

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

Minutes

Regular Monthly Meeting
November 10, 2015

In the absence of Chair John McMahon, Vice Chair Gwenne Celmer called the November 10, 2015 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: Vice Chair Gwenne Celmer, Clerk Nancy Gorski, Carolyn Anderson, Shawn O'Connell and Mark Williams (arrived at 7:10 P.M.). Also present were newly-elected Board of Finance members Marcel Couture and Robert Rimmer, whose terms have not started, and residents Robert and Marcella Sassi. Others present are as noted below.

Visitors not on the Agenda. Celmer inquired of Robert Sassi if he wished to address the Board. R. Sassi asked general questions on the oath and duties of the Board. Celmer with input from other Board of Finance members as well as First Selectwoman Catherine lino and Financial Director Regina Regolo addressed his inquiries.

Claudette Lagasse, Town Treasurer distributed her October 2015 Report, reviewed several grants that were received, then addressed inquiries of the Board with input from lino and Regolo.

Catherine lino, First Selectwoman

- **Presentation of a citation** from the Connecticut General Assembly to Mark Williams for his long service to the Town on various agencies, boards and commissions.
- **Proposed Regulations for Competitive Bidding of Contracts for Goods, Equipment, Materials, Supplies, and Services.** lino gave a brief overview of the proposed regulations. Several Board of Finance members suggested further changes. She will bring these changes back to the Board of Selectmen for consideration.
- **Funding requests.** None.
- **Assessor's Office.** Due to the re-organizational of staffing, the clerk's salary line item will exceed that which was budgeted. The allotted salary for a full-time assessor to a part-time assessor will cover the shortfall. Future budgets will be adjusted accordingly.
- **State Grants.** A reduction in state grants has occurred and more are anticipated. Possible shortfalls in the current budget as well as future budgets

- will need to be addressed. Board of Finance members encouraged the Selectmen to apply for qualifying LOCIP projects while the funding is available.
- **Next town meeting.** A town meeting will be called soon to address the renewal of the contract with Valley Shore Emergency Communications. lino would like to see the proposed bidding procedures on the agenda for that meeting as well as the 2015 Audit.
 - **Selectmen’s Annual Report.** lino is working on this.

Regina Regolo, Financial Director:

- **Budget materials** as well as the Town Charter were distributed to the newly elected members. She encouraged them to contact her directly if they have questions.
- **2015 Audit Update** by Regolo with input from Gorski. Presentation of the audit is anticipated for the December monthly meeting.
- **October 2015 Report.** Regolo’s Report was distributed prior to the meeting. There were no inquiries from Board members.

Executive Session – not held.

Labor Negotiations

Land Acquisition

Minutes: October 13, 2015 Regular Meeting. Gorski **MOVED** to accept and approve as presented the Minutes of the October 13, 2015 Regular Meeting. Anderson seconded the motion. Discussion: none. Voting in favor: Celmer, Gorski, Anderson and Williams. Opposed: none. Abstention: O’Connell. The motion was **carried**, 4-0-1.

Bills/Correspondence

- **Hynes.** Gorski **MOVED** to accept and approve for payment the invoice of Hynes in the amount of \$87.96 for her October 2015 Clerical Hours. Williams seconded the motion. Discussion: none. Voting in favor: Celmer, Gorski, Anderson, O’Connell and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.
- **MAWC**, Invoice No. 9985 dated November 5, 2015 for Auditing Services.

(Williams stepped out of the meeting at 7:50 P.M)

Celmer with input from other Board members gave an overview of the issues of the 2014 Audit.

(Williams returned at 7:55 P.M.)

Due to the delay in receiving the preliminary audit, Gorski **MOVED** to table Invoice #9985 in the amount of \$11,000 to the December meeting. Williams seconded the motion. Discussion: none. Voting in favor: Celmer, Gorski, Anderson, O’Connell

and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

Old/New Business

- **Action on Regulations for Competitive Bidding of Contracts for Goods, Equipment, Materials, Supplies, and Services.** O’Connell **MOVED** to table the Regulations for Competitive Bidding of Contracts for Goods, Equipment, Materials, Supplies and Services to the December meeting. Gorski seconded the motion. Discussion: the possibility of a special meeting for action on the Regulations. . Voting in favor: Celmer, Gorski, Anderson, O’Connell and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.
- **Action on Funding Requests.** No requests.
- **2016 Meeting Date.** Consensus: second Tuesday of the month at 7:00 P.M., subject to change if there is a holiday.
- **Acknowledgement of visitors not on the agenda.** O’Connell **MOVED** to add acknowledgement of visitors not on the agenda to the December meeting agenda. Gorski seconded the motion. Discussion: placement on the agenda. Voting in favor: Celmer, Gorski, Anderson, O’Connell and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.
- **Annual Report Requests.** Celmer with input from Gorski and Anderson gave the update of the preparation of the annual report. Celmer was asked to look into the costs to have a private agency do the report.
- **Additions to Agenda: December 8, 2015 Regular Meeting**
 - Adopt Calendar for 2016
 - Election of Officers 2016/17
 - Action on Regulations for Competitive Bidding for Goods, Equipment, Materials, Supplies and Services.
 - 2015 Audit
 - Discussion: Acknowledgement of Visitors Not on the Agenda

This is the last meeting for Williams and McMahon whose terms are coming to an end. Newly elected members were reminded to get sworn in by the town clerk prior to the December 8, 2015 Regular Meeting.

There being no further business, Williams **MOVED** to adjourn the meeting. Gorski seconded the motion. Discussion: none. Voting in favor: Celmer, Gorski, Anderson, O’Connell and Williams. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0. The meeting was **adjourned** at 8:36 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