

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

MINUTES
Regular Monthly Meeting
November 8, 2011

Chair John McMahon called the November 8, 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. Members present: Chair John McMahon, Vice Chair Hilary Kumnick, Gwenne Celmer, Louis Annino, Clerk Jerome Baron and Shawn O'Connell. Visitors are as noted below.

Prior to the start of the agenda, McMahon expressed the Board's sincere gratitude for the participation of Members Jerome Baron and Louis Annino whose terms end tonight with the Town elections. He acknowledged Annino's long-time involvement on numerous boards and commissions. He acknowledged the benefits the Board gained from Jerome Baron's financial background.

Claudette Lagasse, Town Treasurer, presented her report for October 2011. She gave an overview of some grant monies that were received then addressed several inquiries of the Board. She noted that that the tax collections are in line with this time last year.

First Selectwoman Catherine Iino was not present. McMahon advised that there are no funding requests at this time.

Michelle Loso, CPA, of Seward and Monde, the Town's Auditing Firm, was not present this evening. She will be present at the December meeting to present the final audit for FY Ending June 30, 2011.

Regina Regolo, Financial Director, distributed her report for October 2011 prior to the meeting. There were no Board inquiries at this time. She gave preliminary figures on the cost of the recent snow storm to the Town.

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

Annino **MOVED** to accept and approve as presented the **Minutes of the October 11, 2011 Regular Monthly Meeting**. Baron seconded the motion. Discussion: none. Voting in favor: McMahon, Baron, Annino and O'Connell. Opposed: none. Abstentions: Kumnick and Celmer. The motion was **carried**, 4-0-2.

Bills. Celmer **MOVED** to approve the **invoice of Hynes** for October 2011 Clerical Hours in the amount of \$52.84. O'Connell seconded the motion. Discussion: none. Voting in favor: McMahon, Annino, Baron, Celmer, Kumnick and O'Connell. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

Tax Collector's Report for October 2011. This was distributed for review. There were no inquiries at this time.

Funding Requests: none.

Adjustments: FY Ending June 30, 2011:

- **Overs and Unders: FY Ending June 30, 2011.** Baron **MOVED** to accept and approve as presented the over-expended line accounts totaling \$160,304 to be funded from the under-expended line accounts totaling \$160,304, as noted on the listing prepared by Town Auditors Seward and Monde (attached). Annino seconded the motion. Discussion: none. Voting in favor: McMahon, Kumnick, Baron, Annino, Celmer and O'Connell. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.
- **Overs and Unders to Town Meeting.** Annino **MOVED** to send to Town Meeting for Fiscal Year Ending June 30, 2011, Overages for Tax Rebates and Refunds in the amount of \$22,246 and Miscellaneous Grants in the amount of \$24,445 to be funded from the undesignated general fund balance (see the sheet attached). Celmer seconded the motion. Discussion: none. Voting in favor: McMahon, Kumnick, Baron, Annino, Celmer and O'Connell. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.
- **Capital Close-outs.**
 - O'Connell **MOVED** to town meeting, \$24,756 for the backhoe loader and \$8,081 for the mason dump with plow and sander, the balance to revert to the Highway Department Equipment Reserve; Baron seconded the motion. Discussion: none. Voting in favor: McMahon, Kumnick, Baron, Annino, Celmer and O'Connell. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.
 - Kumnick **MOVED** to town meeting \$881 for the Open Top Container and \$154,651 for the Burr Hill Road Project, the balance to revert to Undesignated/Unreserved Capital Fund Balance. Annino seconded the motion. Discussion: none. Voting in favor: McMahon, Kumnick, Baron, Annino, Celmer and O'Connell. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

Calendar: 2012 & January 2013. It was the consensus of the Board that the meetings continue to be held on the second Tuesday of the month at 7:00 P.M. unless otherwise stated on the agenda.

(Annino left the meeting at 7:50 P.M.)

Additions to the December Regular Monthly Meeting Agenda: the presentation of the final audit will be added to the agenda.

There being no further business, Baron **MOVED** to adjourn the meeting. Kumnick seconded the motion. Discussion: none. Voting in favor: McMahon, Kumnick, Baron, Celmer and O'Connor. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0. Annino was not present. The meeting was **adjourned** at 7:55 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
Michelle Loso, Town Auditor

BOF
mins. Addendum
11-8-11
Pg 4

TOWN OF KILLINGWORTH, CONNECTICUT
GENERAL FUND
SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES
BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
FOR THE YEAR ENDED JUNE 30, 2011

