

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

**MINUTES**

Regular Monthly Meeting  
April 10, 2018

Chairman Gwenne Celmer called the April 10, 2018 Regular Monthly Meeting of the Board of Finance of the Town of Killingworth to order at 7:03 P.M. in the Front Meeting Room of the Town Office Building, 323 Route 81, Killingworth, Connecticut. Members present: Chairman Gwenne Celmer, Vice Chairman Robert Rimmer, Clerk Marcel Couture, Derek Phelps (arrived at 7:12 P.M.), Annie Stirna, and, Matthew Young. Visitors are noted below.

**Auditor Bids**

**Director of Finance Regina Regolo** presented the bids for auditing services. She noted that one bid came from a company that did not attend the mandatory pre-bid conference.

Young **MOVED** not to open the bid from Bernard Poirer and Company from Warwick, Rhode Island because they failed to attend the mandatory pre-bid conference. Couture seconded the motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Stirna and Young. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0. Phelps was not present.

**Bid Opening:** Bid from Seward and Monde. The first year is \$26,000. The second year is \$27,000 and the third year is \$28,000 for Auditing Services.

Phelps arrived at 7:10 P.M.

Couture **MOVED** to appoint the Finance Director and such other Board of Finance members as choose to attend [not to exceed three members] to conduct a review of Town auditing requirements with Seward and Monde. Rimmer seconded the motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Phelps, Stirna, and, Young. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

**Visitors:**

- a. Catherine Iino, First Selectman. Not present.
- b. Regina Regolo, Director of Finance. Not present. Her March 2018 Report was distributed prior to the meeting.

### Budget Request Q&A

- a. Alison Knowlton Karam, APR, Killingworth Library Association FY18/19 Budget Request. Karam with input from Jan O'Sullivan (Treasurer of the Killingworth Library Association) stated the mission of the Library and then answered inquiries of Board members.
- b. Haddam-Killingworth Youth & Family Services. FY 18/19 Budget Request. Carol Dupris, Chairman of the Board with input from Vice Chairman Joan Wilson addressed inquiries of Board of Finance members.

### Minutes

- a. March 8, 2018 Special Meeting (Called by the Board of Education ) (Cancelled)
- b. March 13, 2018 Regular Monthly Meeting (Cancelled)
- c. March 15, 2018 Special Meeting. Couture **MOVED** to accept and approve as presented the Minutes of the March 15, 2018 Special Meeting. Young seconded the motion. Discussion: none. Voting in favor: Celmer, Couture, Phelps, Stirna, and, Young. Opposed: none. Abstention: Phelps. The motion was **carried**, 5-0-1.
- d. **March 20, 2018 Regular Meeting.** Couture **MOVED** to accept and approve with the following correction: Change "Special" Meeting to "Regular" Meeting in all places. Young seconded the motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Phelps, Stirna, and, Young. Opposed: none. Abstentions: none. The motion was **carried** 6-0-0.
- e. March 22, 2018 Special Meeting. The meeting was called by and Minutes were done by the Board of Education.
- f. March 27, 2018 Regular Meeting. Couture **MOVED** to approve the March 27, 2018 Regular Meeting with the following corrections: change "Special" Meeting to "Regular Meeting" in all places and the meeting date to March 27, 2018 in the body of the Minutes. Rimmer seconded the motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Stirna and Young. Opposed: none. Abstention: Phelps. The motion was **carried** 5-0-1.
- g. April 3, 2018 Regular Meeting.
  - i. Couture **MOVED** to amend the April 3, 2018 Regular Meeting Minutes with the following corrections: Change "Special" Meeting to "Regular" Meeting in all places and change "March 20, 2018" to "April 3, 2018" in the body of the Minutes. Young seconded the motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Phelps, Stirna, and, Young. Opposed: none. Abstentions: none. The motion was **carried** 6-0-0.
  - ii. Couture **MOVED** to approve the Minutes of the April 3, 2018 Regular Meeting as amended. Young seconded the motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Phelps, Stirna, and,

Young. Opposed: none. Abstentions: none. The motion was **carried** 6-0-0.

### **Bills/Correspondence**

- a. ABCO The PaperMan, LLC. Phelps **MOVED** to accept and approve for payment Invoice No. 29385 in the amount of \$168.75 for the bound copies of the Annual Report. Couture seconded the motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Phelps, Stirna, and, Young. Opposed: none. Abstentions: none. The motion was **carried** 6-0-0.
- b. Hynes' March 2018 Clerical Hours. Couture **MOVED** to accept and approve for payment the Invoice of Hynes for her March Clerical Hours in the amount of \$133.79. Young seconded her motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Phelps, Stirna, and, Young. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

### **Old/New Business**

- a. Finance Report: March 2018,
- b. Treasurer's Report: March 2018, and
- c. Tax Collector's Report: March 2018  
Members discussed some entries.
- d. Draft Town of Conservation and Development: 2018. Members to review for the May Regular Monthly Meeting.
- e. Additional Items of Business.
  - i. Proposed Capital Budget: FY18/19. General discussion along with general discussion of the Town of Killingworth Multi Year Capital Plan. These was tabled to the April 17, 2018 Special Meeting.

### **Additions to Agendas for April & May Meetings:**

- a. Special Meeting: April 17, 2018. **The meeting start time was changed to 6:30 P.M.**
  - i. Budget Review
  - ii. Finalize and Adopt Proposed Budget FY18/19 – Operating & Capital Budgets
  - iii. Present BOF Changes to Selectmen's Proposed Budget for the Operating and Capital Budget for FY18/19 to the Board of Selectmen for Publication for Budget Hearing
  - iv. Discussion & Possible Adoption of the Proposed Town of Killingworth Multi Year Capital Plan
- b. Special Meeting: at KES, Monday, April 23, 2018, 8:00 P.M. Start
  - i. Public Hearing – Selectmen's Proposed Budget FY18/19
  - ii. Revisions to and adoption of Selectmen's Proposed Operating and Capital Budget for FY 18/19
  - iii. Presentation of Selectmen's Proposed Operating and Capital Budget for FY 18/19 to the Board Of Selectmen for Town Meeting

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- c. Regular Meeting: April 24, 2018 (Cancelled)
- d. Regular Meeting for Public Budget Hearing: May 7, 2018 (Cancelled)
- e. May 8, 2018 Regular Monthly Meeting. None other than those mentioned above.
- f. May 14, 2018 Special Meeting: time to be determined
  - i. Convene at Town Office Building immediately following Town Meeting to set Mill Rate if Proposed Selectmen's Operating and Capital Budgets for FY 17/18 was Adopted or
  - ii. Review and Adopt Changes to Selectmen's Proposed Operating and Capital Budgets for FY 18/19
  - iii. Present changes to Selectmen's Proposed Operating and Capital Budgets for FY 18/19 to Board of Selectmen.

There being no further business, Young **MOVED** to adjourn the meeting. Couture seconded the motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Phelps, Stirna, and, Young. Opposed: none. Abstentions: none. The motion was **carried** 6-0-0. The meeting was **adjourned** at 9:28 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