

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

MINUTES

Regular Meeting
January 9, 2018

In the absence of Chairman Gwenne Celmer, Vice Chairman Robert Rimmer called the January 9, 2018 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 Killingworth Turnpike, Killingworth, Connecticut. Members present: Vice Chairman Robert Rimmer, Clerk Marcel Couture, Derek Phelps and Annie Stirna. Members absent: Chairman Gwenne Celmer and Matthew Young. Also present was Director of Finance Regina Regolo.

Catherine Iino, First Selectwoman was not present.

Regina Regolo, Financial Director

December 2017 Report. She addressed inquiries of the Board.

Tax Collector's December 2017 Report. She noted that the total income reflects a higher receipt of tax monies in December due to changes in escrows effective January 1, 2018.

Snow Budget. Expenses for snow removal are coming in. At this time there are no estimates as to where the budget stands.

Joint Committee on Compensation. Packets were distributed to BOF representatives on the Committee.

RFP for Auditing Services. A draft was distributed prior to the meeting for review.

Annual Report Ending June 30, 2017. Rimmer is contacting agencies that have not yet sent in reports. Rimmer will prepare the BOF Report.

Return to RFP for Auditing Services.

Couture **MOVED** to add to the agenda, RFP for Auditing Services. Stirna seconded the motion. Discussion: none. Voting in favor: Rimmer, Couture, Phelps and Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 4-0-0.

Couture **MOVED** to authorize the Director of Finance to issue an RFP for Auditing Services for Fiscal Years Ending June 30, 2018, 2019 and 2020. Stirna seconded the motion. Discussion: time line for the audit. Voting in favor: Rimmer, Couture, Phelps and Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 4-0-0.

Adoption of 2018 Mileage Reimbursement Rate.

Phelps **MOVED** to add to the agenda, Adoption of 2018 Mileage Reimbursement Rate. Stirna seconded the motion. Discussion: none. Voting in favor: Rimmer, Couture, Phelps and Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 4-0-0.

Couture **MOVED** to adopt the Federal mileage reimbursement rates for Calendar Year 2018 as amended from time to time by the Federal government. Stirna seconded the motion. Discussion: none. Voting in favor: Rimmer, Couture, Phelps and Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 4-0-0.

Minutes:

December 12, 2017 Special Meeting. Couture **MOVED** to accept and approve as presented the Minutes of the December 12, 2017 Special Meeting. Stirna seconded the motion. Discussion: none. Voting in favor: Rimmer, Couture, Phelps and Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 4-0-0.

December 12, 2017 Regular Monthly Meeting. Couture **MOVED** to accept and approve as presented the Minutes of the December 12, 2017 Special Meeting. Phelps seconded the motion. Discussion: none. Voting in favor: Rimmer, Couture, Phelps and Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 4-0-0.

Bills/Correspondence. Stirna **MOVED** to accept and approve for payment the December 2017 Clerical Hours Invoice of Hynes in the amount of \$141.66. Couture seconded the motion. Discussion: none. Voting in favor: Rimmer, Couture, Phelps and Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 4-0-0.

Old/New Business

Treasurer's Report: December 2017. Distributed prior to the meeting. There were no inquiries.

Tax Collector's Report: December 2017. Rimmer stated that as noted by Regolo, some payments due on February 1, 2018 generally paid in January were made in December. Therefore, a lower collection rate in January is anticipated.

Update: Annual Report Ending June 30, 2017. Couture **MOVED** to submit as requested a \$100.00 deposit to Sarah Thompson for the preparation of the Annual Report Ending June 30, 2017. Stirna seconded the motion. Discussion: none. Voting in favor: Rimmer, Couture, Phelps and Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 4-0-0.

Additions to Agenda: February 13, 2018 Regular Monthly Meeting:

1. Report and/or action on RFP for Auditing Services
2. Report: Joint Committee on Compensation
3. Schedule for Submission of Items for Agendas
4. Joint Meeting with Board of Selectmen to set Priorities for Town Budget for FY18/19.

There being no further business, Couture **MOVED** to adjourn the meeting. Phelps seconded the motion. Discussion: none. Voting in favor: Rimmer, Couture, Phelps and Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 4-0-0. The meeting was **adjourned** at 8:23 P.M. to the February 13, 2018 Regular Monthly Meeting.

Respectfully submitted,

Sherry Lee Hynes

Sherry Lee Hynes, Secretary

Emailed: Claudette Lagasse, Town Treasurer
Dawn Moony, Town Clerk & Webmaster
Elizabeth Disbrow, Administrative Assistant
Regina Regolo, Director of Finance
Board of Finance
Board of Selectmen
Sherry Lee Hynes, Secretary