| | Original Budget | Revised Budget | Actual | Variance Favorable (Unfavorable) | Proposed Transfers | |
|---|--------------------|-------------------|-----------|--|-----------------------|---------|
| First Selectman - meeting expense | 750 | 750 | 769 | (19) | 19 | - |
| First Selectman - mileage | 2,000 | 2,000 | 1,137 | 863 | (800) | 63 |
| Selectman's secretary - salary | 32,536 | 32,536 | 33,317 | (781) | 781 | - |
| Probate court support | 950 | 950 | 1,497 | (547) | 547 | - |
| Contingency | 27,000 | 11,000 | - | 11,000 | (11,000) | - |
| Town Clerk - salary | 58,489 | 58,489 | 58,489 | - | - | - |
| Town Clerk Assistant A - salary | 34,371 | 34,371 | 41,352 | (6,981) | 6,981 | - |
| Town Clerk Assistant B - salary | 13,000 | 13,000 | 13,405 | (405) | 405 | - |
| Town Clerk - expenses | 30,845 | 30,845 | 26,981 | 3,864 | (3,864) | - |
| Building official - salary | 41,000 | 41,000 | 49,540 | (8,540) | 8,540 | - |
| Building official - expenses | 9,550 | 9,550 | 7,830 | 1,720 | (1,720) | - |
| Water testing fees | 1,450 | 1,450 | 2,352 | (902) | 902 | - |
| Buildings and grounds | 23,795 | 23,795 | 20,927 | 2,868 | (2,000) | 868 |
| Electricity | 30,000 | 30,000 | 31,098 | (1,098) | 1,098 | - |
| Social security/medicare | 80,000 | 80,000 | 81,501 | (1,501) | 1,501 | - |
| Medical/dental insurance | 270,000 | 270,000 | 181,639 | 88,361 | (8,089) | 80,272 |
| Life/disability insurance | 6,400 | 6,400 | 6,561 | (161) | 161 | - |
| Postage/meter rental | 12,500 | 12,500 | 11,891 | 609 | (609) | - |
| Computer supplies | 21,444 | 21,444 | 21,357 | 87 | (67) | 20 |
| Computer maintenance and licenses | 23,038 | 23,038 | 23,714 | (676) | 676 | - |
| Actuarial expense | 1,920 | 1,920 | 3,635 | (1,715) | 1,715 | - |
| Actuarial expense | 1,920 | 1,920 | 1,000 | 920 | (920) | - |
| Fire Marshal - expenses | 3,450 | 3,450 | 3,412 | 38 | (38) | - |
| Office of emergency management | 7,420 | 7,420 | 2,467 | 4,953 | (4,953) | - |
| Emergency planning committee | 1 | 1 | - | 1 | (1) | - |
| Resident State Trooper - salary | 88,668 | 88,668 | 90,792 | (2,124) | 2,124 | - |
| Resident State Trooper - expenses | 13,070 | 13,070 | 18,241 | (5,171) | 5,171 | - |
| Mechanic - salary | 53,893 | 53,893 | 56,865 | (2,972) | 2,972 | - |
| Driver/operator - salary | 201,782 | 201,782 | 217,462 | (15,680) | 15,680 | - |
| Highway - other | 379,029 | 379,029 | 286,382 | 92,647 | (18,652) | 73,995 |
| Bulky waste disposal | 60,900 | 60,900 | 56,465 | 4,435 | (4,392) | 43 |
| Health Director | 8,000 | 8,000 | 14,480 | (6,480) | 6,480 | - |
| Restaurant sanitarian | 4,000 | 4,000 | 2,861 | 1,139 | (1,139) | - |
| Sanitarian | 16,000 | 16,000 | 21,387 | (5,387) | 5,387 | - |
| Sanitarian - expenses | 5,600 | 5,600 | 2,823 | 2,777 | (2,777) | - |
| Public health nurse | 4,000 | 4,000 | 441 | 3,559 | (3,559) | - |
| Planning and zoning | 8,950 | 8,950 | 3,045 | 5,905 | (2,652) | 3,253 |
| Land use reporting requirement | 3,000 | 3,000 | 5,452 | (2,452) | 2,452 | - |
| Zoning enforcement officer - expenses | 3,100 | 3,100 | 3,300 | (200) | 200 | - |
| Inlands wetlands commission | 2,150 | 2,150 | 799 | 1,351 | (1) | 1,350 |
| Inlands wetlands enforcement officer - salary | 19,242 | 19,242 | 19,243 | (1) | 1 | - |
| Killingworth housing partnership | 1,000 | 1,000 | 576 | 424 | (79) | 345 |
| Miscellaneous government refunds | 1 | 1 | 5,175 | (5,174) | 5,174 | - |
| The Rushford Center | 750 | 750 | - | 750 | (655) | 95 |
| Friendly fund/helping hands | 1,000 | 1,000 | - | 1,000 | (1,000) | - |
| | 1,607,964 | 1,591,964 | 1,431,660 | 160,304 | - | 160,304 |

160,304

BOF
 Mins. Addendum
 11/8/11
 Pg 5

Town of Killingworth
 Preliminary - 6/30/11

| | | |
|--|------------------|---------------------------|
| Original Appropriation from 2010-2011 Budget | 1,240,854 | |
| Fiscal 09-10 Carryovers: | | |
| Wettish property development | 8,783 | Town Meeting 11/18/10 |
| Town website | 10,000 | Town Meeting 11/18/10 |
| Snow removal | 46,000 | Town Meeting 4/26/11 |
| Tax abatements and refunds | 22,246 | Pending |
| Miscellaneous grants | <u>24,445</u> | Pending |
| | <u>1,352,328</u> | |
| | | |
| Original Contingency budget | 27,000 | |
| Station 2 renovations | (9,000) | Board of Finance 9/14/10 |
| Library | <u>(7,000)</u> | Board of Finance 12/14/10 |
| | <u>11,000</u> | |

Capital Closeouts

\$16,675 Backhoe Loader
\$ 8,081 Mason Dump w/ Plow and Sander
Balance to revert to Highway Dept equipment reserve

\$881 Open Top Container
\$154,651 Burr Hill Road Project
Balance to revert to Undesignated / Unreserved Capital Fund Balance

BOF
11/8/11 Min.
Addendum
Pg 6