

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

**Amended
Minutes
(By Clerk for Clarity)**
Regular Monthly Meeting
September 13, 2016

Chair Nancy Gorski called the September 13, 2016 Regular Monthly Meeting of the Board of Finance of the Town of Killingworth to order at 7:02 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, Marcel Couture, Shawn O'Connell and Robert Rimmer. Invited visitors are noted below.

Public Comments. No members of the public were present.

Visitors:

- **Killingworth Volunteer Fire Department.** Members Todd Hajek and Arnold Moore, with input from Financial Director Regina Regolo, reviewed the progress of their capital projects including but not limited to tentative completion dates. As to their Operating Account, an unanticipated emergency repair to a piece of apparatus has used a large portion of their apparatus maintenance line item. Regolo advised that there is still money left but there may be an issue later in the budget year.
- **Catherine Iino, First Selectwoman – was not present.**
- **Regina Regolo, Financial Director:**
 - **LOCIP:** Regolo noted that the multi-year capital program has been approved and is in place. There are completed projects eligible for reimbursement from LOCIP. Celmer **MOVED** that, based on the approved capital plan, the Board of Finance authorizes the financial director to pursue LOCIP reimbursement for appropriate capital projects and the Board of Finance will be notified in a timely fashion. Rimmer 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.
 - **Update: Implementation of New and Revised Bookkeeping Procedures.** This is proceeding. This item will be removed from future agendas.
 - **Update: Town Audit June 30, 2016.** The audit is about to begin. Gorski will contact them regarding a presentation at the Board of Finance November meeting.

- **Updates:** FY 15/16
 - **FY15/16 Operating Accounts.** Regolo advised that are no “overs” that will have to go to town meeting.
 - **Capital Plan.** Rimmer **MOVED** to approve the capital non-recurring closeouts for Fiscal Year Ending June 30, 2016 so that \$799,978 will revert to the assigned fund balance of the capital reserve. Celmer 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 breakdown of the closeouts is attached to these Minutes.
 - **FY16/17 Operating and Capital Budgets.** See below.
- **August 2016 Report.** The report was distributed prior to the meeting. She noted that the regular overtime line item in the Highway Department is over-expended due to the town crews assisting outside contractors.

Minutes:

- **July 12, 2016 Regular Monthly Meeting.** Rimmer **MOVED** to approve with the following corrections:
 1. **Page 1 – Paragraph 1 – change “Vice Chair Nancy Gorski” to “Vice Chair Gwenne Celmer;**
 2. **Page 1 – Regolo’s Report – FY 16;17 change “planninnng” to “planning”; and**
 3. **Page 2 – Invoice – Hynes – Rimmer seconded the motion...**the July 12, 2016 Regular Meeting Minutes. Couture seconded the motion. Discussion: none. Voting in favor: Gorski, Couture, O’Connell and Rimmer. Opposed: none. Abstentions: Celmer and Anderson. The motion was **carried**, 4-0-2.
- **August 9, 2016 Regular Meeting.** Anderson **MOVED** to accept and approve as presented the Minutes of the August 9, 2016 Regular Meeting. Couture seconded the motion. Discussion: none. Voting in favor: Gorski, Anderson, Couture, O’Connell and Rimmer. Opposed: none. Abstention: Celmer. The motion was **carried**, 5-0-1.

Invoices/Correspondence: Celmer **MOVED** to accept and approve for payment as submitted the invoice of Hynes for her August 2016 Clerical Hours in the amount of \$98.96. 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.

Old/New Business

- **Action on Funding Requests.** No requests.
- **Town Charter Review: Couture.** No update. This will be removed from future agendas.
- **Treasurer’s Report: August 2016.** Lagasse’s report was distributed prior to the meeting. There were no inquiries at this time.

- **Tax Collector’s Report: July & August 2016.** The Reports were distributed prior to the meeting. There were no inquiries.
- **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, 2016.** The request for reports were sent out.
- **Request for Financial Information from Agencies.** The request was sent out. Gorski has received several reports.
- **Status:** Operating & Capital Budgets: FY16/17. See above.

Additions to the October 11, 2016 Regular Monthly Meeting Agenda.

- **The Highway Department Foreman** is scheduled for a review of the Highway Department operating and capital budgets.
- **Director of Public Works.** Consideration of Filling the Charter Position of Director of Public Works.

Additions to the November 8, 2016 Regular Monthly Meeting Agenda:

- **Dan Colonia, Killingworth Park and Recreation Department:** Review of Operating and Capital Budgets.
- **MAWC:** Town Audit Ending June 30, 2016

There being no further business, Couture **MOVED** to adjourn the meeting. Celmer 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 **closed** at 8:15 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 OF KILLINGWORTH, CONNECTICUT
Reserve Fund for Capital and Nonrecurring Expenses
Schedule of Changes in Fund Balance
For the Year Ended June 30, 2016

	Proposed Project	<u>Close-outs</u>
Projects		
	Assessor-Revaluation	(86,370)
12/13	HW Dept - Truck Refurbishment Alternative	(2,121)
14/15	HW Dept - Genset Generator	(18,000)
15/16	HW Dept - Asphalt Hot Box	(2,018)
15/16	PR- Rocco Outfield Grading & Seeding	(3,453)
15/16	PR - Sheldon Park Fencing (Overexpenditure)	91
12/13	TOB - Campus Generator	(1)
14/15	THC - Emergency Operations Center (Overexpenditure)	20,944
15/16	THC - EOC FF&E	(16,722)
15/16	THC - Town Hall Paving Project (Overexpenditure)	2,176
Road Projects		
13/14	Misc Chip Sealing	(48,179)
14/15	Parker Hill Rd & Ext - Paving	(53,190)
14/15	Burr Hill – Improvements (leaving \$10K for backfilling)	(167,635)
14/15	N Chestnut & Beckwith - Triple Chip Sealing	(130,500)
15/16	Pave Coughlin	(75,000)
15/16	Pave Burr to Schnoor to Rt 148	(195,000)
15/16	Chip Seal Alders Bridge Rd	(25,000)
	<i>Reverts to Assigned Fund Balance of Capital Reserves</i>	(799,978)

Proposed Capital Closeouts approved by BOS on 8/22/16

8/23/2016