

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

Minutes

Regular Monthly Meeting
August 9, 2016

Chair Nancy Gorski called the August 9, 2016 Regular Monthly Meeting of the Board of Finance of the Town of Killingworth to order at 7:04 P.M. in the Front Meeting Room of the Town Office Building, 323 Route 81, Killingworth, Connecticut. Members present: Chair Nancy Gorski, Clerk Carolyn Anderson, Marcel Couture, Shawn O'Connell and Robert Rimmer. Vice Chair Gwenne Celmer was absent. Visitors are noted below.

Public Comments. No members of the public were present.

Visitors: Catherine Iino, First Selectwoman

- **County Road Bridge Project.** Iino distributed a resolution for the application for a grant for a joint bridge project with the Town of Madison. She addressed inquiries of Board of Finance (BOF) Members regarding the financial responsibilities to the Town. This item was tabled to later in the agenda to enable Iino to get further information.
- **Grant Application: Neglected Cemeteries - \$2000.** Iino presented the proposed grant application for consideration by the BOF members. Couture **MOVED** to approve the application to the Neglected Cemeteries Grant in the amount of \$2,000. Anderson seconded the motion. Discussion: how the project will be accomplished. Voting in favor: Gorski, Anderson, Couture, O'Connell and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.
- **Capital Project Status:** Iino, with input from Financial Director Regina Regolo, reviewed the status of capital projects including but not limited to projects of the Park and Recreation Department/Commission, IT Upgrade and Public Works' road projects.
- **Operating Budget FY15/16.** Iino, with input from Regolo, reviewed several over-expended line items.
- **LOCIP Funding Availability.** Funding information is not available at this time.

Financial Director Regina Regolo:

- **Update: Implementation of New and Revised Bookkeeping Procedures.** Regolo has implemented the new and revised procedures and is scheduled to meet with the auditors in September.

- **Update: FY15/16 Operating Budget.** Invoices are still being processed since the preliminary year-end report distributed to the BOF.
- **Update: FY 16/17 Operating Budget.** Tax revenues are slightly below this time last year.
- **Update: Town Audit Ending June 30, 2016.** Preparation is on-going for the audit which is scheduled to begin in early September.
- **July 2016 Report.** The report was distributed prior to the meeting. Inquiries should be directed to Regolo.
- **Auditor’s July 12, 2016 Invoice.** Regolo noted that work that was done in FY15/16 was included. She suggested the total invoice be split appropriately between FY 15/16 and FY16/17.
- **BOF Inquiries.** Regolo addressed general inquiries of BOF members.

Return to Resolution re: County Road Bridge Project

lino presented more information on the funding aspect of the resolution. Rimmer **MOVED** that the Board of Finance recommends to Town Meeting the Resolution re: County Road Bridge Project (full text attached to these Minutes), as approved by the Board of Selectmen on August 8, 2016. Couture seconded the motion. Discussion: none. Voting in favor: Gorski Anderson, Couture and Rimmer. Opposed: O’Connell. Abstentions: none. The motion was **carried**, 4-1-0.

Minutes: July 12, 2016 Regular Monthly Meeting.

O’Connell **MOVED** to accept and approve the Minutes of the July 12, 2016 Regular Monthly Meeting. Rimmer seconded the motion. Discussion: several corrections were noted by several members. The motion was **withdrawn** by its makers.

O’Connell **MOVED** to approve, with the following corrections, the Minutes of the July 12, 2016 Regular Monthly Meeting:

- Page 1 – Paragraph 1 – change “Vice Chair Nancy Gorski” to “Vice Chair Gwenne Celmer”;
- Page 1 – Regolo’s Report – FY 16/17 change “planninng” to “planning”; and
- Page 2 – Invoices – Hynes: on the second to the motion, change “Couture” to “Rimmer”.

The motion was withdrawn by the maker.

O’Connell **MOVED** to **TABLE** the Minutes of the July 12, 2016 Regular Monthly Meeting to the September monthly meeting. Anderson seconded the motion. Discussion: none. Voting in favor: Gorski, Anderson, Couture, O’Connell and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

Invoices

Hynes: July 2016 Invoice. Rimmer **MOVED** to accept and approve for payment as submitted the invoice of Hynes for her July 2016 Clerical Hours in the amount of \$80.63. Couture seconded the motion. Discussion: none. Voting in favor: Gorski, Anderson, Couture, O’Connell and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

Lynn Davis Publishing. Rimmer **MOVED** to amend the agenda to change “Lynn Davis Publishing” to “ABCO The PaperMan, LLC”. Anderson seconded the motion. Discussion: none. Voting in favor: Gorski, Anderson, Couture, O’Connell and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

ABCO The PaperMan, LLC – June 30, 2016. Anderson **MOVED** to accept and approve for payment the June 30, 2016 Invoice from ABCO The PaperMan, LLC in the amount of \$725.00 for the printing of the Annual Report Ending June 30, 2015. Couture seconded the motion. Discussion: none. Voting in favor: Gorski, Anderson, Couture, O’Connell and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

MAWC, LLC Invoice dated July 12, 2016 in the amount of \$8,300.00.

