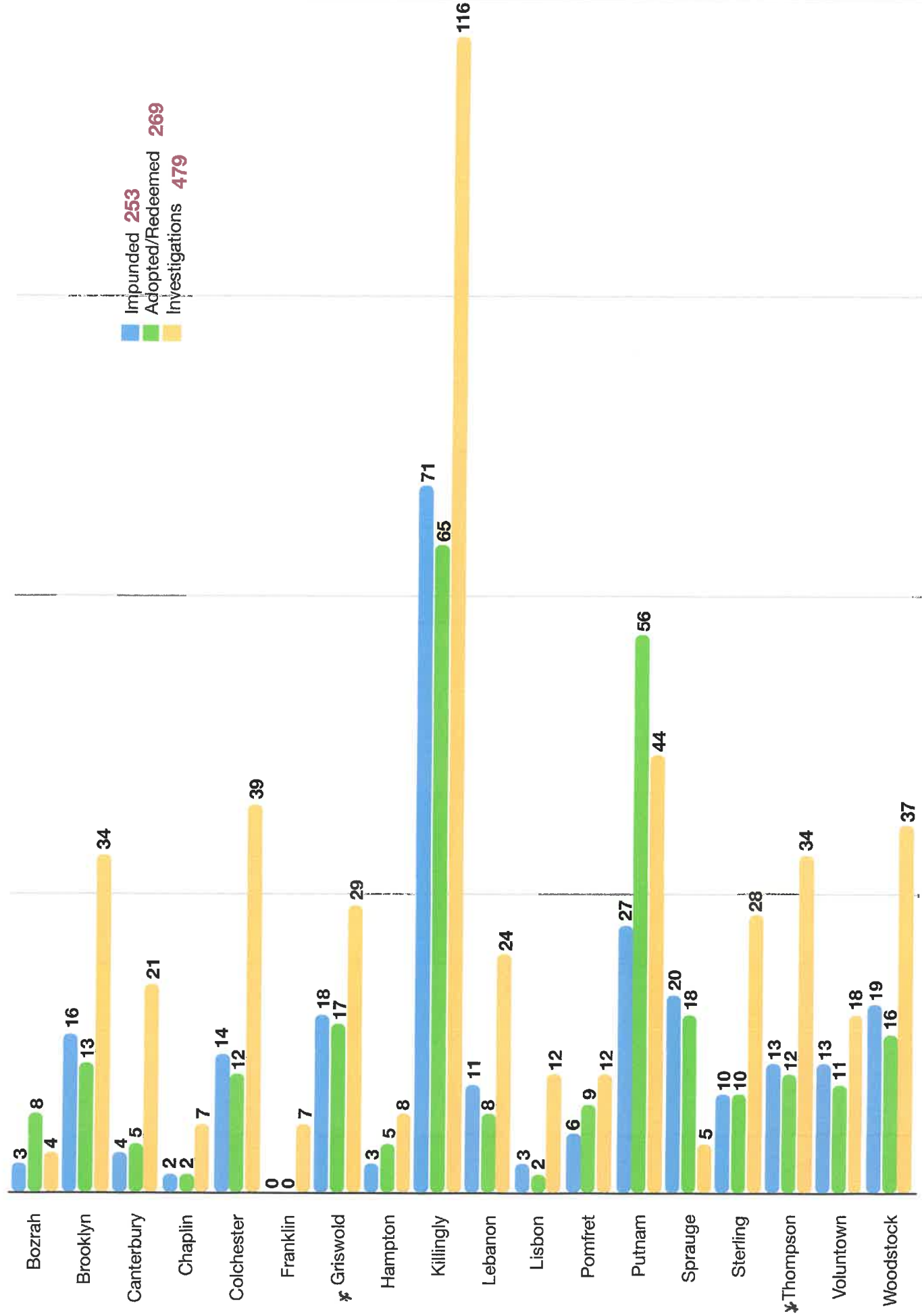




## NECTD Ridership Activity, July - October 18, 2019

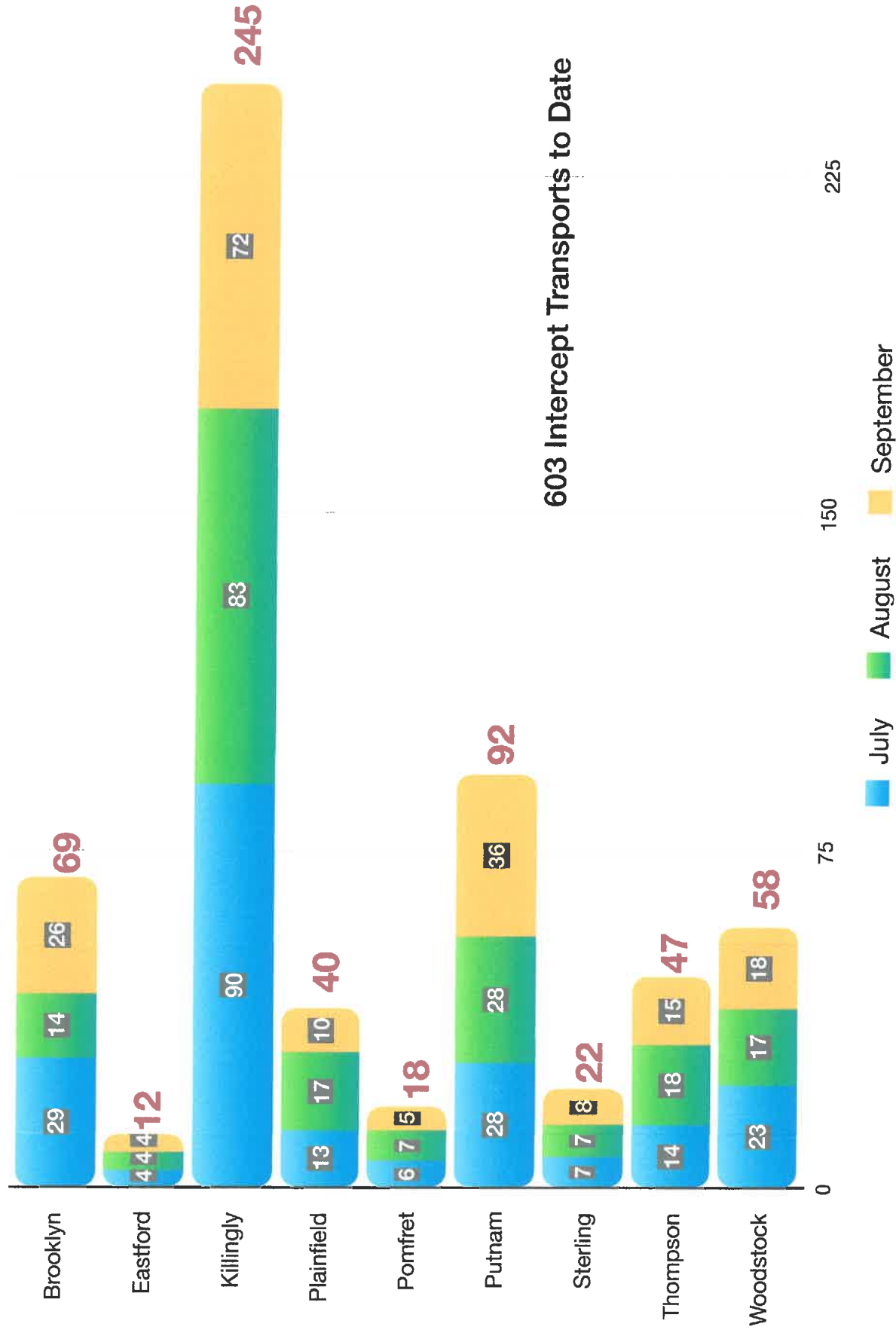


# Animal services Program Activity, July - October 18, 2019



on call

## Paramedic Intercept Program Activity, July - September 2019







# neccog



## Meeting Dates - 2020

All Meetings begin at 8:30 am and are held, unless otherwise noted, at the Northeastern Connecticut Council of Governments Offices located at 125 Putnam Pike in Dayville, CT. 06241

