

In attendance: Iino, Dudek, Annino, Jr., Regolo

Visitors: D. Mooney, M. O'Toole, Town Clerk's office; Jeannie Young, Board of Education

Nancy Bradley, KLA; Harsh and Kapil Luthra, other staff members of BeFree Solar(left at 7:15);

T. Dinnean, Assessor (arrived at 7:15)

1. The meeting was called to order at 7:01 p.m. The Pledge of Allegiance was recited.

2. Approval of Minutes: September 14, 2015

**Motion by Dudek, second by Annino to approve the minutes of September 14, 2015 amended as follows:** (in Item 7A, page 2)

- After the line "Motion by Annino to enter Executive Session," add "to discuss personnel matter"
- Next to last line in that same paragraph should read : "until the 2017 municipal election (instead of "next")
- Change the word "statute" to "Charter" **Motion carried unanimously.**

3. Visitors' Comments

A. Several representatives from Be Free Solar came to discuss dealings with building official and to express frustration with limited building department hours and delays in the permitting process. Board of Selectmen asked them to provide documentation of issues for further review.

B. Board of Education representative Jeannie Young referred the BOS to slides available on BOE website giving positive feedback from the district, including a study of graduating seniors which indicated that a majority of them are applying to top colleges and universities.

The BOE plans to go to referendum to bond for improvements at the high school, including replacing the roof and the boilers, installing photovoltaic panels, upgrading the auditorium and the main entrance and the installation of an artificial turf athletic field. BOS inquired about total costs of these improvements, the time frame for the bond repayment and the impact on the school budget. Young agreed to report back on these. [see item 6E ]

Annino repeated his concerns that the district continues to fail to set aside adequate funding for continued capital maintenance. Young noted that they were limited to setting aside a maximum of 1% of the budget.

C. Young also expressed concerns, as a resident, about speeding and drainage issues on a section of lower Roast Meat Hill Road. She asked that the BOS consider signage (speed limit signs, children at play). She also noted that drainage issues are also problematic causing flooding and icing on that section of road. BOS responded that they are aware of the problem and have taken measures to address it.

4. Refunds and abatements

**Dudek moved, with second by Annino, that the following refunds (all for overpayment) follow their normal course. Motion carried unanimously.**

Name	Address	Amount	Reason
1. USB Leasing LT	1850 Osborn Ave	\$286.36	Overpayment COC#06457M
2. Edward L./Valerie T. Keating	19 Coughlin Rd	\$20.44	Overpayment COC#06491M
3. Steven P. Vegliante	7 Linnea Lane	\$16.42	Overpayment COC#06486M
4. Chase Auto Finance Corp	Box 901098	\$1,078.08	Overpayment COC#06460M
5. Chase Auto Finance Corp	Box 901098	\$327.74	Overpayment COC#06450M
6. Sandra A. Castlevetro	24 Saddlebrook Dr.	\$23.41	Overpayment COC#06484M
7. Claudia A. Severino	145 Iron Works Rd.	\$6.46	Overpayment COC#06494M

5. Vacancies on appointive committees:

Vacancies remain as follows: Conservation Commission (1) Emerg. Mgt (3) Energy Task Force(5) IWWC (1) Open Space (2) Parmelee Farm (3) Planning & Zoning Comm. Alternate (1) Public Health (2)

6. Old Business

A. Library Siding Bid Opening:

Bid results are listed below. Proposals were forwarded to Killingworth Library Association representatives for review.

<b>Sterling Construction</b> , Madison, CT 06443	<b>\$15,474</b>
<b>Scholar Painting &amp; Restoration LLC</b> , Seymour, CT 06483	<b>\$47,320</b>
<b>ACORE Builders LLC</b> , Hartford, CT 06120	<b>\$18,230</b>
<b>Robison Inc. Construction</b> Wallingford, CT 06492	<b>\$43,500</b>

B. Capital projects review (see item 6C)

C. Invitation to Bid/RFP: Fire Training Facility, Revaluation

*Revaluation:* Terry Dinnean reviewed plans and timeline for upcoming revaluation. Work for this revaluation will come primarily out of Assessor's office, and the data analysis will be outsourced (requiring an RFP with a mid-November due date). Dinnean will consolidate drafts and forward to Selectmen. Iino and Regolo will continue reviewing Dinnean's draft and forward input to Selectmen.

