

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

**Minutes**

Regular Monthly Meeting  
January 12, 2016

Chair Nancy Gorski called the January 12, 2016 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 Nancy Gorski, Vice Chair Gwenne Celmer, Clerk Carolyn Anderson, Shawn O'Connell, Robert Rimmer and Marcel Couture. Also present were residents Robert and Marcella Sassi. Others present are as noted below.

**Public Comment.** R. Sassi asked and received answers to general questions on the set up of the agenda and asked and received clarification of several agenda items.

**MAWC: 2015 Audit Report.** The Auditors were not present tonight. Financial Director Regina Regolo advised they are in the final phases of the audit. Management is currently addressing the Auditors' Recommendations.

**Claudette Lagasse, Town Treasurer** could not be present this evening but distributed her December 2015 Report. There were no inquiries about the report at this time.

**Catherine Iino, First Selectwoman**

- Presented the **Legal Notice of Town Meeting** for the Overs and Unders to close out FY 2014/15 operating budget overexpenditures in excess of \$20,000, the closeout of capital accounts and to authorize the overexpenditure of a capital project. A copy of the Legal Notice is attached to these Minutes.

Celmer **MOVED** to Town Meeting, the items on the Legal Notice of Town Meeting dated 11 January 2016, as presented by the Board of Selectmen: the Overs and Unders for overexpenditures in excess of \$20,000, the closeout of capital accounts and the overexpenditure of a capital project, all for Fiscal Year 2014/15. Marcel Couture seconded the motion. Discussion: none. Voting in favor: Gorski, Celmer Anderson, Couture, O'Connell, and, Anderson. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

**Regina Regolo, Financial Director:**

- **2015 Audit Update.** Regolo advised there was no substantial change to the draft overs and unders in the draft Audit Report presented in December 2015 to the Board of Finance.
- **December 2015 Report.** The report was distributed for review prior to the meeting. Several inquiries from Board members were satisfactorily addressed.
- **2015 Audit.** Gorski was asked to contact the auditors and request representative(s) from their firm to attend the upcoming town meeting for the acceptance of the audit. The date to be determined.
- **Proposed Budget: FY 15/16.** The budget requests are being compiled by the Board of Selectmen.
- **Extension of Filing of October 1, 2015 Grand List.** Killingworth as well as most other towns is asking for an extension due to issues relating to the State Department of Motor Vehicles' change over in their data management which has resulted in delays in sending data to local towns.
- **Mileage Reimbursement.** The Town Charter states the Board of Finance shall set the rate on a yearly basis. Past practice is that the Board has never done this and the bookkeeping department has used the rate as established by the Federal Government's Internal Revenue Service. This was tabled to the February 2016 Meeting for consideration. A handout from Regolo will be distributed for review.

**Executive Session** – not held.

- Labor Negotiations
- Land Acquisition

**Minutes: December 8, 2015 Regular Meeting.** Celmer **MOVED** to accept and approve as presented the Minutes of the December 8, 2015 Regular Meeting. Anderson seconded the motion. Discussion: none. Voting in favor: Gorski, Celmer, Anderson, Couture, O'Connell, and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

**Bills/Correspondence**

- **MAWC, LLC.** Anderson **MOVED** to accept and approve the December 10, 2015 Invoice from **MAWC, LLC** in the amount of \$4,000. Lally seconded the motion. Discussion: contractual balance due. Voting in favor: Gorski, Celmer, Anderson, Couture, O'Connell, and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.
- **Hynes.** O'Connell **MOVED** to accept and approve for payment the invoice in the amount of \$76.97 for her December 2015 clerical hours. Lally seconded the motion. Discussion: none. Voting in favor: Gorski, Celmer, Anderson, Couture, O'Connell, and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.
- **MAWC January 2016 Invoice.** None presented.

**Old/New Business**

- **Action on Funding Requests.** See above.
- **Tax Collector's Report.** Not available at this time.
- **Annual Report Requests.**
  - Celmer distributed an estimate for services from a local graphic designer to produce the annual report.
  - Anderson **MOVED** to engage Lynn Reed, Graphic Designer, to produce the annual report, for a fee not to exceed \$1600. Couture seconded the motion. Discussion: none. Voting in favor: Gorski, Celmer, Anderson, Couture, O'Connell, and, Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.
  - Anderson is compiling the reports. A draft of the report will be distributed to members for review.
- **Additions to Agenda: February 9, 2016 Regular Meeting:** Set Mileage Reimbursement Rate for 2016.

There being no further business, Celmer **MOVED** to adjourn the meeting. Anderson seconded the motion. Discussion: none. Voting in favor: Gorski, Celmer, Anderson, Couture, O'Connell, and, Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0. The meeting was **adjourned** at 8:00 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, CPA  
Sarah DePino CPA

LEGAL NOTICE  
TOWN OF KILLINGWORTH

The Electors of the Town of Killingworth and all those qualified to vote in meetings of said Town are hereby notified and warned that a Special Town Meeting will be held in the All Purpose Room of the Killingworth Elementary School, 340 Route 81, Killingworth, CT on January 27, 2016 at 7:30 p.m. to consider and act upon the following items of business:

1. To fund, from the underexpended line items, overexpenditures in Fiscal Year 2014-2015 in excess of \$20,000 for the following line items: \$152,554 for Snow Removal; \$30,072 for Highway Other; \$20,525 for Miscellaneous Grants; and \$26,890 for debt-related expenses.
2. To authorize the closeout of the following Capital Accounts as of June 30, 2015: \$83,176 Energy Task Force Recommendations; \$6 Fire Company AEDs; \$5,133 Highway Department Salt Shed Repairs; \$1,237 Highway Dept. Pickup with Plow; \$19,634 Park & Rec Sheldon Park Improvements; \$1,800 Park & Rec Parking Barrier Planting at KRP; \$5,635 Park & Rec AEDs; \$1,300 Transfer Station 50 Yard Closed Top; \$13,190 Bar Gate Trail Repaving; \$16,478 Bond Issuance Debt Related Expense; and \$574 MIRMA Assessment. These balances revert to the Capital Assigned Fund Balance.
3. To authorize the overexpenditure of the following capital project as of June 30, 2015: Highway Department Fork Attachment for John Deere Backhoe \$543 to be funded by the Capital Assigned Fund Balance.

Dated at Killingworth, Connecticut this 13<sup>th</sup> day of January, 2016.

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Catherine Iino  
First Selectwoman

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Fred Dudek  
Selectman

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Louis C. Annino, Jr.  
Selectman