In accordance with Section 1-225 of the Connecticut General Statutes which, in part, requires that "Each ... public agency of the state shall file not later than January thirty-first of each year in the office of the Secretary of the State the schedule of the regular meetings of such public agency for the ensuing year and shall post such schedule on such public agency's Internet web site... The chief executive officer of any multi-town district or agency shall file, not later than January thirty-first of each year, with the clerk of each municipal member of such district or agency, the schedule of regular meetings of such public agency for the ensuing year..." The following are NECCOG's and NECTDs Regular meetings for the year 2020.

January 24, 2020

February 28, 2020

March 27, 2020

April 24, 2020

May 22, 2020

June 26, 2020

July 24, 2020

August 28, 2020

September 25, 2020

October 23, 2020

November 20, 2020

December 11, 2020 - Parsons Lodge, Pomfret School Pomfret - 12:00 pm

# Memo

To: Mary Calorio, Town Manager  
From: Mary Bromm, Community Development Administrator  
Date: November 1, 2019  
Re: Monthly Update – PBC Activities

---

I respectfully submit the following Permanent Building Commission update for on-going projects. These are administered through the Community Development Office.

## KMS Window Replacement Project

The project is substantially complete with only a punchlist of items remaining. The contractor is expected back in early to mid-November to complete the work.

## KMS ADA Project

Work was substantially complete by the beginning of school. Contractor punchlist items are on-going on 2<sup>nd</sup> shift or weekends. A 2nd architect punchlist was issued in early October.

## KCS ADA Project

Work has been completed as far as the contractor can go until an HVAC solution for the lower office/ramp area has been chosen. It is assumed that the PBC will meet in mid-November to make that choice and work will resume.

## KCS Oil Tank Removal/Replacement Project

The project has been successfully completed.

## KMS Modular Classroom Removal Conceptual Project

The architect is nearing completion of several conceptual designs/cost estimates for this possible project. A special PBC meeting is anticipated in mid to late November to review the plans.

### KHS Utilities Study

CPH Designs has been contracted to complete the study. Work is on-going and expected to be complete in mid-February 2020.

If you have any questions or require additional information on any of the above grant projects, please contact me at extension 5355.

# Memo

To: Mary Calorio, Town Manager  
From: Mary Bromm, Community Development Administrator  
Date: November 1, 2019  
Re: Monthly Update - Grants

---

I respectfully submit the following grant update for projects administered through the Community Development Office.

## Housing Rehabilitation Program VIII

On October 24, 2017, the State Department of Housing completed a monitoring visit for this Small Cities grant program. Staff has sent the clarification information requested.

The Community Development Office rehabilitated and made lead safe 13 housing units.

## Brownfields Remediation

The Town is working with the Women's Institute for Housing and Economic Development, owner of the Mill at Killingly apartments to gather the information needed to close-out this grant for the State Department of Economic and Community Development (DECD). The majority of grant monies has been received from the State. A small retainage is being held until final paperwork has been submitted and approved to DECD.

All units have been completed and at least 27 of the 32 units are occupied. The final site work is in negotiations between the owner and contractor, and town staff is working with the owner to review the remaining issues in order to close the project.

## Housing Rehabilitation Program IX

The project was successfully completed on February 28, 2018. The Town rehabilitated 14 housing units under this program. The State monitoring audit was conducted on April 16<sup>th</sup> and April 30<sup>th</sup>. The Town has responded to verbal items requested; but we have not received formal notification of audit results.

The HUD Inspector General's Office completed a desk audit on a number of projects and programs – this was included. A short list of deficiencies was provided to the Town in late

July regarding additional state requirements for projects. The town has responded to both items.

