

TOWN OF KILLINGWORTH
323 ROUTE 81
KILLINGWORTH, CT 06419

BOARD OF FINANCE
MINUTES
Regular Meeting
November 13, 2012

Chair John McMahon called the November 13, 2012 Regular Monthly Meeting of the Town of Killingworth's Board of Finance to order at 7:00 P.M. in the Front Meeting Room of the Town Office Building, 323 Route 81, Killingworth, Connecticut. Members present: Chair John McMahon, Vice Chair Shawn O'Connell, Hilary Kumnick, Clerk Gwenne Celmer, Mark Williams and Nancy Gorski.

McMahon introduced Town Auditor Michelle Loso, CPA of Seward and Monde, who in turn introduced Andrew Swietag of Seward and Monde.

Claudette Lagasse, Town Treasurer, presented and gave an overview of her October 2012 Report. She addressed inquiries of the Board. She noted that the rate of tax collections is in-line with that of October 2011.

Town Audit Ending June 30, 2012. Loso, with some input from Finance Director Regina Regolo, presented and gave an overview of the Preliminary Audit Ending June 30, 2012. She expressed her thanks for the Regolo for input in the preparation of the Town Audit and the co-operation of Town personnel. BOF Members praised her and her company for their efforts preparing the Town Report.

FY 11/12 Overs and Unders Under \$20,000. O'Connell **MOVED** to accept and approve the Report of Overs and Unders for FY 11/12 as Prepared and Submitted by Finance Director Regolo on November 13, 2012 (said List is attached hereto as part of these Minutes). Celmer seconded the motion. Discussion: none. Voting in favor: McMahon, O'Connell, Kumnick, Gorski and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

FY 11/12 Overs and Unders Over \$20,000. Kumnick **MOVED** to accept and move to Town Meeting the Overs and Unders Over \$20,000 for FY 11/12 as noted in the Legal Call of the Town Meeting for November 15, 2012 (copy attached hereto as part of these Minutes). Gorski seconded the motion. Discussion: none. Voting in favor: McMahon, O'Connell, Kumnick, Gorski and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

Kumnick **MOVED** to close out the capital account accounts for FY 11/12 as noted in the Legal Call of the Town Meeting for November 15, 2012. O'Connell seconded the motion. Discussion: members discussed with Public Works Foreman Walter Adametz the removal of the hoop house for public works. Adametz stated he will be putting this request in a future budget. Voting in favor: McMahon, O'Connell, Celmer, Kumnick,

Gorski and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

Snow Removal. O'Connell **MOVED** to Town Meeting the re-appropriation of \$90,000 for Snow Removal from FY 11/12 to FY12/13 as noted in the Call of Town Meeting attached. Gorski seconded the motion. Discussion: none. Voting in favor: McMahon, O'Connell, Kumnick, Gorski, Celmer and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

First Selectwoman Catherine Iino

- **Funding Request: \$10,000 to \$15,000 for Tree Removal.** Iino, with input from Adametz explained that this is for removal tree branches and/or trees that have died from natural causes and are a threat to public safety. The cost per tree is approximately \$1,000 to \$1,500 depending on the work needed and if an outside source is needed to perform the work. In addition, Adametz will be looking towards reduction/removal of tree canopies. It is anticipated that all or a portion of qualifying expenses to the town to address emergency tree work caused by Superstorm Sandy and the subsequent snow storm on October 31, 2012 will be reimbursed from FEMA. BOF members encouraged Adametz to include a line item in future budgets for tree maintenance to include expenses for an arborist/consultant to help develop a long-term plan for tree maintenance/removal and for the hiring of tree removal companies when necessary. BOF members praised the Town for its response to Superstorm Sandy and the subsequent snow storm.
- **Electronic Collection of Taxes.** The Town is looking into methods for electronic payment of taxes.
- **Assessment Appeals.** Several decisions of the Board of Assessment Appeals have been brought to Court. Hearings are upcoming.
- **Health Card for Killingworth Residents.** Cards have gone out to all households in Killingworth. Additional cards are available at the Town Hall. The Health Card has been issued by CCM at no cost to the Town or Town Residents. The local pharmacy is accepting the cards.

Funding Request: \$10,000 to \$15,000 for Tree Removal.

- Celmer **MOVED** to approve \$17,500 for the balance of this FY for tree work, to be funded from contingency. Kumnick seconded the motion. Discussion: members discussed the request of \$10,000 to \$15,000 in relation to the motion to approve \$17,500. Of concern, would \$15,000 be enough to last for the balance of this fiscal year. Kumnick **WITHDREW** his second to the Motion. Celmer **WITHDREW** the motion.
- Celmer **MOVED** to approve \$15,000 for the balance of this FY for tree work, to be funded from contingency. Kumnick seconded the motion. Discussion: none. Voting in favor: McMahon, O'Connell, Celmer, Gorski, Kumnick and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

Gina Regolo, Finance Director, e-mailed her October 2012 Report prior to the meeting. There were no inquiries at this time. Members brought up concern for “pickers” at the transfer station – especially at the metal bin. McMahon will discuss this with First Selectwoman Iino.

