

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

Minutes

Regular Monthly Meeting
December 8, 2015

Vice Chair Gwenne Celmer called the December 8, 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, Robert Rimmer and Marcel Couture. Also present were residents Robert and Marcella Sassi. Others present are as noted below.

MAWC: 2015 Audit Report. Darin Offerdahl with input from Sarah DePino, both of MAWC, presented the 2015 draft audit and reviewed in detail the synopsis. With input from Gorski and Regolo they addressed inquiries of the Board. It is anticipated that the "overs and unders" will be ready for the January BOF meeting.

Claudette Lagasse, Town Treasurer distributed her November 2015 Report, then reviewed, with input from lino and Regolo, several grants along with miscellaneous income that was received.

Catherine lino, First Selectwoman

- **Proposed Regulations for Competitive Bidding of Contracts for Goods, Equipment, Materials, Supplies, and Services.** lino gave a brief overview of the changes to the proposed regulations as suggested by the BOF and approved by the Board of Selectmen.

Gorski **MOVED** to accept the revised Regulations for Competitive Bidding of Contracts for Goods, Equipment, Materials, Supplies and Services as presented to the Board of Finance on December 4 and 8, 2015 and reviewed at the Board of Finance December 8, 2015 Regular Monthly Meeting. O'Connell seconded the motion. Discussion: none. Voting in favor: Celmer, Gorski, Anderson and O'Connell. Opposed: none. Abstentions: Couture and Rimmer. The motion was **carried**, 4-0-2.

- **Town Clerk's Office.** A part-time assistant town clerk has been hired and will start on January 1, 2016.
- **Funding requests.** None.
- **Status: LOCIP and/or Capital Projects.** No update.

Regina Regolo, Financial Director:

- **2015 Audit Update.** Regolo distributed a draft of the proposed “Overs and Unders” for review. There was an informal discussion on the current setup for record keeping.
- **BOF 2016 Calendar.** Regolo asked for the meeting dates. Couture **MOVED** to approve the calendar for 2016 for the monthly meeting on the Second Tuesday of the month at 7:00 P.M. Rimmer seconded the motion. Discussion: none. Voting in favor: Celmer, Gorski, Anderson, Couture, O’Connell and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.
- **November 2015 Report.** Regolo’s Report was distributed prior to the meeting. Board members’ Inquiries should be addressed to Regolo.

Executive Session – not held.

- Labor Negotiations
- Land Acquisition

Minutes: November 10, 2015 Regular Meeting. Gorski **MOVED** to accept and approve as presented the Minutes of the November 10, 2015 Regular Meeting. Anderson seconded the motion. Discussion: none. Voting in favor: Celmer, Gorski, Anderson and O’Connell. Opposed: none. Abstentions: none. The motion was **carried**, 4-0-0. Couture and Rimmer were not eligible to vote.

Bills/Correspondence

- **MAWC**, Invoice No. 9985 dated November 5, 2015 for Auditing Services. Gorski **MOVED** to approve for payment Invoice No. 9985 dated November 5, 2015 in the amount of \$11,000. Anderson seconded the motion. Discussion: none. Voting in favor: Celmer, Gorski, Anderson, Couture, O’Connell and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.
- **MAWC December 2015 Invoice.** Not available at this time.
- **Hynes:** November Invoice. Tabled to later in the agenda.

Old/New Business

- **Action on Funding Requests.** No requests.
- **Annual Report Requests.** Celmer with input from Gorski and Anderson gave the update on the progress of the annual report. Celmer is looking into the costs to have a private agency do the report.
- **Additions to Agenda: January 12, 2016 Regular Meeting**
 - **2015 Audit**
 - **Overs and Unders: 2015**
- Adopt Budget Calendar for 2016. See above.
- Election of Officers 2016/17
Celmer opened the nominations for chair.
O’Connell **NOMINATED** Celmer for chair. Celmer respectfully declined the nomination.

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

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

Celmer opened the floor for nominations for vice chair.

Anderson **NOMINATED** Celmer for Vice Chair. Rimmer seconded the nomination.

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

Celmer opened the floor for nominations for clerk.

Gorski **NOMINATED** Anderson for clerk. O’Connell seconded the nomination.

There being no further nominations, Couture **MOVED** to close the nominations for clerk and the current clerk to cast one ballot for the nominee. Gorski seconded the motion. Discussion: none. Voting in favor: Celmer, Gorski, Anderson, Couture, O’Connell and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

Gorski cast the ballots for the following officers for 2016:

Gorski for Chair
Celmer for Vice Chair and
Anderson for Clerk.

- **Adoption of 2016 Calendar.** See above.
- **Discussion: Acknowledgement of Visitors Not on the Agenda.** Following a lengthy discussion, Gorski **MOVED** that public comment for a brief period of time will be added to the regular monthly meeting agenda after the “call to order”. Anderson seconded the motion. Discussion: none. Voting in favor: Celmer, Gorski, Anderson, Couture, O’Connell and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

RETURN to Correspondence/Bills

Gorski **MOVED** to accept and approve for payment the November 2015 Invoice of

Hynes for clerical hours in the amount of \$106.29. Anderson seconded the motion. Discussion: none. Voting in favor: Celmer, Gorski, Anderson, Couture, O’Connell, and, Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

RETURN to Old/New Business

Update: Annual Report. Update by Celmer with input from Anderson.

There being no further business, Celmer **MOVED** to adjourn the meeting. O’Connell seconded the motion. Discussion: none. Voting in favor: Celmer, Gorski, Anderson, Couture, O’Connell and Rimmer. 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
Board of Finance
Claudette Lagasse, Town Treasurer
Dawn Moony, Webmaster
Elizabeth Disbrow, Administrative Assistant
Regina Regolo, Director of Finance
Sherry Lee Hynes, Secretary
Darin Offerdahl