

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

Minutes
Regular Monthly Meeting
October 14, 2014

In the absence of Chair John McMahon, Acting Chair Gwenne Celmer called the October 14, 2014 Regular Monthly Meeting of the Board of Finance of the Town of Killingworth to order at 7:05 P.M. in the Front Meeting Room of the Town Office Building, 323 Route 81, Killingworth, Connecticut. Members present: Vice Chair Gwenne Celmer, Carolyn Anderson, Shawn O'Connell and Mark Williams. Chair John McMahon and Clerk Nancy Gorski were absent. Visitors are noted below. Celmer named Anderson as Acting Clerk.

Visitors

- **Claudette Lagasse, Town Treasurer:** presented her September 2014 Report with input from Financial Director Regina Regolo. She reviewed some deposits. For the time being, investments will remain as is.
- **Catherine Iino, First Selectwoman:** not present.
- **Regina Regolo, Financial Director**
 - a. **Tax Exempt Post Bond Issuance Tax Compliance Procedures – Revised.** She discussed the tracking procedures. Members, led by O'Connell, questioned whether the Procedures should be signed. It was the consensus that the BOF would sign and date the document if adopted.

O'Connell **MOVED** to adopt the Town of Killingworth Revised Tax Exempt Bond Post Issuance Tax Compliance Procedures as submitted October 14, 2014, effective October 14, 2014. Williams seconded the motion. Discussion: none. Voting in favor: Celmer, Anderson, O'Connell and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 4-0-0.

- b. **September 2014 Report.** It was noted that the position of town crew foreman is no longer a union position upon an agreement between the Town and the Union.
- c. **Venuti property.** In response to an inquiry by a BOF member, Regolo advised that a deposit has been given to a real estate appraiser to appraise the property for the Town.
- d. **Highway Department Budget.** A member questioned a high percentage of expenditures on some line items. Regolo advised this represents expenses related to seasonal work. Also, drivers are going for advanced CDL licenses required to operate a new piece of

equipment. There are training expenses related to the licensing. It is expected this line item will exceed its budget.

Executive Session

- **Labor Negotiations**
- **Land Acquisition**

Not held.

Minutes

- **August 2, 2014 Special Meeting.** Williams **MOVED** to accept and approve as submitted the Minutes of the August 2, 2014 Special Meeting. Anderson seconded the motion. Discussion: member eligibility to vote. Voting in Favor: Anderson and Williams. Opposed: none. Abstentions: Celmer and O'Connell. The motion was **carried**, 2-0-2.
- **September 9, 2014 Regular Monthly Meeting.** Anderson **MOVED** to accept and approve as presented the Minutes of the September 9, 2014 Regular Meeting. Williams seconded the motion. Discussion: none. Voting in favor: Celmer, Anderson and Williams. Opposed: none. Abstention: O'Connell. The motion was **carried**, 3-0-1.

Bills/Correspondence. Williams **MOVED** to accept and approve as presented the invoice of Hynes for her September clerical hours in the amount of \$106.29. O'Connell seconded the motion. Discussion: none. Voting in favor: Celmer, Anderson, O'Connell and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 4-0-0.

Old/New Business

- **Action on Funding Requests.** No requests.
- **Poll Workers.** It was brought to the attention of Williams that food is not provided by the Town for poll workers. After a phone call, O'Connell advised that this practice was eliminated several years ago so raises could be given to the workers. The BOF recommends to the Board of Selectmen that a line item for meals be included in the appropriate election budget for workers on poll days (workers, registrars and town clerk staff).
- **Tax Collector's Report: September 2014.** The report was distributed prior to the meeting. It appears the collection rate is in line with this time last year.
- **Building Official Budget.** It has come to the attention of the BOF that the allocation for building inspections for solar arrays needs to be addressed.
- **Update: Salary Review & Personnel Policy Committee.** Celmer updated the Commission.
- **Annual Report Request: FY Ending June 30, 2014.** Secretary Hynes advised the Request was distributed on October 1, 2014.

- **Sheldon Field.** Williams inquired if the old silver fencing will be replaced as part of the renovation project. If not, it is his suggestion that it be repainted and de-weeded.
- **Revised Tax Exempt Bond Post Issuance Tax Compliance Procedures.** See above.

Additions to Agenda: November 11, 2014 Regular Meeting (Veteran’s Day).
FY 13/14 Overs and Unders will be added to the agenda.

There being no further business, Williams **MOVED** to adjourn the meeting. O’Connell seconded the motion. Discussion: none. Voting in favor: Celmer, Anderson, O’Connell and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 4-0-0. The meeting was **adjourned** at 8:05 P.M.

Respectfully submitted,

Sherry Lee Hynes

Sherry Lee Hynes, Secretary

E-mailed: Town Clerk
Board of Selectmen
Board of Finance
Claudette Lagasse, Town Treasurer
Dawn Moony, Webmaster
Elizabeth Disbrow, Administrative Assistant
Regina Regolo, Director of Finance
Sherry Lee Hynes, Secretary