REGULAR MEETING OF THE BOARD OF SELECTMEN
Monday, March 26, 2018  7:00  p.m.   Town Office Building

In attendance: C. lino, L. Annino, Jr., N. Gorski, R. Regolo   Visitors: unidentified bidder

1. The meeting was called to order at 6:58 p.m. The Pledge of Allegiance was recited.

2. Public comment
   A motion by lino, seconded by Gorski, to add two items to the agenda passed unanimously:
   - Opening of Cemetery bid as first item of business 2A
   - Joint Compensation Committee Recommendations as item 7 D.

2a. Four bids were opened for the care of seven town-owned cemeteries. Bid proposals will be referred to road foreman.

   - Forest City: $4,900
   - Crystal Cut $6,225
   - JAY Landscaping $4,400
   - B and C Enterprises $4,999

3. Approval of minutes
   Annino moved to approve the minutes of March 12, 2018 as amended (Attachment 1) The motion, seconded by Gorski, passed unanimously.

4. Refunds and abatements
   A motion by Annino to approve a refund for overpayment to Lereta LLC on behalf of Anthony Collins in the amount of $5616.24 as recommended by the tax collector, and to allow it to follow its normal course. The motion, seconded by lino, passed unanimously.

5. Department reports
   The Building Official’s February report was submitted for review.

6. Appointments  None

7. Old Business
   A. Operating budget
   Regolo highlighted expenditures in snow budget, status of cemetery cleanup, RSD17 delayed payment ($500,000), tax refunds, and attorney fees.

   B. Capital budget
   There was brief discussion including Regolo’s noting final KVFC invoices, unexpended lines under Parmelee, barn rehab, and modular repair projects. lino added that Building Official Russ is drawing up a plan to immediately shore up the roof of the modular addition, as a way of postponing the need to replace the modules.

   C. Road discontinuances
   Resolutions from the January 22, 2018 meeting were signed.

   D. Joint Committee on Compensation Assumptions and Recommendations
D. (cont’d)

Annino moved that the BOS accept and adopt the Joint Compensation Committee Assumptions and Recommendations dated February 28, 2018 [as amended].

The findings of the committee, of which Annino (chair) and Gorsky were members, were distributed for acceptance by the BOS. lino had two concerns. First, she sees use of CCM salary survey for benchmarking as problematic. Second, she did not accept the committee’s conclusion that the charter limits the job description for the administrative assistant position. Annino agreed that the job responsibilities were the purview of the BOS and added that it has no bearing on the acceptance of the JCC’s recommendation. He noted that the administrative assistant position was on the agenda for discussion under Executive Session later in the meeting. The document was reviewed in detail and corrected as indicated on Attachment 2.

Voting in favor: Annino, Gorski  Abstain: lino  Motion passed.

8. New Business
   A. Multi-year Capital Improvement Plan
      Highlighted sections of the Multi-year Capital Improvement Plan dated 3/26/18 were discussed. Final changes as discussed will be made by Regolo and a special BOS meeting will be called for approval of the document.

   B. Citizens’ Guide
      Photocopies of last year’s document were distributed for selectmen’s input.

C. Nomination of Health Director
   A motion by lino, seconded by Annino, to approve the nomination of Paul Hutcheon as Health Director passed unanimously.

   Nomination letter will be forwarded to the Connecticut Commissioner of Health for confirmation.

D. Park usage fees for for-profit organizations
   A motion by lino, to approve use of the fields by for-profit organizations—provided that local nonprofits and school organizations have priority—at a rate of $90 per hour – passed unanimously.

   The usual insurance requirements will pertain, and the board expects that Park & Rec will monitor the use to make sure that it does not result in undue wear and tear on town facilities.