*Fire Training Facility:* Latest draft of Invitation to Bid has been forwarded to Chief Bauer. There was further discussion of the proposed multi-stage bid process, and of whether a sole source justification would apply. It was agreed it does not.

Regolo segued into a discussion of capital projects and emphasized the need to be diligent about moving forward with those projects for which we bonded.

Iino updated the Board on schedules and progress on major capital projects including Parker Hill Road and Burr Hill Road projects.

D. Employee manual update

**Iino moved that the BOS make the changes to the employee manual as indicated on the attached document.** Annino seconded the motion. After very brief discussion, motion passed unanimously.

E. Bidding regulations update

**Iino moved that BOS adopt changes to bidding regulations as presented.** (see attachment) Dudek seconded the motion. After very brief discussion, motion passed unanimously.

[At this point Jeannie Young provided the requested financial information regarding total bond amount and net amounts of high school improvements (after outside funding). Roofing options and power purchasing agreements were also briefly discussed.]

F. Senior Tax Relief

Iino recommended that the BOS move forward with assessor's recommendations as discussed at previous meeting. Assessor Dinnean repeated his recommendations.

**Motion by Dudek, second by Annino, to approve changes to Senior Tax Relief program and send to BOF for review and approval.** The proposal would then return to BOS before being brought to town meeting.

7. New Business

A. Town campus paving project

Plans, prices and funding options for paving the entire town campus were discussed.

**Motion by Annino , second by Dudek, to authorize expenditure for paving and to empower lino to go to BOF for funding. Motion passed unanimously.**

B. EOC furniture and equipment

Funding for furniture, fixtures and equipment, which are not eligible for grant funding, were discussed. Don McDougall and Resident State Trooper's final requests could be considered at special BOS meeting next week.

C. Statewide budget cuts

Brief discussion of how the town will support our current budget in light of \$30,000 loss of state revenue, primarily from cuts in PILOT payments. BOS will work with BOF.

D. Natural gas proposal

lino reported on meeting with Southern Connecticut about bringing natural gas to the town and noted that businesses, residents and the town (primarily KES, HKMS) could see significant savings in heating costs

E. Domestic Violence Awareness month

**Motion by lino, second by Dudek, that we again declare October Domestic Violence Awareness Month. Motion passed unanimously.** Town will allow purple ribbons will be displayed on town property to promote awareness.

F. LIONS proclamation

In recognition of the many contributions the Lions Club has made to the town, and to the development at Parmelee Farm in particular, **CI moved that the BOS declare October 11,2015 Killingworth Lions Day. Second by Annino. Motion passed unanimously.**

8. First Selectwoman's Comments

lino reported on a pending lawsuit against HKHS stemming from an incident with a student. The suit names the 2 towns as defendants. Towns are seeking to be removed from the suit.

9. Selectmen's Comments

A. Dudek reported a complaint from a resident building a barn. The permits process from wetlands through building official took 4 months.

B. Annino pursued the idea of hiring 1 or 2 civil engineering interns to work on road survey, and offered to supervise the process.

C. Annino inquired about town engineer's progress with road maintenance map.

D. Annino noted that he had raised concerns about continued commercial equipment storage at 117/119 Burr Hill Road. The Zoning Enforcement Officer investigated and found that the equipment is related to permitted construction at the site.

E. Annino asked lino to follow up with ZEO on complaint that a resident on Route 148 might be filling in wetlands.

10 Adjournment: **Motion by Annino , second by Dudek, to adjourn at 9:15 p.m. Motion passed unanimously.**

Respectfully submitted by Elizabeth Doyle Disbrow on September 30, 2015 .

