

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

MINUTES

Virtual Regular Monthly Meeting
October 13, 2020

Chairman Gwenne Celmer called the October 13, 2020 Virtual Regular Monthly Meeting of the Board of Finance of the Town of Killingworth to order at 7:02 P.M.

Members present: Chairman Gwenne Celmer, Vice Chairman Robert Rimmer, Clerk Marcel Couture, Cheryl Fine and Annie Stirna
Member absent: Andrew O'Neill
Also present: First Selectwoman Catherine Iino, Finance Director Regina Regolo and Secretary Sherry Lee Hynes

First Selectwoman Iino spoke on the following regarding the FY 20-21 Operating Budget:

1. Funding from the State of Connecticut, Department of Public Health. The total \$10,000 reimbursement requested has been received for Covid-19 related expenses.
2. Funding for Covid-19 Contact Tracing. The Town has or will be applying for funding.
3. Health Director/Health Staff. Currently there is coverage from another Town; however, that support availability will be decreasing and eventually ending. The selectmen will be offering a permanent part-time position to a candidate in the near future. A portion of that salary may be reimbursable for Covid-19 related expenses.
4. Polling Expenses. The Town has received an \$8,000 grant towards polling expenses related to Covid-19.
5. Tropical Storm Isais. The State did not meet the threshold for qualification to be declared a major disaster for Federal funding. Therefore, no Federal funding will be available for local expense reimbursement. Other grant reimbursements will be researched.
6. Personnel. A Department of Public Works employee is out on workmen's compensation. There may be future expenses related to this.
7. Repairs to the Fire House. The Town had to pay the insurance deductible of \$1,000 for repairs from a lightning strike.
8. Library. The Town is responsible for the building. The air conditioning failed and repairs/replacement were made.

9. Town Hall Phone System. The replacement has or will be started in the near future. It is budgeted for this fiscal year.
10. Traffic Control. Two electronic speed signals have arrived. The resident trooper will be setting them in place.

Regina Regolo, Financial Director. Financial Director Regolo distributed her September 2020 Financial Report prior to the meeting. She, with input from First Selectwoman Iino, addressed BOF member inquiries to the Board's satisfaction.

Capital Reserve Balance Adjustment

Finance Director Regolo, with input from First Selectwoman Iino, gave an overview of the proposal for the transfer of funds from the General Fund to the Capital Reserve Balance.

Couture **MOVED** to transfer from the General Fund to the Capital Reserve Fund, \$358,000 to cover the shortfall from the FY 19/20 Capital Reserve Fund and to transfer \$732,197 from the General Fund to the FY 20/21 Capital Reserve Fund for the new projects. Rimmer seconded the motion. Discussion: general discussion. Voting in favor: Celmer, Rimmer, Couture, Fine and Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

Operating Budget Over-Expenditure

Finance Director Regolo noted that the Board of Selectmen did not approve the over-expenditures at its October 13, 2020 Regular Meeting as anticipated. In order to proceed with the audit, action by the Board of Finance is needed and she requested that it be considered this evening.

Rimmer **MOVED**, contingent upon the approval of the Board of Selectmen, to fund, from the underexpended lines and fund balance, overexpenditures in FY 2019-20 in excess of \$20,000 for the following line items:

1. Town Engineer - \$106,353; and,
2. Highway Other - \$131,565.

Couture seconded the motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture and Stirna. Opposed: Fine. Abstentions: none. The motion was **carried**, 4-1-0.

Multi-Year Capital Improvement Public Hearing. First Selectwoman Iino advised that the proposed plan must be approved in order for the Town to access LOCIP funds from the State. A public hearing is scheduled for October 22, 2020 at 7:00 P.M. BOF Members are encouraged to attend the virtual meeting.

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Annual Report – FY Year Ending June 30, 2020. Selectwoman lino advised that per the Town Charter, the BOF is responsible for the report. She offered to have the report request sent from her office. The offer was accepted.

Minutes: September 8, 2020 Regular Monthly Meeting. Couture **MOVED** to accept and approve as submitted the Minutes of the September 8, 2020 Regular Monthly Meeting. Rimmer seconded the motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Fine and Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

Bills: Hynes, Clerical Hours – September 2020. Rimmer **MOVED** to accept and approve for payment the September 2020 Invoice from Hynes in the amount of \$54.28 for her clerical hours. Couture seconded the motion. Discussion: none. none. Voting in favor: Celmer, Rimmer, Couture, Fine and Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 5-0-0.

Old/New Business

1. Tax Collector's Reports

- a. September 2020. The Report was distributed prior to the meeting. There were no BOF inquiries at this time. First Selectwoman lino inquired how much of the revenue was from deferred accounts. The information was not available.
- b. August 2020. Rimmer advised a question on the revenue time period covered by the report was addressed by the Collector.

Additions to November 10, 2020 Regular Monthly Meeting Agenda. None at this time.

There being no further business, Celmer **ADJOURNED** the meeting at 7:48 P.M to the November 10, 2020 Regular Monthly Meeting.

Respectfully submitted,
Sherry Lee Hynes
Sherry Lee Hynes, Clerk

E-mailed: Dawn Mooney, Town Clerk.
Board of Finance
Board of Selectmen
Regina Regolo, Director of Finance
Elizabeth Disbrow, Administrative Assistant
Michele Nuhn, Tax Collector
Donna Dupris, Town Treasurer
Michelle Loso, Auditor