



# 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

Wednesday, August 16, 2022

6:00 p.m.

Conference Room 102

172 Main Street

Killingly, CT 06239

RECEIVED  
TOWN CLERK, KILLINGLY, CT  
2022 AUG -9 AM 11:30  
Elyse A. M. Quilley  
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](mailto: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](http://www.killinglyct.gov).
3. Adoption of minutes of previous meetings:
  - a) July 6, 2022
4. New Business
  - a) Consideration and action on recommendation to authorize the Town Manager to execute an MOU with the Town Hall union regarding salary adjustments for fiscal year 2022-2023
5. Executive Session
6. Adjournment

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This institution is an equal opportunity provider and employer.

**PERSONNEL SUBCOMMITTEE MEETING**

**July 6, 2022, 6:00PM  
Conference Room 102  
172 Main Street  
Killingly, CT 06239**

**Meeting Minutes**

**Members Present:**

Ray Wood, Chairman, Jason Anderson, and Tammy Wakefield

**Members Absent:**

**Others Present:**

Mary Calorio, Town Manager  
Jennifer Hawkins, Finance Director

RECEIVED  
TOWN CLERK, KILLINGLY, CT  
2022 JUL 14 AM 10:55  
E. Anderson, M. Calorio

**1. Call to Order**

Chairman Wood called the meeting to order at 6:00pm.

**2. Citizens Participation – None**

**3. Adoption of minutes of previous meeting:**

a.) June 6, 2022 – J. Anderson made a motion to accept the minutes as presented. Motion seconded by T. Wakefield. Motion passed unanimously.

**4. New Business**

a.) Consideration and action on recommendation of non-union employee and management staff salary increases for fiscal year 22-23. J. Anderson made a motion to recommend the approval of the salary increases to the Town Council. Motion seconded by T. Wakefield. Motion passed unanimously.

**5. Executive Session**

a.) Contract Negotiations – Town Hall Union

Motion was made by T. Wakefield to go into executive session inviting Town Manager Calorio and Finance Director Hawkins at 6:07 pm and seconded by J. Anderson. Motion passed unanimously.

Members exited executive session at 6:20 pm.

**6. Adjournment**

Motion was made to adjourn the meeting by T. Wakefield and seconded by J. Anderson at 6:21 pm. Motion passed unanimously.

Respectfully submitted,  
Mary T. Calorio, Town Manager

**AGENDA ITEM COVER SHEET**

**ITEM:**           **Consideration and action on a resolution authorizing the Town Manager to execute an MOU with the Town Hall union regarding salary adjustments for fiscal year 2022-2023**

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

**FOR COUNCIL MEETING OF:**                   September 13, 2022

**TOWN MANAGER APPROVAL:**               \_\_\_\_\_

**ITEM SUMMARY:**                               The Town Hall union negotiated their current union contract two years ago. The negotiated wage adjustment each year of the contract is 2.25% which at the time was higher than the other wage increases. This was done to begin to address the market gap in wages for the employees within this unit. This item proposes modifying the wage increase for FY 22-23 from 2.25% to 2.75% due to the significant rise in inflation. The other units received a 3% and 2.5% increase respectively and the non-union staff received 2.5% increase. The Town Hall union did NOT request this increase. I am proposing to forgo any increase in my salary this year to provide the financial resource to make this adjustment. To hold this unit at the negotiated 2.25% will only further compound the salary gap for the employees and continue to make hiring and retention challenging for the Town.

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 \$3,600 from the contingent account to the various personnel services and employee benefit accounts impacted by the proposed increases in compensation. This amount was budgeted for in the budget process as the increase for the Town Manager's salary. The Contingency Account has a current balance of \$172,000. 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 #22

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE AN  
MOU WITH THE TOWN HALL UNION REGARDING SALARY  
ADJUSTMENTS 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 execute an MOU with the Town Hall Union in substantially the same form as the attached to increase the units compensation from 2.25% to 2.75%, effective July 1, 2022.

BE IT FURTHER RESOLVED that the Town Manager is herein authorized to transfer a total amount not to exceed \$3,600 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 13<sup>th</sup> day of September 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 September 13, 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)

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is reached by and between the TOWN OF KILLINGLY ("Town") and LOCAL 1303-156 OF COUNCIL #4 AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO (TOWN HALL EMPLOYEES) ("Union").

1. The Town and Union are parties to a Collective Bargaining Agreement with effective dates of July 1, 2021 to June 30, 2024 ("Agreement").
2. The Town wishes to recognize the efforts of the Town Hall Unit employees by adjusting the percentage wage increase for the Fiscal Year beginning July 1, 2022 as noted below.

Therefore, the Parties agree to the following:

ARTICLE XII, Section 12.1 shall be modified to read:

**Employees shall receive the following general wage increases during the term of this Agreement:**

<b>7/1/2021</b>	<b>2.25%</b>
<b>7/1/2022</b>	<b>2.75%</b>
<b>7/1/2023</b>	<b>2.25%</b>

In all other respects the current Agreement shall remain as written.

Dated at Killingly, Connecticut this \_\_\_\_ day of August 2022

TOWN OF KILLINGLY

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Mary T. Calorio  
Town Manager  
Duly Authorized

LOCAL 1303-156 OF COUNCIL #4  
AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL  
EMPLOYEES, AFL-CIO (TOWN  
HALL/LIBRARY EMPLOYEES)

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Becky Ducat  
Union President  
Duly Authorized



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Tricia S. Santos  
AFSCME Staff Representative  
Duly Authorized