

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

Minutes

Special Meeting
March 15, 2018

Chairman Gwenne Celmer called the March 15, 2018 Special Meeting of the Board of Finance of the Town of Killingworth to order at 7:06 P.M. in the Front Meeting Room of the Town Office Building, 323 Route 81, Killingworth, Connecticut. Members present: Chairman Gwenne Celmer, Clerk Marcel Couture, Derek Phelps, Annie Stirna and Matthew Young. Vice Chairman Robert Rimmer was absent.

Walter Adametz.

1. Role and Responsibilities of Public Works
2. Capital Projects: current and proposed
3. Operating Budget: FY17/18
4. Proposed Budget: FY18/19

Not present due to a conflict with another meeting.

Presentation of Board of Selectmen's Proposed Operating & Capital Budgets for FY18/19

First Selectwoman Catherine Iino and **Finance Director Regina Regolo** presented the Board of Selectmen's Proposed Operating & Capital Budgets for FY 18/19. They will be preparing the Citizen's Guide to the Budget.

Regolo will be attending the budget review meetings. She went over the timeline for the budget process leading to the vote on the budget.

Adoption of Revised Meeting Schedule for 2018

After reviewing the changes made to accommodate the budget process, Couture **MOVED** to adopt as amended at the March 15, 2018 Meeting, the Revised Meeting Schedule for the Board of Finance. Young seconded the motion. Discussion: none. Voting in favor: Celmer, Couture, Phelps, Stirna and Young. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0. Celmer will submit to the Town Clerk's Office.

Catherine Iino, First Selectwoman

1. Funding Requests. None.

2. Anticipated Funding Requests. None.
3. Status of LOCIP and Capital Projects. Funds became available this month.
4. State Funding Update. No update.
5. Upcoming AFSCCE Union Contract Negotiations. The BOF may appoint a non-voting representative to attend the negotiations.

Regina Regolo, Financial Director

1. February 2018 Report. The report was distributed prior to the meeting. She addressed Board inquiries.
2. RFP for Auditing Services – Report and/or Action. The RFP was sent out. The pre-bid conference will be on Friday, March 23, 2018. Celmer will attend. Two other BOF members may attend at their discretion. The time is listed in the RFP distributed to BOF members prior to the meeting.
3. LOCIP Funds. Regolo will be preparing application(s).

Minutes: February 13, 2018 Regular Monthly Meeting. Couture **MOVED** to accept and approve as presented the Minutes of the February 13, 2018 Regular Monthly Meeting. Stirna seconded the motion. Discussion: none. Voting in favor: Celmer, Couture, Phelps and Stirna. Opposed: none. Abstentions: Young. The motion was **carried**, 4-0-1.

Bills/Correspondence. Couture **MOVED** to accept and approve for payment the invoice from Sherry Lee Hynes in the amount of \$129.86 for her February Clerical Hours. Young seconded the motion. Discussion: none. Voting in favor: Celmer, Couture, Phelps, Stirna and Young. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

Old/New Business

1. Treasurer’s Report: February 2018 and
2. Tax Collector’s Report: February 2018
Both were distributed prior to the meeting. There were no concerns.
3. Update: Annual Report. Celmer will order 15 final hard copies.
4. Report: Joint Committee on Compensation. Stirna advised the Committee has completed its task and the final report has been sent to the Board of Selectmen.
5. Additional Items of Business. On the agenda in error.

Additions to Agendas for March & April Meetings:

1. Special Meeting: March 8, 2018 – 7:00 PM
 - a. Joint Meeting of Haddam and Killingworth Boards of Finance and Selectmen at H-K Middle School. Cancelled due to weather. Celmer was directed to contact lino to express the Board’s request to have the meeting rescheduled.
2. Regular Monthly Meeting: March 13, 2018. Cancelled due to weather.

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3. Regular Meeting: March 20, 2018 for Budget Review. No additions.
4. Regular Meeting: March 27, 2018 for Budget Review. No additions.
5. Regular Meeting: April 3, 2018 for Budget Review. No additions.
6. Regular Meeting: April 10, 2018 Regular Monthly Meeting. Add Budget Review and RFP for Auditing Services.
7. Regular Meeting: April 17, 2018 for Budget Review. No additions.
8. Regular Meeting: Monday, April 23, 2018 for Public Budget Hearing. No additions. A special meeting will be held at 8:15 P.M. on Monday, April 23, 2018, to present the BOF changes to the Selectmen's Proposed Operating and Capital Budget for FY18/19 (required by Town Charter).
9. Regular Meeting: April 24, 2018 for Budget Review. Deleted from the Revised BOF Meeting Schedule adopted on March 15, 2018.

There being no further business, Couture **MOVED** to adjourn the meeting. Stirma seconded the motion. Discussion: none. Voting in favor: Celmer, Couture, Phelps, Stirma and Young. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0. The meeting was **adjourned** at 8:10 P.M.

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