Anderson **MOVED** to accept and approve the July 12, 2016 Invoice of MAWC, LLC in the amount of \$1,800.00 [for agreed upon Procedures for QuickBooks Support], to be taken from the FY 15/16 Auditing Operating Budget Line Account. Couture seconded the motion. Discussion: none. Voting in favor: Gorski, Anderson, Couture, O’Connell and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

Anderson **MOVED** to accept and approve the July 12, 2016 Invoice of MAWC, LLC in the amount of \$6,500.00 for the preliminary billing for the audit of the June 30, 2016 Financial Statements, to be taken from the FY 16/17 Auditing Operating Budget Line Account. Couture seconded the motion. Discussion: none. Voting in favor: Gorski, Anderson, Couture, O’Connell and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

Old/New Business

- **Action on Funding Requests.** See above.
- **Town Charter Review: Couture.** No report.
- **Treasurer’s Report: July 2016.** Lagasse’s report was distributed prior to the meeting. There were no inquiries at this time.
- **Tax Collector’s Report: July 2016.** No report. Gorski to follow-up with the Tax Collector.

- **9-Town Transit.** A representative has asked to make a presentation at a future Board of Finance Meeting. Gorski will arrange the date.
- **Annual Report – June 30, 2015.** The Annual Report is now available.
- **Request for Financial Information from Agencies.** Update by Gorski.
- **Annual Report Ending June 30, 2016.** The annual report request will be done in conjunction with the request for financial information from agencies.

Additions to September 13, 2016 Regular Monthly Meeting: KVFD: Status: FY 16/17 Operating Budget and Capital Projects.

Additions to October 11, 2016 Regular Monthly Meeting: Highway Department supervisor: Status: FY 16/17 Operating Budget and Capital Projects.

There being no further business, Couture **MOVED** to close the meeting. O'Connor seconded the motion. Discussion: none. Voting in favor: Gorski, Anderson, Couture, O'Connell and Rimmer. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0. The meeting was **adjourned** at 8:37 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

**TOWN MEETING
OF
TOWN OF KILLINGWORTH**

Resolution re: County Road Bridge Project

Whereas: The Boards of Selectmen of Killingworth and Madison have determined that the bridge located at County Road over Hammonasett River (the “Bridge”) is in need of replacement or rehabilitation (the “Project”) and have made a Preliminary Application to the Connecticut Department of Transportation (the “State”) for inclusion in the Federal Local Bridge Program. The Preliminary Application includes an estimated cost of the Project to be \$1,473,600.00. A copy of the Preliminary Application is on file with the Town Clerk.

Whereas: In response to the Preliminary Application, the State has issued a Commitment to Fund \$1,178,880.00, which represents 80% of the eligible project costs under the Federal Off-System Bridge Program (“Grant”). A copy of the Commitment to Fund is on file with the Town Clerk.

Whereas: The Bridge is owned or maintained jointly by the Town of Killingworth and the Town of Madison and the State requires an interlocal agreement between the towns related to the Project and the Grant (“Interlocal Agreement”); such Interlocal Agreement sets forth, among other things: (i) that the Town of Madison will be the lead/managing municipality for the Project, (ii) that the balance of the cost of the project not covered by the Grant will be the responsibility of each town equally, and (iii) that the Town of Madison will be responsible for the maintenance of the Bridge when the Project is completed but that the Town of Killingworth will reimburse the Town of Madison for fifty percent of the cost of such maintenance. A copy of the proposed Interlocal Agreement is on file with the Town Clerk.

Whereas: The Board of Finance and the Board of Selectmen have passed resolutions recommending that the Town Meeting approve the following resolutions.

Now therefore, be it resolved by the Town Meeting of Killingworth: That the Town accept the benefit of the Grant for the Project, including acceptance of any payment of the Grant funds directly into the Town’s reserve fund for capital and non-recurring expenditures, or indirectly via the Town of Madison’s administration of the Grant funds as anticipated; and,

Be it further resolved: That the First Selectman is authorized and empowered to execute and deliver in the name and on behalf of the Town (i) the Commitment to Fund, a Project

Agreement and all supporting or further documentation as may be required by the State to obtain the benefit of said Grant and to accept said Grant according to its terms, (ii) the Interlocal Agreement, and (iii) all necessary contracts with engineers, consultants, and contractors for all phases of the Project.