

BOARD OF FINANCE
TOWN OFFICE BUILDING
TOWN OF KILLINGWORTH
323 ROUTE 81
KILLINGWORTH, CONNECTICUT 06419

MINUTES
Regular Monthly Meeting
July 12, 2011

Chair John McMahon called the July 12, 2011 Regular Monthly Meeting of the Town of Killingworth's Board of Finance to order at 7:05 P.M. in the Front Meeting Room of the Town Office Building, 323 Route 81, Killingworth, Connecticut. Members present: Chair John McMahon, Vice Chair Hilary Kumnick, Clerk Jerome Baron, Shawn O'Connell and Gwenne Celmer. Member Louis Annino was absent. Also present was First Selectwoman Catherine Iino and Brian Fitzsimmons, a resident, who stated he was only observing the meeting.

Treasurer Claudette Lagasse was out of State but

- submitted her June 2011 Report and
- a Memo dated June 23, 2011 concerning Town Banking.

Members should review them for the next BOF meeting.

Catherine Iino, First Selectwoman

- **Funding Request:** \$14,444 for a part-time administrative assistant for the Land Use Office. This is a one year position subject to review for continuation. The position has been advertised and there are several candidates being considered. This person would take on the administrative clerical duties of the Land Use Office, some of which are currently being performed by the agent for the health director as well as assisting the land use officials. The salary can be somewhat offset by the filling of a replacement public works position at a lower starting salary as well as by reducing the hours used by the agent for the health director for clerical duties.
- **Public Health Agency:** The Agency is looking into the possibility of Killingworth joining a health district. If the Town decides to go in this direction there is a possibility of state funding to facilitate the change.
- **Volunteer Fire Department.** The Town is looking into the possibility of purchasing life insurance policies for members of the volunteer fire department.
- **CRERPA.** The agency is looking into the possibility of merging with a mid-state planning agency to further service the needs of their participants. The other planning group is made up of towns of similar size and needs to Killingworth.

- **Capital Projects Status:** lino gave .an update of current and proposed projects including but not limited to the Town Office Building project and road paving.
- **STEAP Grants:** lino gave status reports on current and proposed projects.
- **Energy Bills.** The higher than anticipated increase in the electric bills is being looked into along with the possibility of the installation of solar collecting devices to sell energy back to the supplier.
- **On going Litigation Claims/Judgments.** A status report was given.
- **DWI Grant.** O'Connell inquired as to the anticipated receipt date of the funding and the program in general.
- **Land Acquisition.** No acquisitions of land are being looked into at this time.
- **Temporary Offices at Town Hall.** O'Connell inquired if repairs to them are necessary now or anticipated in the near future. lino advised it all depends on the RFP's for architectural services which were recently received and opened by the Board of Selectmen and turned over to the Town Office Building Committee for review and recommendation.

Regina Regolo, Financial Director Regolo was on vacation but submitted her June 2011 Report prior to the meeting. McMahon did not see anything outstanding. Members were asked to review her report and bring questions to the next meeting of the BOF.

Executive Session: not held.

Minutes. Baron **MOVED** to accept and approve as presented the Minutes of the June 14, 2011 Regular Monthly Meeting. O'Connell seconded the motion. Discussion: none. Voting in favor: McMahon, Kumnick and Baron. Opposed: none. Abstentions: O'Connell and Celmer. The motion was **carried**, 3-0-2.

Bills. O'Connell **MOVED** to accept and approve for payment the invoice of Hynes – in the amount of \$113.22 for her June 2011 Clerical Hours. Celmer seconded the motion. Discussion: none. Voting in favor: McMahon, Kumnick, Baron, O'Connell and Celmer. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

Old/New Business

- **Funding request:** \$14,144 for part-time administrative assistant in the land use office. Kumnick **MOVED** to approve the funding of \$14,144 for a Part-time Administrative Assistant for the Land Use Office. McMahon seconded the motion. Discussion: members discussed the function of this position in combination with the anticipated retirement of another administrative employee, the uncertainty as to the status of the town joining a health district and why the position was not included as a new position during the budget process for Fiscal Year 11/12. Voting in favor:

McMahon. Opposed: Kumnick, O'Connell, Celmer and Baron. The motion was **defeated**, 1-4-0.

- **Discussion:** Board of Selectmen's Notice of Vote: June 27, 2011 Meeting. This was tabled since Annino, who asked that it be added to the agenda, was not present. McMahon noted that requests to add items to the usual agenda should be sent to him directly.
- **Tax Collector's Report for June 2011.** Distributed prior to the meeting. Members were asked to review it and bring questions to the next meeting of the BOF.
- **Town Governance of Regional School Districts.** Update by Celmer.

Additions to Agenda for August 9, 2011 Regular Monthly Meeting. Kumnick **MOVED** to cancel the August 9, 2011 Regular Meeting. Baron seconded the motion. Discussion: a special meeting will be called if warranted. Voting in favor: McMahon, Kumnick, Baron, Celmer and O'Connell. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0. Members were asked to notify McMahon when they will not be available in August.

There being no further business, the meeting was. **adjourned** by McMahon at 8:40 P.M.>

Respectfully submitted,

Sherry Lee Hynes

Sherry Lee Hynes, Secretary

E-mailed: Town Clerk
Board of Selectmen
Claudette Lagasse, Town Treasurer
Regina Regolo, Director of Finance
Sherry Lee Hynes, Secretary
BOF Members
Carol Gordon, Secretary