

TOWN OF KILLINGLY

OFFICE OF THE TOWN MANAGER 172 Main Street

Killingly, CT 06239

Tel: 860-779-5300, ext. 7 Fax: 860 779-5382

PERSONNEL SUBCOMMITTEE MEETING

Tuesday, June 27, 2023
7:15 p.m.
Town Meeting Room
172 Main Street
Killingly, CT 06239

2023 JUN 26 PH 3: 42

Council Members:

Jason Anderson Tammy Wakefield Ray Wood

This is an in-person meeting. The public can attend the meeting at the Town Hall. Emailed public comments will still be accepted and presented at the meeting.

Meeting Agenda

- 1. Call to Order
- 2. Citizens' Participation

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

Public comment can be made in person or submitted by 2 p.m. the day of the meeting via email at publiccomment@killinglyct.gov, mailed to the Town of Killingly, Town Manager's Office, 172 Main Street, Killingly CT 06239 or put in the drop box on the side of Town Hall. Public comment will be posted on the Town's website www.killinglyct.gov.

- 3. Adoption of minutes of previous meetings:
 - a) April 18, 2023
- 4. New Business
 - a) Consideration and action on recommendation of non-union employee and management staff salary increases for fiscal year 23-24.
- 5. Executive Session None
- 6. Adjournment

PERSONNEL SUBCOMMITTEE MEETING

April 16, 2023, 6:15PM Conference Room 102 172 Main Street Killingly, CT 06239

Meeting Minutes

Members Present:

Ray Wood, Chairman, Tammy Wakefield, Jason Anderson (6:24 pm)

Members Absent:

N/A

Others Present:

Mary Calorio, Town Manager

1. Call to Order

Chairman Wood called the meeting to order at 6:21 pm.

2. Citizens Participation - None

3. Adoption of minutes of previous meeting:

a.) August 16, 2022 – T. Wakefield made a motion to accept the minutes as presented. Motion seconded by R. Wood. Motion passed unanimously.

4. New Business

- a.) Discussion/recommendation appointing the Revenue Collector
 - J. Anderson made a motion to recommend the appointment of April Lamothe as Revenue Collector to the Town Council for their May 2, 2023 special meeting. T. Wakefield seconded the motion. Motion passed unanimously.

5. Executive Session -

- a) Discussion/recommendation appointing the Revenue Collector
 - T. Wakefield made a motion to enter Executive Session at 6:22pm including Manager Calorio and Revenue Collector candidate. Motion seconded by R. Wood. Motion passed unanimously.
 - J. Anderson joined Executive Session at 6:24pm

Executive Session ended at 6:36 pm.

6. Adjournment

Motion was made to adjourn the meeting by J. Anderson and seconded by T. Wakefield at 6:37pm. Motion passed unanimously.

Respectfully submitted, Mary T. Calorio, Town Manager

Agenda Item #4 (a)

AGENDA ITEM COVER SHEET

ITEM: Consideration and action on a resolution authorizing the salary

adjustments for non-union employees and management staff for fiscal

year 2023-2024

ITEM SUBMITTED BY: Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF: July 11, 2023

TOWN MANAGER APPROVAL:

ITEM SUMMARY: This item proposes to increase by 2.50% for FY 23-24 the compensation of part-time and full-time employees of the Town not affiliated with a collective bargaining unit (not including the Town Manager).

This proposal is based upon the positive operational results from the budget management of all the management staff. All non-union staff will receive performance reviews in accordance with the evaluation approved by the Personnel Subcommittee. The proposed increase is for cost-of-living increase.

No Town employee should be discussed during consideration of this item as individual municipal employees have the right to be present for discussions regarding them and further may request that said discussion be held in either executive session or open session.

FINANCIAL SUMMARY: This item would authorize a transfer of approximately \$70,000 from the contingent account to the various personnel services and employee benefit accounts impacted by the proposed increases in compensation. The Contingency Account has a current balance of \$250,000. If approved, the balance after this transfer will be \$180,000. It would also authorize a transfer of approximately \$10,000 from the WPCA contingent account to the various personnel service and employee benefit accounts.

STAFF RECOMMENDATION: Approval of the Resolution

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Action on the Resolution

SUPPORTING MATERIALS:

Resolution

Resolution #23

RESOLUTION AUTHORIZING THE SALARY ADJUSTMENTS FOR NON-UNION EMPLOYEES AND MANAGEMENT STAFF FOR FISCAL YEAR 2023-2024

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KILLINGLY that the Town Manager is hereby authorized to implement a compensation increase of 2.50% for part-time and full-time employees Town employees who are not represented by a collective bargaining unit (not including the Town Manager), and for department heads, effective July 1, 2023.

BE IT FURTHER RESOLVED that the Town Manager is herein authorized to transfer a total amount not to exceed \$70,000 from the contingent account (63-50241) and \$10,000 from the WPCA contingent account (210-50241) to the Personnel Services and related employee benefits accounts impacted by the herein proposed increases in compensation.

KILLINGLY TOWN COUNCIL

Jason Anderson Chairman

Dated at Killingly, Connecticut This 11th day of July 2023

Attest: I, Elizabeth Wilson, Town Clerk of the Town of Killingly, do hereby certify that the above is a true and correct copy of a resolution adopted by the Killingly Town Council at its duly called and held meeting on July 11, 2023, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that Mary T. Calorio now holds the office of Town Manager and that she has held that office since March 11, 2019.

Elizabeth Wilson, Town Clerk	Date	
(Seal)		