#### Maple Court II Rehabilitation Project

The project has been successfully completed with all information submitted. This project included: HVAC replacement, fire panel/call to aid replacement, elevator upgrades, flooring replacement, new kitchens and closet doors in 43 apartment units. The Town applied for a program extension so we can receive one final grant payment to reimburse ourselves for monies paid on behalf of the project in September 2018. A final payment request was submitted in late May; however payment has not yet been made. The Town requested a reason for the delay in final payment. The State DOH will process the payment and it is expected in November.

#### Rehabilitation of the Domestic Violence Shelter

The project is moving forward. Contracts have been executed by the Town and submitted to the Department of Housing. Fully executed contracts were received back from the State of Connecticut in mid-September. The project architect is nearing completion with designs for the additional funding received. The project is anticipated to bid in November.

#### 2019 Small Cities Grant Application

The Town has submitted an application for 2019 CDBG funding to begin rehabilitation on Birchwood Terrace for the Killingly Housing Authority. The grant was not awarded for this project. The Town has requested a debriefing from the Department of Housing. Although a formal debriefing has not been completed, I was told by DOH that although our application was good, the funding decisions came from above for the FY19 grant round. When I stated concern due to the condition of the Birchwood Terrace roofing, I explained that we were seeking emergency funding from CHFA. It appears that DOH has expedited CHFA funding for the roofing portion of the Birchwood project. Staff is working with the architect and Housing Authority to complete an application to CHFA. The roofs will be bid in November.

If you have any questions or require additional information on any of the above grant projects, please contact me at extension 5355.



# WREATHS — *across* — AMERICA

**Saturday, December 14, 2019**  
**12:00 noon**

## Wreath Laying Ceremonies

*to remember and honor*  
All Soldiers, Sailors, Airmen, Marines,  
Coast Guard, Merchant Marines, and  
POW / MIA Who Served

*ceremonies conducted by*  
The Sarah Williams Danielson Chapter  
Daughters of the American Revolution



### Brooklyn Veterans Monument

Route 169, Brooklyn

### Killingly Veterans Monument

Davis Park, Route 12, Danielson

### Pomfret Veterans Monument

Intersection of Routes 44 & 97,  
Pomfret

### Thompson Veterans Monument

Town Common, Route 193,  
Thompson

### Woodstock Veterans Monument

Town Common, Route 169,  
Woodstock

### CONTACT

**MARIAN - 860-974-3032**

**OR**

**JANE - 860-928-7125**

## Agenda Item #15(a)

## AGENDA ITEM COVER SHEET

**ITEM: Consideration and action on a resolution to approve a collective bargaining agreement between the Town and the Killingly Public Works Employee Bargaining Unit**

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

**FOR COUNCIL MEETING OF:** November 12, 2019

**TOWN MANAGER APPROVAL:**

May T. Ca

**ITEM SUMMARY:** A tentative collective bargaining agreement between the Town and the Public Works Employee Bargaining Unit was ratified by the Unit members on November 4, 2019. The proposed Agreement is for three (3) years from July 1, 2019 to June 30, 2022. The proposed adjustment to current wage rates is 2 % in year one; 2.25% in year two and 2.25% in year three. The other financial provisions are a provision that employees increase their premium contribution for health insurance from 12.5% to 13.5% in year two and 14.5% in year three and a provision decreasing the period the Town pays a Workers Compensation difference from 12 months to 9 months upon ratification. The agreement also adds the defined contribution plan as an available pension choice for the unit members.

**FINANCIAL SUMMARY:** Projected new direct costs for this agreement in will not exceed \$28,000 in year one and \$31,000 per year for years two and three of the proposed contract. Contingency account has a balance of \$215,100 available.