Attachments: Employee manual corrections, bidding regulations

## **BENEFITS**

### **A. HEALTH**

The Town of Killingworth offers health insurance coverage to regular full-time employees, regular part-time employees, and full-time elected employees.

Effective July 1, 2013, the Town will pay 86 percent of the cost of health insurance coverage for the eligible employee and their eligible dependents unless otherwise described in collective bargaining agreements.

The full descriptions are available in the Office of the First Selectman. The plan is subject to change unless otherwise provided for in collective bargaining agreements.

The Town agrees to pay to any eligible employee who declines the health insurance coverage offered by the Town an amount equal to fifty (50) percent of the cost of the premium for a single employee, unless otherwise described in collective bargaining agreements. Payments in lieu of the health benefit shall be made quarterly.

### **B. LIFE INSURANCE**

The Town of Killingworth offers Life insurance coverage of \$40,000 to regular full-time employees, regular full-time elected employees, and regular part-time employees

### **C. DISABILITY INSURANCE**

The Town of Killingworth offers to regular full-time employees (except members of UPSEU), regular full-time elected employees, and regular part-time employees coverage for extended illnesses, from day eight (8) for twenty-six (26) weeks, sixty (60) percent of weekly wages, up to \$400 per week. Employees may use their sick leave time to provide the additional forty (40) percent of their weekly wage while receiving extended- illness coverage.

The Town of Killingworth offers to regular full-time employees who are members of UPSEU coverage as described in the contract.

### **D. PENSION**

Regular full-time employees, regular full-time elected employees, and regular part-time employees as of June 30, 2013 shall be covered by the provisions of the Town of Killingworth Municipal Pension Plan, as adopted or amended and in accordance with the terms of its eligibility requirements. Such benefits shall be based on the employee's highest year of income at a rate of 1.5 percent multiplied by the total years

of eligible service. Eligible employees vest after fifteen (15) years of service. The Town reserves the right to amend or discontinue this plan at any time.

Regular full-time employees, regular part-time employees, and full-time elected employees may participate in the voluntary Section 457 deferred compensation plan. The Town makes no contributions to this plan.

All employees hired on or after July 1, 2015 and who successfully complete the probationary period have the option to be enrolled in a Defined Contribution (DC) Plan with the following details, and enrollment may occur on the first day of the month following completion of the probationary period. Employees may contribute up to the maximum allowed by law and subject to applicable Internal Revenue Code limitations. The Town will match the employee's contributions at one hundred percent (100%) to a maximum amount equal to four percent (4%) of the employee's annual earned wages, excluding any payments for accrued sick pay at retirement.  
~~All employees hired on or after July 1, 2013 and who successfully complete the probationary period, shall be enrolled in a Defined Contribution (DC) Plan with the following details and enrollment shall occur on the first day of the month following completion of the probationary period:~~

~~Mandatory Participation— Each employee shall become a participant in the DC Plan as of their date of hire and participation shall be mandatory.~~

~~Mandatory Contribution— Each employee shall be required to contribute, on a pre-tax basis through payroll deduction, a minimum of four percent (4%) of the employee's annual earned wages. Employees may contribute up to the maximum allowed by law and subject to applicable Internal Revenue Code limitations. The Town will match the employee's contributions at 100% to a maximum amount equal to four percent (4%) of the employee's annual earned wages, excluding any payments for accrued sick pay at retirement.~~

Vesting - Employees are 100% vested in their own contributions to the DC Plan. Employees must be employed at least five (5) years (60 months) before they "vest" in the Town's contributions to the DC Plan in the event employment is terminated. Employees shall vest in the Town's contributions according to the following schedule:

- After completing one (1) full year of employment 20%
- After completing two (2) full years of employment 40%
- After completing three (3) full years of employment 60%
- After completing four (4) full years of employment 80%
- After completing five (5) full years of employment 100%

The Town shall be responsible for establishing and administering the DC Plan and may retain vendors, carriers, firms or agents for this purpose. Without limiting the

generality of the foregoing, the Town shall (a) determine investment alternatives that are available under the DC Plan, and (b) amend the DC Plan, from time-to-time, in order to maintain its qualified status under the Internal Revenue Code. Each participant shall direct the investment of his/her account.

