

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

MINUTES

Regular Monthly Meeting
September 13, 2011

Chair John McMahon called the September 13, 2011 Regular Monthly Meeting of the Town of Killingworth's Board of Finance to order at 7:04 P.M. in the Front Meeting Room of the Town Office Building. Members present: Chair John McMahon, Vice Chair Hilary Kumnick and Members Louis Annino, Gwenne Celmer and Shawn O'Connell (arrived at 7:10 P.M.). Clerk Jerome Baron was absent. In the absence of Clerk Baron, McMahon named Celmer as Acting Clerk. Visitors are as noted below.

Claudette Lagasse, Town Treasurer, presented her reports for July and August 2011. She gave an overview of some deposits then addressed several inquiries of the Board. As to the research she and Financial Director Regina Regolo banking institutions for the town banking, it is their recommendation that the Town stay with their current banking institution at this time. It was the consensus of the BOF that the Town stay with the current banking institution.

(O'Connell arrived at 7:10 P.M. during Lagasse's presentation.)

First Selectwoman Catherine Iino

- **Funding Requests.** Iino presented the following funding requests as approved and recommended by the Board of Selectmen:
 1. **Tower Hill Road.** Request for \$10,184.15 for the court ordered clean-up of the property along with associated legal fees and court costs. **Richard Leighton, Agent for the Health Director**, outlined the actions taken against the property owner. The property will be liened for the Town's incurred costs. McMahon suggested that the funds come from contingency.
 2. **Town Hall Staffing Configuration:** Request for \$10,608 for an administrative assistant for the Land Use Office. She distributed a Memo dated September 13, 2011 from Cathie Jefferson outlining the need for a clerk in the Land Use Office and the advertisement that was placed for the position. One applicant appears to be well-suited for the position. Iino, Jefferson and Leighton addressed inquiries of the Board members regarding the need for the position.
- **Hurricane Irene.** Iino advised that to date the Town has incurred approximately \$8,000 in overtime for public works employees and \$1,000 in supplies. At this time there is no estimate for the cost for outside

contractors utilized in the clean-up. She anticipates that the Town will apply to and qualify for FEMA funds to help offset the costs.

Regina Regolo, Financial Director, distributed her reports for July and August 2011 prior to the meeting. There were no Board inquiries at this time.

Executive Session: Labor Negotiations and Land Acquisition. This was not held.

Minutes.

- **July 13, 2011 Regular Monthly Meeting.** Celmer **MOVED** to accept and approve as presented the Minutes of the July 13, 2011 Regular Monthly Meeting. Kumnick seconded the motion. Discussion: none. Voting in favor: McMahon, Kumnick, Celmer and O'Connell. Opposed: none. Abstentions: Annino. The motion was **carried**, 4-0-1.
- August 9, 2011 Regular Monthly Meeting (Cancelled)

Bills. Celmer **MOVED** to approve the invoices of Hynes for July 2011 (\$83.25) and August 2011 (\$39.96). Kumnick seconded the motion. Discussion: none. Voting in favor: McMahon, Kumnick, Annino, Celmer and O'Connell. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

Town Governance of Regional School Districts. Update by Celmer. She distributed a draft letter for review for the October BOF Meeting.

Tax Collector's Reports July and August 2011. These were distributed for review. There were no inquiries at this time.

Funding Request: Tower Hill Road. O'Connell **MOVED** to transfer \$10,184.15 from contingency to the Hazardous Abatement line item in the Health Department's budget. Celmer seconded the motion. Discussion: none. Voting in favor: McMahon, Kumnick, Annino, Celmer and O'Connell. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

Funding Request: Administrative Assistant, Land Use Office.

Celmer **MOVED** to fund the position of Administrative Assistant in the Land Use Office with the understanding that the balance of responsibilities of the person who had been responsible for these tasks will be taken up by tasks that have been previously the responsibility of the First Selectman's Administration Assistant and other duties as assigned by the First Selectman. Said position to be funded from "unexpended salaries" in the amount of \$10,608.00. Kumnick seconded the motion. Discussion: members discussed where the funds should come from. Kumnick withdrew the second to the motion so Celmer could amend same.

Celmer **AMENDED** the motion to fund the temporary position of Administrative Assistant in the Land Use Office, said position to be funded from contingency. Kumnick seconded the motion. Discussion: members discussed the funding of the position.

O'Connell **MOVED** the motion. Kumnick seconded the motion. Discussion: Voting in favor: McMahan, Kumnick, Annino, Celmer and O'Connell. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

Vote on motion as amended: Voting in favor: McMahan, Kumnick, Annino and Celmer. Opposed: O'Connell. Abstentions: none. The motion was **carried**, 4-1-0.

Additions to Agenda for October 11, 2011 Regular Monthly Meeting.:
Preliminary Town Audit Ending June 30, 2011 will be added to the Agenda.

There being no further business, Annino **MOVED** to adjourn the meeting. O'Connell seconded the motion. Discussion: none. Voting in favor: McMahan, Kumnick, Annino, Celmer and O'Connor. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0. The meeting was **adjourned** at 8:25 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