**STAFF RECOMMENDATION:** Approval of the Resolution

**TOWN ATTORNEY REVIEW:** N/A

<b>COUNCIL ACTION DESIRED:</b>	<b>Action on the Resolution</b>
<p><b>APPROVED</b> – The Council approves the Resolution.</p> <p><b>AMENDS</b> – The Council approves the Resolution with amendments.</p> <p><b>DEFERS</b> – The Council defers the Resolution to a future meeting.</p> <p><b>REJECTS</b> – The Council rejects the Resolution.</p>	<p><b>APPROVED</b> – The Council approves the Resolution.</p> <p><b>AMENDS</b> – The Council approves the Resolution with amendments.</p> <p><b>DEFERS</b> – The Council defers the Resolution to a future meeting.</p> <p><b>REJECTS</b> – The Council rejects the Resolution.</p>

### SUPPORTING MATERIALS:

- Resolution
- Tentative Agreement

Resolution #

**RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT  
BETWEEN THE TOWN AND THE KILLINGLY PUBLIC WORKS EMPLOYEE  
BARGAINING UNIT**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that in accordance with Connecticut General Statutes, Section 7-474, the tentative collective bargaining agreement between the Town of Killingly and the Killingly Public Works Employees, AFSCME Council 4, Local 1303-11, is hereby approved and ratified for the period July 1, 2019 through June 30, 2022, and

BE IT FURTHER RESOLVED that the Town Manager is herein authorized to sign and execute said Agreement and to transfer from the Contingent Account (63-50241) such funds not to exceed \$28,000 during the fiscal year 2019-2020 as may be needed to support this Agreement.

KILLINGLY TOWN COUNCIL

Jonathan Cesolini  
Chairman

Dated at Killingly, Connecticut,  
this 12th day of November 2019

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 November 12, 2019, 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)



**Tentative Agreements through October 28, 2019 for  
TOWN OF KILLINGLY  
and  
KILLINGLY Public Works EMPLOYEES  
LOCAL 1303-11, Council 4, AFSCME, AFL-CIO  
for a contract to succeed the one that expired on June 30, 2019**

| NOTE: Deletions are shown with a ~~strikeout~~. New language is **Bolded** unless all language is designated "NEW".

**Tentative Agreement #1**

**Article III  
Union Membership and Checkoff**

**Section 3.1a & 3.1b**

**Section 3.1a**

~~All present employees within the bargaining unit who are members of the Union on the effective date of this Agreement, but who hereafter cease to be Union members, shall, as a condition of continuing employment for so long as they remain non-members, pay to the Union a service fee equivalent to the amount of monthly Union dues required of its members.~~

**Section 3.1b**

~~All persons who become employees within the bargaining unit after the date this Agreement is signed, shall, as a condition of continuing employment at the end of the ninety (90) days of employment, either become members of the Union or pay a service fee to the Union, equivalent to the amount of the monthly Union dues required of its members.~~

**The Employer agrees to deduct from the pay of all its employees who in writing authorize such deductions from their wages, such membership dues as may be fixed by the Union. Such deduction shall continue for the duration of the Agreement, except that any employee may withdraw such authorization in writing to the Town and the president of the Union.**

\*[renumber the remaining sections of Article III accordingly]

**Tentative Agreement #2**

**Article VIII  
Sick Leave & Bereavement Pay**

**Section 8.2a & 8.2b**

**Section 8.2b**

Upon satisfactory termination, which is defined as “retirement, voluntary resignation, or death”, the employee or his/her beneficiary ~~will be reimbursed at a rate of one third (1/3) of one hour’s pay for each hour of sick leave accrued up to twelve hundred (1200) hours~~ shall receive compensation for the employee’s unused accumulated sick leave according to the following schedule:

<u>Less than five years of service</u>	<u>0%</u>
<u>More than five years of service</u>	<u>33%</u>
<u>More than 10 years of continuous service</u>	<u>50%</u>

The maximum accumulation of sick leave to be used for calculation of sick leave compensation upon retirement, voluntary termination of employment, or death is capped at 800 hours.

Tentative Agreement #3

Article X – New Language

Section 10.1c

c. In addition, employees shall have the option of the Town of Killingly Pension Plan or a defined contribution plan in lieu of the Town of Killingly Pension Plan.