#### E. VACATION

Vacation for eligible employees\* shall accrue as follows:

- ~~1-2 weeks~~ after one year of continuous service;
- ~~2 weeks after two years of continuous service;~~
- 3 weeks after five years of continuous service;
- 4 weeks after ten years of continuous service.

\* Not including employees who are subject of the provisions of the UPSEU or AFSCME contracts. Eligible employees who ~~have had~~ worked more than 20 years ~~at the time this by June 30, 2015 manual is adopted~~ receive 5 weeks of vacation.

Vacation leave shall be taken during the fiscal year following the fiscal year in which it was earned. Employees may carry over a maximum of five (5) days of accrued vacation time from one fiscal year to the next. An employee may request permission in writing to carry over a maximum of an additional five (5) days from one fiscal year to the next. Said request must be made to the immediate supervisor and the First Selectman no later than May 31<sup>st</sup> in the fiscal year in which said vacation time was earned. Any vacation time so carried over must be used by June 30<sup>th</sup> of the fiscal year into which this accrued time was carried over.

In the event of an employee's illness while on vacation leave, the employee shall be given the option of charging the sick days to his or her accrued sick leave, provided the time is substantiated by a medical certificate or physician's note and approved by the First Selectman.

Upon termination of an employee's service from the Town for any reason *other than just cause*, all accumulated and unused vacation leave shall be converted to pay and shall be payable to the employee; or in the event of the employee's death, to said employee's spouse, if any, and if none, to said employee's estate.

Employees working less than part-time receive no paid vacation.

Vacation requests for more than two consecutive days must be submitted in writing at least two (2) weeks prior to the first vacation day requested. Requests for one or two days may be made with less advance notice. Requests will be granted subject to the approval of both the immediate supervisor and the First Selectman; said approval shall not be withheld unreasonably.

**TOWN OF KILLINGWORTH**  
**REGULATIONS FOR COMPETITIVE BIDDING OF CONTRACTS**  
**FOR GOODS, EQUIPMENT, MATERIALS, SUPPLIES, AND SERVICES**

1. Expenditures by an officer or agency of the Town of Killingworth, ~~other than the Probate Court,~~ in excess of \$10,000.00 for supplies, equipment, materials, or services shall be put out to competitive bid as specified in Section 9.5(f) of the Killingworth Town Charter.
2. Unless otherwise provided herein, such competitive bids shall be advertised by publication of legal notice in the designated local newspaper no less than twenty-one (21) calendar days prior to the date set for opening of the bids, which date shall be set by the First Selectman. Legal notice need not contain detailed specifications other than a general description of the items or services to be bid, but such specifications shall be available to any interested bidders at the Office of the First Selectman or at [townofkillingworth.com](http://townofkillingworth.com). Legal Notice shall state a specific time for the opening of the bids.
3. Simultaneous with the procedure in paragraph two above, invitations to bid may be sent out from the First Selectman's Office. Each bid, whether by invitation or in response to public notice, shall be presented to the First Selectman's Office in sealed form and shall be accepted for consideration by the Board of Selectmen only if it is received prior to the ~~time~~ deadline set forth in the bid instructions. All bids shall remain sealed until they are opened at a meeting of the Board of Selectmen convened at the specific time stated in the legal notice. Contractual acceptance of a bid shall require a majority vote of the Board of Selectmen.
4. All contracts put out to bid shall be awarded to the responsible, qualified bidder who complies with all the provisions of the invitation and submits the lowest bid, provided that the bid price is reasonable and that it is in the best interest of the Town of Killingworth to accept it. In determining whether a bidder is responsible and qualified, the Board of Selectmen will consider



- i. the ability, capacity and skill of the bidder to perform required services;
- ii. the ability of the bidder to perform the contract or provide the service promptly within the time specified;
- iii. in relation to each bidder, the quality of any articles to be supplied, their conformity to specifications, suitability to the Town, delivery terms, and their trade-in or resale value.

