

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

**MINUTES**

Virtual Regular Monthly Meeting  
November 10, 2020

Chairman Gwenne Celmer called the November 10, 2020 Virtual Regular Monthly Meeting of the Board of Finance of the Town of Killingworth to order at 7:00 P.M.

Those present:

Board of Finance Members: Chairman Gwenne Celmer, Vice Chairman Robert Rimmer, Clerk Marcel Couture, Cheryl Fine, Andrew O'Neill, and, Annie Stirna (arrived at 7:04 P.M.)

Charter Revision Committee Members present: Robert Rimmer, Selectwoman Nancy Gorski, Joan Gay, Mary Casey Jacob and Walter Adametz, Jr.

Others present: First Selectwoman Catherine Iino, Financial Director Regina Regolo, Town Auditor Michele Loso, Tax Collector Michele Nuhn and Secretary Sherry Lee Hynes

**FY 19/20 Town Audit**

Audit. Town Auditor Loso presented the FY19/20 Town Audit and gave an overview of same noting the effect of Covid-19 on the municipal budget process for this year and possibly for FY20/21. She gave a general overview of the "clean audit", focusing on the operating and capital budgets, with input from Finance Director Regina Regolo. Loso thanked the Town employees for their assistance, especially Finance Director Regolo. The Board thanked Loso and Regolo for a job well done.

Charter Revisions as Regards the Appointment of the Town Auditor. First Selectwoman Iino inquired of Loso her view on the auditor's term of three years as mandated by the current Town Charter and if there is a state statute governing the term. Loso advised she was not aware of any state statute governing auditor terms. She noted that auditors in general prefer a longer term as it takes about one budget year for a new auditor to learn the workings of a town. She stated that in her firm, when the company is re-engaged for a continuous term, different members of their firm may be assigned to perform the audit with the principal auditor remaining the same.

**First Selectwoman lino** spoke about the following:

Tax Abatements for Volunteer Firemen. The Board of Selectmen is considering amending the tax abatement ordinance as allowed by the Governor's Covid 19 Emergency Orders contingent upon a future town meeting. The amendment will involve the amount of the abatement. Celmer asked for an impact statement along with the proposed change.

Town Annual Report. The Selectmen's Office will be sending the request to agencies soon.

**October 2020 Financial Report.** Financial Director Regina Regolo distributed the October 2020 Financial Report prior to the meeting. She then addressed inquiries of Board of Finance Members.

**Multi- Year Capital Improvement Plan.** Stirna **MOVED** to approve as presented the Multi-Year Capital Improvement Plan for FY 20/21 to FY 29/30. Rimmer seconded the motion. Discussion: none. The motion was **carried** by unanimous vote.

**Discussion of Charter Revision.** Celmer asked Rimmer to lead this discussion, which focused on

Section 9-1 (b). Election of officers – the election and term of the officers and the of the adoption of the yearly calendar should be separated.

Section 9-2(1). Preparation of Budget. The responsibility of the preparation of the preliminary town budget should be moved to the Board of Selectmen. It was noted that in the current Section 7.1.5 (Board of Selectmen) it says that the Board of Selectmen is responsible for the preparation of a preliminary town budget.

Section 9-4(b) Audit. The focus was on the term of the auditor and whether it should only be in the bid documents. This discussion was continued to the December meeting to allow for research and if the process is affected by any emergency orders as a result of Covid-19. First Selectwoman lino will also put this on the Selectmen's meeting agenda.

Section 9-3 Budget Preparation – Coming Year. The budget calendar may be amended pending the review of the emergency orders as a result of Covid-19. It was suggested that the language be on the order of guidelines rather than specific dates.

Section 9-5(e) Preparation of Annual Town Report. It was suggested that this be amended to reflect a joint responsibility of the Boards of Selectmen and Finance.

Request for Additional Funding for Expenses not in Approved Budgets. It was suggested that this be revised as to what qualifies for consideration as opposed to waiting for the next fiscal year budget and the qualifying amount that moves a request to town meeting.

Section 9-5(f) Additional Agency Appropriation Requests. First Selectwoman lino advised that requests to address emergencies are addressed immediately and then go to the Board of Finance. Other appropriation requests go to the Board of Selectmen then to the Board of Finance. There was a discussion of what an “emergency” is, the process to address an appropriation request, putting a dollar limit on non-emergency requests and if a request could be addressed in the next budget year.

Miscellaneous changes.

Covid-19. Research will be conducted to determine any other changes needed as a result of changes in State statutes and emergency orders resulting from Covid-19.

Town Meeting Quorums. A member asked that this be visited to see if there is a way to address the “stacking” of the room when it comes to voting.

**Minutes.** October 13, 2020 Virtual Regular Monthly Meeting. Couture **MOVED** to accept and approve the Minutes of the October 13, 2020 Virtual Regular Monthly as presented. Rimmer seconded the motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Fine and Stirna. Opposed: none. Abstentions: O’Neill. The motion was **carried**, 5-0-1.

**Bills.** Couture **MOVED** to accept and approve as presented the Invoice of Hynes for her October 2020 clerical hours in the amount of \$70.98. O’Neill seconded the motion. Discussion: none. The motion was **carried** by unanimous vote.

**Old/New Business**

Tax Collector’s Report: October 2020. See above.

Determine 2021 Meeting Date & Time. By consensus, the second Tuesday of the month at 7:00 P.M.

**Additions to December 10, 2020 Regular Monthly Meeting Agenda**

Adopt 2021 Meeting Calendar; and  
Continued Discussion of Charter Revision

There being no further discussion, Celmer **adjourned** the meeting at 8:48 P.M. to the December 10, 2020 Virtual Regular Monthly Meeting.

Respectfully submitted,  
*Sherry Lee Hynes*  
Sherry Lee Hynes, Secretary

E-mailed: Dawn Mooney, Town Clerk  
Board of Finance  
Board of Selectmen  
Regina Regolo, Director of Finance

BOF Minutes  
Virtual Monthly Meeting  
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Elizabeth Disbrow, Administrative Assistant  
Michele Nuhn, Tax Collector  
Donna Dupris, Town Treasurer  
Michele Loso Boisvert