E. Invitation to bid: equipment rental
   A motion by lino, to approve the Invitation to Bid for Equipment Rental as submitted passed unanimously. It is hoped that this solicitation will provide a roster of backup equipment and prices, for use during FY 2018/2019. This is useful especially during after major storms and for FEMA documentation. Prices will be collected for the following:

1. Tri-axle dump truck with driver
2. Front-end loader with operator
3. Backhoe loader with operator
4. Grapple truck with operator
5. Bucket truck with operator
6. Truck and chipper with operator
7. Ground crew with chain saws
8. Skid steer with operator
9. Excavator with operator
10. Bulldozer with operator
9. First Selectwoman's comments
   A. The free solar panels awarded through the Solarize program have been installed on the EOC and are successfully generating electricity for the building.
   B. Because Running Brook Farms has been delinquent in taxes, the town has garnished funds owed the company for snow plowing work performed.
   C. Scott Elliott of Wolf Hollow Lane is to be congratulated by the Board of Selectmen for being named one of the top youth volunteers in Connecticut for 2018 in the 23rd annual Prudential Spirit of Community Awards for creation of One Big Circle, a free social and fitness club for teens and adults with disabilities.

10. Selectmen's comments: None

    Lino moved that Lino, Annino, and Gorski go into Executive Session for two items of business

11. Executive Session: Litigation
12. Executive Session: Personnel (Administrative Assistant)

    The board came out of executive session at 9:16 p.m.
    A motion by Lino, seconded by Gorski, to approve the stipulation regarding 99 Chestnut Hill Road (Attachment 3) passed unanimously.

13. Adjournment
    A motion by Annino, seconded by Gorski to adjourn, at 9:19 passed unanimously.

Respectfully submitted by Elizabeth Doyle Disbrow on 3/28/18
3 Attachments
SPECIAL MEETING OF THE BOARD OF SELECTMEN

Monday March 12, 2018 at 6:00 p.m.  Town Office Building

Note: The Regular Meeting scheduled for 7:00 p.m. was cancelled.
There was a Special Town Meeting at 7:00 p.m. at the Emergency Operations Center.

In attendance: C. Iino, L. Annino, Jr., N. Gorski, R. Regolo

1. The meeting was called to order at 6:05 p.m.

2. Refunds and Abatements

   A motion by Annino, seconded by Gorski, to approve the following refunds for
   overpayment, and let them take their normal course, passed unanimously.

   1. Corelogic Tax Services on behalf of Michael & Jessica Marroney  PO Box 9202  $3,061.67
   2. Corelogic Tax Services on behalf of Andy & Lisa Anderson  PO Box 9202  $1,500.00
   3. Corelogic Tax Services on behalf of Matthew K. & Angela L. Jacobson  PO Box 9202  $6,555.99
   4. Corelogic Tax Services on behalf of William F. & Bridgette Guida  PO Box 9202  $5,533.75
   5. Corelogic Tax Services on behalf of Rebecca Loew & Paul Carmichael  PO Box 9202  $3,947.17
   6. Corelogic Tax Services on behalf of Salvatore F. & Sarah L. Depino  PO Box 9202  $5,607.04
   7. Corelogic Tax Services on behalf of Carl B. & Karen L. Philbrick  PO Box 9202  $6,130.62
   8. Corelogic Tax Services on behalf of Catherine T. Whyall  PO Box 9202  $3,658.90
   9. Corelogic Tax Services on behalf of Lisa A. & Edmund J. Funaro Jr.  PO Box 9202  $1,500.00
  10. Wells Fargo Real Estate Tax Services 1 Home Campus on behalf of David Wing & Laura Hutton  PO Box 9202  $3,928.90
  11. Corelogic Tax Services on behalf of Beth Grassette  PO Box 9202  $5,941.35
  12. Corelogic Tax Services on behalf of Elizabeth Maclean Murphy & Rebecca Maclean  PO Box 9202  $1,123.26
  13. Corelogic Tax Services on behalf of Wei Jia & Pei Gao  PO Box 9202  $3,209.73
  14. Corelogic Tax Services on behalf of Bruce Haughwout & Ann M. DeLauro  PO Box 9202  $4,657.54
  15. Corelogic Tax Services on behalf of Charles & Heather Hajnal  PO Box 9202  $2,674.89
  16. CorelogicTax Services on behalf of Robert A. & Eileen S. Boulay  PO Box 9202  $3,878.35
  17. Christina K. Bodak 14 Pond Meadow Rd  $9.17/ COC #08059M
3. Approval of minutes
   A motion by Annino, seconded by Gorski, to approve the minutes of February 26, 2018 as submitted passed unanimously.