The Town reserves the right to reject any or all bids. The Town specifically reserves the right to reject the low bidder.

5. If two or more bidders submit identical bids and are equally qualified, the decision of the Town to make award to one or more of such bidders shall be final. Selection shall be made by drawing lots in public, unless one of the bidders is a resident bidder, in which case preference shall be given to the resident bidder.

6. Where only one qualified or available vendor or sole source can be identified through reasonable efforts—for example, where only one vendor is authorized or certified to do such work, where parts are available only through a single dealer or distributor, or where the work is proprietary or relates to products that are proprietary and cannot be substituted without adverse effects or complications—the purchase need not be put out to competitive bid. In such instances, the First Selectman must obtain the approval the Board of Finance to negotiate with the vendor in question.

5-7. In the event that the town receives no response to a solicitation for competitive bids, the First Selectman may proceed to negotiate for the purchase of the item or service in question.

6-8. Upon the Board's acceptance of the bid, the bidder shall have ten (10) business days to accept the contract. The bidder's failure to act in the ten-day period shall be construed as a refusal. The Board shall then award the contract to the next lowest responsible bidder, using

the same guidelines recited above. This process shall continue until the contract is awarded and accepted.

~~7-9.~~ The above regulations shall apply to contracts or purchases whose total value is expected to exceed \$10,000 in a given fiscal year, regardless of whether a portion thereof, or the value thereof, may be paid (or services are provided or the products are purchased) in increments of less than \$10,000. When appropriate, the Town may purchase items and services under state bids and/or contracts or participate in regional purchasing councils that have used a sealed bid procedure.

~~8-10.~~ Notwithstanding any other provisions in these regulations, in the event that the First Selectman shall find that a state of emergency exists within the Town, he or she may make any necessary expenditures, as long as those actions are consistent with Section 7-6 (Emergencies) of the Town Charter.

11. For contracts for or purchases of goods, equipment, materials, or services for amounts not less than ~~\$5,000.00~~ and not greater than ~~\$10,000.00~~, multiple price quotations shall be solicited by the First Selectman. Solicitations of a minimum of three price quotations shall be considered normal procedure; however, the solicitation of two such price quotations shall be considered acceptable for unusual circumstances. A summary of all such price quotations received by the First Selectman shall be forwarded to the other two Selectmen within seven (7) days of their receipt, prior to purchase by the Selectman's Office, and upon request by any selectman, the purchase will not be completed until after discussion at the next meeting of the Board of Selectmen.

12. Purchase of used equipment where comparable bids are unavailable, and it has been determined by the Board of Selectman that the purchase of a particular piece of equipment is of good value to the Town, shall not be subject to the bid requirements outlined above.

~~9-13.~~ Existing maintenance or service contracts that have no fixed duration shall remain in effect on a renewable basis and shall not be subject to the bid requirements outlined above until such time as said contract is terminated.

~~10-14.~~\_\_\_\_\_ The foregoing requirements shall not be applicable to, and the requirement for competitive bidding shall be satisfied, when the expenditure by the town is part of a project being undertaken pursuant to a federal or state grant program, and the requirements of said program provide for (a) an alternative system of interview and/or review of potential bidders and (b) the review and approval by the granting authority of all contracts entered into and expenditure made for said project.

~~11-15.~~\_\_\_\_\_ These regulations shall be effective once they have been approved by the Board of Finance.

Approved by the Board of Selectmen, September 28, 2015

\_\_\_\_\_  
Catherine Iino, First Selectwoman

Approved by the Board of Finance, October 13, 2015

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John McMahon, Chairman