



TOWN OF KILLINGLY

OFFICE OF THE TOWN MANAGER

172 Main Street

Killingly, CT 06239

Tel: 860 779-5300, ext. 7 Fax: 860 779-5388

PERSONNEL SUBCOMMITTEE MEETING

Wednesday, July 6, 2022

6:00 p.m.

Conference Room 102

172 Main Street

Killingly, CT 06239

RECEIVED
TOWN CLERK, KILLINGLY, CT
2022 JUL -1 AM 11:30
Eileen M. Giverson

Council Members:

Jason Anderson

Tammy Wakefield

Raymond Wood

This is an in-person meeting. Public can attend the meeting at the Town Hall. Emailed public comment 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 emailed to publiccomment@killinglyct.gov or mailed to Town of Killingly, 172 Main Street, Killingly, CT 06239 on or before the meeting. All public comment must be received prior to 2pm the day of the meeting. Public comment will be posted on the Town's website www.killinglyct.gov.
3. Adoption of minutes of previous meetings:
 - a) June 6, 2022
4. New Business
 - a) Consideration and action on recommendation of non-union employee and management staff salary increases for fiscal year 22-23.
5. Executive Session
 - a) Contract Negotiations – Town Hall Union
6. Adjournment

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PERSONNEL SUBCOMMITTEE MEETING

June 6, 2022, 7:30PM

Town Meeting Room

172 Main Street

Killingly, CT 06239

Meeting Minutes

Members Present:

Ray Wood, Chairman, Jason Anderson arrived at 8:00pm,
Tammy Wakefield

Members Absent:

Others Present:

Mary Calorio, Town Manager
Jennifer Hawkins, Finance Director

RECEIVED
TOWN CLERK, KILLINGLY, CT
2022 JUL -1 AM 11:30
Elyse B. Wood, Clerk

1. Call to Order

Chairman Wood called the meeting to order at 7:31pm.

2. Citizens Participation – None

3. Adoption of minutes of previous meeting:

- a.) March 30, 2022 – T. Wakefield made a motion to accept the minutes as presented. Motion seconded by R. Wood. Motion passed unanimously.

4. New Business

- a.) Consideration and action on recommendation to appoint the Parks & Recreation Director – J. Anderson made a motion to recommend the appoint of Matthew Lohbusch as the Parks & Recreation Director to the Town Council for approval. Motion seconded by T. Wakefield. Motion passed unanimously.

5. Executive Session

- a.) Personnel matter – Parks & Recreation Director

Motion was made by T. Wakefield to go into executive session inviting Town Manager Calorio and Candidate for Parks & Recreation Director at 7:32 pm and seconded by R. Wood. Motion passed unanimously.

Members exited executive session at 8:23 pm.

6. Adjournment

Motion was made to adjourn the meeting by T. Wakefield and seconded by J. Anderson at 8:26 pm. Motion passed unanimously.

Respectfully submitted,
Mary T. Calorio, Town Manager

Agenda Item #4a

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 2022-2023**

ITEM SUBMITTED BY: Mary T. Calorio, Town Manager

FOR COUNCIL MEETING OF: July 12, 2022

TOWN MANAGER APPROVAL: _____

ITEM SUMMARY: This item proposes to increase by 2.50% for FY 22-23 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. A performance evaluation system was implemented this past year. All non-union staff have received 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 \$51,000 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 \$223,000. If approved, the balance after this transfer will be \$172,000

STAFF RECOMMENDATION: Approval of the Resolution

TOWN ATTORNEY REVIEW: N/A

COUNCIL ACTION DESIRED: Action on the Resolution

SUPPORTING MATERIALS:

- Resolution

Resolution #21

**RESOLUTION AUTHORIZING SALARY ADJUSTMENTS FOR NON-UNION
EMPLOYEES AND MANAGEMENT STAFF FOR FISCAL YEAR 2022-2023**

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, 2022.

BE IT FURTHER RESOLVED that the Town Manager is herein authorized to transfer a total amount not to exceed \$51,000 from the contingent account (63-50241) 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 12th day of July 2022

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 12, 2022, 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)