4. Old Business
   A. FY 2019 Budgets
      Regolo submitted for final review:
      - Proposed Operating Budget
      - Proposed adjustments
      - Proposed capital projects
      - draft of the first selectwoman’s budget narrative

      Corrections and minor changes to the above were noted by Regolo. The motion/vote on the operating budget was tabbed until later in the meeting, as the board required further review of compensation related to the Administrative Assistant line. The selectmen discussed the reference provisions in the Town Charter for the administrative assistant position. There was additional discussion regarding the level of administrative services needed in the town. Also discussed was the charge of the Joint Compensation Committee, and the criteria used to evaluate appropriate salary survey comparisons for the position. Where positions were identified as below the range (e.g. Finance Director) it was recommended that such positions would receive the same 2% increase as all other staff positions. In addition at the discretion of the Board of Finance such positions could receive up to an additional 3%. The rationale being this was consistent with past practice and that while such an adjustment may not bring these positions within range, future adjustments could be made in later years. It was noted that the BOS would continue to recommend that the Finance Director position receive 5% increases until the position was brought up to statewide average. It was recommended that the JCC recommendation of when confirmed that increases for elected officials will be applied, be modified to become effective in January 1, following a position election. As no current elected positions are subject to an election which would affect the 2019 budget, no increases were included in the budget as proposed. An increase was already implemented for 3 current elected officials, no further changes until after next election.

      A review was conducted of the proposed FY 2019 Capital Budget

      A motion by lino, seconded by Gorski, to recommend to the Board of Finance capital expenditures totaling $1,739,227 as detailed in the Proposed FY 18/19 Capital Budget passed unanimously.

      [The meeting adjourned to town meeting at 7:00 p.m. and reconvened at 7:25]

      Discussion of the administrative assistant position continued.

      C lino offered that she did not agree with the Joint Compensation Committee’s recommendation regarding the Administrative Assistant’s position.

      Motion by lino to award the Administrative Assistant position a 5% increase was seconded by Gorski for discussion.

      Annino stated that a 5% vs. 2.0-2.5% increase would put the position way over scale, and reiterated that the JCC did not consider the Executive Assistant level salaries for this position.
Annino stated that a 5% raise would be inconsistent with the criteria used by the JCC to objectively evaluate all the other positions. Annino also spoke on behalf of the JCC sharing that the committee did not consider the Executive Assistant pay scale as again this was inconsistent with criteria used for evaluation.

Voting in favor: lino
Voting against: Annino, Gorski. Motion was denied.

Motion by lino, seconded by Gorski, to recommend to the Board of Finance operating expenditures totaling $5,232,403 as detailed in the Proposed FY 18/19 Operating Budget. Motion passed unanimously.

5. Citizen of the Year
No action was taken. [Suzanne Davenport was named 2018 Citizen of the Year – C. lino]

6. Adjournment
A motion by lino, seconded by Gorski, to adjourn at 8:23 p.m. passed unanimously.

Respectfully submitted by Elizabeth Doyle Disbrow on 3/15/18.
Assumptions:

- The basis for salary consideration will be benchmarked using *Connecticut Conference of Municipalities – Salary Survey 2017-18*
- The consensus of the committee was to base this evaluation using the comparison group of those towns with similar populations. This is also consistent with 2014 JCC evaluation.
- This exercise is not an evaluation of individual’s performance.
  - Performance for staff is evaluated by the Chief Executive. (Note: There is no program in place at this time)
  - Performance for contracted positions are done at contract renewal (i.e. can decide to renew or not to renew with compensation negotiated at the same time).
  - Performance for Elected positions it is done by the voters of the Town of Killingworth on Election Day.
- This is not about an incumbents qualifications but rather the qualifications required of a position.
- A comparison of benefits as a component of total compensation indicated the following:
  - Significantly richer packages are provided for those who accepted benefits vs. those accepting buy-out.
  - Staff/elected positions accepting benefits pay 14% of total cost of benefits.
- Job Responsibilities (i.e. Job Descriptions including incumbent’s comments) were considered from the perspective of whether these descriptions including comments and/or suggested changes were aligned with the general responsibilities of the position or significantly different such that a change in job title or compensation should be considered – No position was determine to require such an adjustment or change.
- While Connecticut Living Wage Information was considered it was not felt to be relevant to this exercise.
- CPI Statistical Data (tied to proposed BOS budget @ 2.0%)