The **Executive Session** listed on the Agenda was not held.

Amended Minutes: October 9, 2012 Regular Meeting.

- McMahon proposed the following amendment: Page 3 – Motion to approve an amount not to exceed \$20,000 for Emergency Repairs to the Main Fire House to add: “to be funded from the ‘capital surcharge account’.”
- McMahon **MOVED** to approved with the amendment proposed by McMahon at the meeting tonight, the Amended Minutes of the October 9, 2012 Regular Meeting. Gorski seconded the motion. Discussion: none. Voting in favor: McMahon, Celmer, Kumnick, O’Connell, Gorski and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

Town Governance of Regional School Districts Subcommittee Report. McMahon will invite Karen Perry, Chairman, RSD #17 and Howard Theyry, Superintendent, RSD #17, to meet with the BOF.

Invoices:

- O’Connell **MOVED** to accept and approve for payment the Invoice of Hynes for \$159.84 for October 2012 Clerical Hours. Celmer seconded the motion. Discussion: none. Discussion: none. Voting in favor: McMahon, Celmer, Kumnick, O’Connell, Gorski and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.
- Kumnick **MOVED** to accept and approve for payment the invoice of Seward and Monde for the Second Installment for the Town Audit Ending June 30, 2012 in the amount of \$7,500. Williams seconded the motion. Discussion: none. Voting in favor: McMahon, Celmer, Kumnick, O’Connell, Gorski and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

Meeting Date and Time for Fiscal Year 2013 and January 2014. The BOF will continue to meet on the Second Tuesday of the Month at 7:00 P.M. McMahon will prepare and submit the Calendar.

Tax Collector’s Report: October 2012. The report was distributed via e-mail prior to the meeting. There were no inquiries at this time.

Additions to customary agenda for December

- Final Audit Ending June 30, 2012
- Adopt Calendar: 2013 and January 2014

There being no further business, Kumnick **MOVED** to adjourn the meeting. Gorski seconded the motion. Discussion: none. Voting in favor: McMahon, O'Connell, Celmer, Gorski, Kumnick and Williams. Opposed: none. Abstentions: None. The motion was **carried** 6-0-0. The meeting was **adjourned** at 9:08 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
Dawn Moony, Webmaster
Elisabeth Disbrow, Administrative Assistant
Michelle Loso, CPA

	Adjusted Budget	Actual Expenditures	(Over)		
			Under	Transfer	
Selectman's secretary - salary	33,317	29,985	3,332	(3,332)	0
Office expense	11,400	17,214	(5,814)	5,814	0
Board of Elections - salaries	9,000	8,420	580	(580)	0
Board of Elections - expenses	18,000	19,460	(1,460)	1,460	0
Contingency	4,208	-	4,208	(4,208)	0
Assessor - salary	55,169	47,013	8,156	(192)	7,964
Assessor assistant - salary	41,697	41,889	(192)	192	0
Town Clerk Assistant A - salary	41,696	42,536	(840)	840	0
Town Clerk Assistant B - salary	13,390	13,757	(367)	367	0
Town Clerk - expenses	27,805	26,132	1,673	(1,207)	466
Building official - salary	41,000	46,403	(5,403)	5,403	0
Building official - expenses	9,550	5,996	3,554	(3,554)	0
Land use secretary - salary	13,684	13,164	520	(520)	0
Water testing fees	2,000	2,016	(16)	16	0
Buildings and grounds	23,795	17,601	6,194	(499)	5,695
Telephone expense	11,000	8,590	2,410	(268)	2,142
Town office building - custodian	5,000	5,268	(268)	268	0
Workers compensation insurance	35,000	51,546	(16,546)	16,546	0
Medical/dental insurance	222,000	147,415	74,585	(35,127)	39,458
Life/disability insurance	6,400	7,792	(1,392)	1,392	0
Computer maintenance and licenses	22,023	20,460	1,563	(1,527)	36
Town website	6,000	7,463	(1,463)	1,463	0
IT network support	25,736	25,800	(64)	64	0
Resident State Trooper - salary	105,417	105,758	(341)	341	0
Resident State Trooper - expenses	14,070	30,918	(16,848)	16,848	0
Driver/operator - salary	212,886	167,633	45,253	(6,088)	39,165
Overtime/special	4,500	10,588	(6,088)	6,088	0
Compactor - attendant salary	24,097	24,792	(695)	695	0
Compactor - maintenance and operations	25,400	29,668	(4,268)	4,268	0
Bulky waste disposal	66,050	52,622	13,428	(5,778)	7,650
Hazardous waste collection	12,000	12,815	(815)	815	0
Health Director	15,000	21,644	(6,644)	6,644	0
Sanitarian	16,000	8,980	7,020	(6,644)	376
Planning and zoning	8,850	3,180	5,670	(2,362)	3,308
Land use reporting requirement	3,000	5,162	(2,162)	2,162	0
Zoning enforcement officer - expenses	3,100	3,300	(200)	200	0
			106,260	0	106,260