

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

MINUTES

Regular Monthly Meeting
December 10, 2013

Chair John McMahon called the December 10, 2013 Regular Monthly Meeting of the Town of Killingworth's Board of Finance to order at 7:05 P.M. Members present: Chair John McMahon, Vice Chair Shawn O'Connell, Clerk Gwenne Celmer, Carolyn Anderson, Nancy Gorski, and, Mark Williams. McMahon welcomed new member Carolyn Anderson to her first official meeting.

Visitors

- **Claudette Lagasse, Town Treasurer**, distributed and presented an overview of her November 2013 Report then addressed inquiries of the Board of Finance (BOF).
- **Michelle Loso, Town Auditor**. The audit was completed at the November 2013 meeting.
- **Catherine Iino, First Selectwoman** – was not present
- **Regina Regolo, Financial Director**
 - a. **Volunteer benefits**. Regolo was asked by McMahon to look into state legislation on mandatory benefits for volunteers going into effect in the near future.
 - b. **RFP for Auditing Services**. The RFP will be issued on December 11, 2013. There will be a pre-bid mandatory meeting on January 10, 2014, 2:00 P.M. in the Selectmen's Conference Room. BOF members are invited to attend.
 - c. **Ten-year Capital Plan**. She anticipates presenting the plan in January 2014.
 - d. **November 2013 Report**. This was distributed prior to the meeting. There were no concerns at this time.

2014 & January 2015 Calendar. Williams **MOVED** to approve as presented the BOF Calendar for 2014 & January 2015. O'Connell seconded the motion. Discussion: none. Voting in favor: McMahon, O'Connell, Celmer, Anderson, Gorski, and, Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

2014/2015 Officers

McMahon opened the floor for nominations for chair.

Celmer **NOMINATED** McMahon for chair. Gorski seconded the nomination.

There being no further nominations for chair, Williams **MOVED** to close the nominations for Chair and for the clerk to cast one ballot for McMahon for Chair. Gorski seconded the motion. Discussion: none. Voting in favor: McMahon, O'Connell, Celmer, Anderson, Gorski, and, Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0. Celmer cast one ballot for McMahon for Chair.

McMahon opened the floor for nominations for vice chair.

Williams **NOMINATED** Celmer for Vice Chair. O'Connell seconded the nomination.

Gorski **NOMINATED** O'Connell for Vice Chair. O'Connell declined the nomination.

There being no further nominations, Williams **MOVED** to close the nominations for vice chair and for the clerk to cast one ballot for Celmer for Vice Chair. O'Connell seconded the motion. Discussion: none. Voting in favor: McMahon, O'Connell, Celmer, Anderson, Gorski, and, Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0. Celmer cast one ballot for herself for Vice Chair.

McMahon opened the floor for nominations for clerk.

Williams **NOMINATED** Gorski for Clerk. O'Connell seconded the nomination.

There being no further nominations, Williams **MOVED** to close the nominations for clerk and for the Clerk to cast one ballot for Gorski for Clerk. Celmer seconded the motion. Discussion: none. Voting in favor: McMahon, O'Connor, Celmer, Anderson, Gorski, and, Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0. Celmer cast one ballot for Gorski for Clerk.

Executive Session (not held)

- Labor Negotiations
- Land Acquisition

Minutes:

- **November 12, 2013 Regular Meeting.** Williams **MOVED** to accept and approve as presented the Minutes of the November 12, 2013 Regular Monthly Meeting. Gorski seconded the motion. Discussion: none. Voting in favor: McMahan, O'Connell, Celmer, Gorski and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0. Anderson was not eligible to vote.
- **December 3, 2013 Special Meeting.** Williams **MOVED** to accept and approve as presented the Minutes of the December 3, 2013 Special Meeting. Gorski seconded the motion. Discussion: none. Voting in favor: McMahan, O'Connell, Celmer, Anderson, Gorski, and, Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

Bills

- **Seward and Monde.** O'Connell **MOVED** to accept and approve for payment the invoice of Seward and Monde dated December 5, 2013 in the amount of \$7,600.00 for the final installment for the Audit for Year Ending June 30, 2013. Gorski seconded the motion. Discussion: none. Voting in favor: McMahan, O'Connell, Celmer, Anderson, Gorski, and, Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.
- **Hynes.** Celmer **MOVED** to accept and approve for payment the invoice of Hynes for her November and October Clerical Services in the amount of \$86.04. Anderson seconded the motion. Discussion: none. Voting in favor: McMahan, O'Connell, Celmer, Anderson, Gorski, and, Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

Old/New Business

- **Action on Funding Requests.** None.
- **Pre-budget Meeting: Parmelee Steering Committee.** Tim Gannon and Peg Scofield presented a comprehensive overview of the progress made at the Parmelee Farm and anticipated expenses and projects for Fiscal Year 14/15. They emphasized the hours of donated time by residents as well as labor and materials by local contractors. The contractors, some of whom are also Killingworth residents, are providing many materials at cost when they are not donating them. They are also donating their expertise in the planning for future structures and appurtenances on site. McMahan asked for a proposed operating budget as well as a 5-year, and possibly 10 year capital plan, for equipment and future projects. Members commended the Committee on their continuous efforts to pursue grants, donations and volunteer labor.
- **Tax Collector's Report: November 2013.** Distributed prior to the meeting. There were no inquiries at this time.

Agenda: January 14 2013 Regular Meeting. Additions to agenda:

- 2014 Budget Schedule

- Pre-budget Meetings with Allison Karam of the Board of Directors of the Killingworth Library Association

Chair's Comments. McMahon thanked the members for their time and input for 2013 and looked forward to the continuation of same in 2014.

There being no further business, Williams **MOVED** to adjourn the meeting. Celmer seconded the motion. Discussion: none. Voting in favor: McMahon, O'Connell, Celmer, Anderson, Gorski, and, Williams. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0. The meeting was **adjourned** at 8:45 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