As a result of this evaluation the following recommendations are made:

- All staff positions shall be adjusted by a 2% increase consistent with CPI statistical data for FY-2017 as part of the 2018-19 budget with raises effective July 1, 2018.
- All elected positions shall be adjusted by a 2% increase consistent with CPI statistical data for FY-2017 effective following July 1, after the elected official
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assumes office. This increase shall remain in effect through the term of the  
position.

- Promotions or changes in positions must be within the limits of the Town Charter  
and therefore are outside the scope of this committee.

- Where a salary adjustment is to be recommended, it shall in no case be greater  
than 3% (in addition to the 2% CPI adjustment). In cases where a 3% adjustment  
is insufficient to bring a position to a median level salary (= or < 5%) such an  
adjustment (1-3%) may be made over subsequent years.

- Buy-out options of health benefits will not be considered as compensation as the  
benefit option is of significantly greater value to an employee and at higher cost to  
the town.

The Joint Committee for Compensation recommends the following salary adjustments:

- **Selectman (elected)** - 2% CPI adjustment only (election-year)
- **Town Clerk (elected)** - 2% CPI adjustment only (election-year)
- **Tax Collector (elected)** - 2% CPI adjustment only (election-year)
- **Public Works Director (Road Foreman) (staff)** - No increase based on salary  
review
- **Finance Director (Staff)** - 2% CPI adjustment with up to 3% increase warranted.
- **Chief Zoning Official (ZEO/IWWIO) (Staff)** - 2% CPI adjustment only
- **Chief Building Official (Staff)** - 2% CPI adjustment only
- **Assessor (contracted)** - Negotiate at contract renewal.
- **Health Director** - No increase based on salary review
- **Admin. Asst.** - 2% CPI adjustment only
STIPULATION FOR JUDGMENT

The Plaintiffs and the Defendant in the above-entitled action hereby stipulate the following Judgment in this action:

1. That the fair market value of the subject premises at 99 Chestnut Hill Road, Killingworth, CT shall be reduced from $569,542.85 to $398,561.00.

2. That the tax assessment for the property, computed at 70% of the fair market value, shall be reduced from $398,680.00 to $278,992.70.

3. That the assessment change shall be effective for the tax assessment date of October 1, 2016, and continuing until such time as there is a general reevaluation in the Town of Killingworth, Connecticut.

4. That the tax rebate owed to the Plaintiffs based upon the tax assessment changes shall be applied as a credit against the tax payment of said property due Town of Killingworth. No interest shall accrue on any reduced tax payment.

5. There shall be no costs awarded to either party.

[Signatures on following page.]
PLAINTIFFS,  
MANDY MAJOR and  
JACOB BETTERIDGE  
By:  
Jeffrey T. Beatty  
25 Boston Street  
Guilford, CT 06437  
(203) 453-4399  
Their Attorney  

DEFENDANT,  
TOWN OF KILLINGWORTH  
BOARD OF ASSESSMENT APPEALS  
By:  
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386 Main Street  
Middletown, CT 06457  
Tel. 860-346-1377  
Fax 860-346-5121  
Juris No. 056496  
Its Attorney
CERTIFICATION

I certify that a copy of the foregoing was or will immediately be mailed or delivered electronically or nonelectronically on 2018 to the following counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were or will immediately be electronically served:

BEATTY & BEATTY LLC
25 BOSTON STREET
GUILFORD, CT 06437

__________________________
David J. Tycz
Commissioner of the Superior Court