Participating employees may contribute on a monthly basis up to the amount allowed by law. The Town shall contribute on behalf of the participating employees two times that of the employee's contribution. The Town's contribution shall be capped at 6% of the employee's gross annual salary prorated on a monthly basis. The gross salary shall not include overtime.

Employees who are members of the union as of the initial binding date of this agreement pursuant to Section 17.5 shall be eligible for the benefits of this section on the first monthly payroll after the execution date of the contract provided that the execution date is not less than ten (10) days prior to the payroll date and eligible employees have completed the necessary enrollment forms.

Employees hired after July 1, 2019 shall not be eligible for the benefits of this section until after one consecutive year (365 calendar days) of employment.

**Tentative Agreement #4**

**Article X**

**Pension and Insurance**

**Section 10.2(c)**

**(c) Cost of Coverage**

Each bargaining unit member shall contribute through bi-weekly payroll deductions effective ~~July 1, 2016 ten and a half (10.5%) percent, effective July 1, 2017 eleven and a half (11.5%) percent and effective~~ July 1, 2018 twelve and a half (12.5%) percent, effective July 1, 2020 thirteen and a half (13.5%) percent, effective July 1, 2021 fourteen and a half (14.5%) percent, of the total annual premium cost of the insurance benefits for employee coverage, and twenty five (25%) percent, effective July 1, 2020 twenty-four (24.0%) percent, of the total premium cost of the insurance benefits for dependent coverage, if any.

**Tentative Agreement #5**

**Article X  
Pension Plan and Insurance**

**Section 10.3**

Any full-time employee who shall suffer personal injury in the performance of his/her work and who shall be eligible for payments under the Workers' Compensation Act shall be paid by the Town for a period of one year the difference between the employee's straight time net wages (minus all applicable taxes) and the benefits payable to him/her under the Workers' Compensation Act. **Effective at ratification of this contract, such difference shall be paid for a period of nine (9) months.**

**Tentative Agreement #6**

**Article X  
Pension Plan and Insurance  
Section 10.4**

The Town shall provide term group life insurance in the amount of Forty Thousand Dollars (\$40,000) for each bargaining unit employee. For all employees hired prior ~~to the ratification of this contract~~ **July 1, 2016**, in addition, the Town shall provide at its expense a Two Thousand Dollar (\$2,000) life insurance policy to those full-time employees who are retiring after twenty-five (25) years of service, whether continuous or not. Said life insurance coverage shall continue so long as the employee remains retired. Employees hired after ~~said ratification~~ **July 1, 2016** will not be eligible for the additional life insurance benefit. Employees shall have the option of purchasing additional life insurance at their full cost subject to and in accordance with any rules, regulations or prohibitions maintained by the incumbent life insurance provider as those conditions may change from time to time.

**Tentative Agreement #7**

**Article XVII  
Duration and Renewal**

**Section 17.5**

This Agreement shall be binding upon the Town and the Union from July 1, ~~2016~~ 2019 to June 30, ~~2019~~ 2022. Should neither party give the notice provided for in Section 17.6, this contract will automatically renew itself for periods of one (1) year and all provisions shall remain in full force and effect. Should the parties fail to reach an agreement before June 30, ~~2019~~ 2022, all provisions of the contract shall remain in full force and effect until such time as a new agreement is reached.



**Tentative Agreement #8**

**Article XIV  
Wages**

**Section 14.2**

Effective July 1, 2019, the wage scale in effect on June 30, 2019 shall be increased by 2.0% for all employees of the bargaining unit.

Effective July 1, 2020, the wage scale in effect on June 30, 2020 shall be increased by 2.25% for all employees of the bargaining unit.

Effective July 1, 2021, the wage scale in effect on June 30, 2021 shall be increased by 2.25% for all employees of the bargaining unit.

**Tentative Agreement #9**

**Article V  
Seniority**

**Section 5.4**

Any employee promoted to a job outside of the bargaining unit but within the Public Works Department shall have the right to come back into the bargaining unit without loss of seniority or other rights for a period of ~~ninety~~ **thirty** (~~90~~**30**) days from the promotion.

## **Tentative Agreement #10**

### **Article VI Hours of Work**

#### **Section 6.5a**

The opportunity for overtime shall be distributed on the basis of qualification determined by job description and seniority using a rotating overtime list except employees holding the position of Laborer/Driver/Sweeper Operator or Driver/Operator will be first offered any overtime involving the operation of a Town Road Sweeper or Heavy Equipment. When overtime is available, bargaining unit employees who are qualified and available will be offered the overtime work. **If an employee is not available for such overtime his or her name shall be placed on the bottom of the overtime list and the next employee on said list will be called. The Town will post the updated overtime list weekly.** Part-time and seasonal employees will become part of the call-in chart and receive overtime pursuant to Section 6.2 above.

**Tentative Agreement #11**

**Article XIII  
Other Provisions**

**Section 13.6**


**Effective July 1, 2019**, each Employee holding the position of Mechanic or Lead Mechanic **that has completed their probationary period** immediately prior to July 1<sup>st</sup> each year, receive a tool allowance of **\$475**. **Tool allowance shall be payable to the employee no later than the last payroll in July**. All tool allowance payments shall be taxable.

**Tentative Agreement #12**

**Article XIV  
CLASSIFICATION & WAGES**

Incorporate Memorandum of Agreement dated May 5, 2017, concerning the Facilities Maintainer I.


**FOR THE TOWN**

  
Matthew K. Curtin, Esq.  
Chief Spokesperson

**FOR LOCAL 1303-11, COUNCIL #4**

  
Tricia Santos  
Chief Spokesperson

  
Mary Calorio  
Town Manager

  
Local Union President

Agenda Item #15(b)

## AGENDA ITEM COVER SHEET

**ITEM: Consideration and action on a resolution to authorize 2019-2020 budgetary transfers from the Town Hall and Library Contractual Services to the Town Hall and Library Personnel Services appropriation for custodial services**

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

**FOR COUNCIL MEETING OF:** November 12, 2019

**TOWN MANAGER APPROVAL:**

May 1 - Car

**ITEM SUMMARY:** The Town has been under contract for custodial services with a vendor. The contract expires on December 31, 2019. I am proposing hiring two part-time custodians (similar to the Community Center) for custodial services to the Town Hall and Library. This would give the Town Hall and Library more flexibility around ongoing cleaning needs.

**FINANCIAL SUMMARY:** The total amount of all transfers is \$13,200.

**STAFF RECOMMENDATION:** Approval of the Resolution

**TOWN ATTORNEY REVIEW:** N/A

<b>COUNCIL ACTION DESIRED:</b>	Action on the Resolution
--------------------------------	--------------------------

### SUPPORTING MATERIALS:

- Resolution

Resolution #

**RESOLUTION TO AUTHORIZE 2019-2020 BUDGETARY TRANSFERS FROM THE TOWN HALL AND LIBRARY CONTRACTUAL SERVICES TO THE TOWN HALL AND LIBRARY PERSONNEL SERVICES APPROPRIATION FOR CUSTODIAL SERVICES**

WHEREAS, the Town Manager is requesting the sum of \$13,200 for custodial services for the Town Hall and Library be transferred within the Fiscal Year 2019-2020 Budget as follows:

From:	Town Hall – Contractual Services (12-50208)	\$5,400
	Library – Contractual Services (34-50208)	<u>\$7,800</u>
	Subtotal	<u>\$13,200</u>
To:	Town Hall – Labor (12-50150)	\$5,400
	Library – Regular Part-time (34-50140)	<u>\$7,800</u>
	Subtotal	<u>\$13,200</u>

AND, WHEREAS, the Town Manager herein certifies that said sum of \$13,200 is unencumbered within the accounts specified;

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the sum of \$13,200 is hereby transferred as described above.

KILLINGLY TOWN COUNCIL

Jonathan Cesolini  
Chairman

Dated at Killingly, Connecticut,  
this 12th day of November 2019

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 November 12, 2019, 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)