

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

MINUTES

Virtual Regular Monthly Meeting
July 14, 2020

Chairman Gwenne Celmer called the July 14, 2020 GoToMeeting Regular Monthly Meeting of the Board of Finance of the Town of Killingworth to order at 7:00 P.M.

Members present: Chairman Gwenne Celmer, Vice Chairman Robert Rimmer, Clerk Marcel Couture, Cheryl Fine, Andrew O'Neill, Robert Rimmer, and, Annie Stirna

Also present: First Selectwoman Catherine Iino, Selectwoman Eileen Blewett and Finance Director Regina Regolo

First Selectwoman Iino advised the Board of Selectmen authorized the following resolutions:

1. To authorize the closeout of the Capital Accounts as of June 30, 2020 in accordance with the List [see attached] prepared for and to be considered at the Board of Finance Tuesday, July 14, 2020 scheduled meeting. These balances revert to the Capital Assigned Fund Balance; and,
2. To authorize the overexpenditure of the capital projects as on June 30, 2020 [see List attached], the overexpenditures to be funded by the Capital Assigned Fund Balance.

Following a discussion between the Board, First Selectwoman Iino and Finance Director Regolo, by consensus, the Board agreed to hold a Special Meeting on July 28, 2020 at 7:00 P.M. to consider the proposed resolutions on the Capital Accounts as noted above so as to allow for public notice of the meeting.

Finance Director Regolo advised that:

1. There is no financial report for June 2020 because the invoices are still coming in.
2. The overs and unders for the operating budget for FY19/20 are pending as invoices are still coming in.
3. Audit Ending June 30, 2020. Not discussed.

Minutes

1. Revisit Minutes of June 8, 2020 Special Meeting.
These Minutes were approved at the June 9, 2020 Regular Meeting. Subsequently it was brought to the Board's attention that a correction was

needed. Couture **MOVED** to approve the Minutes of the June 8, 2020 Special Meeting with the following correction in all places it appears: the meeting date noted as June 9, 2020 is hereby changed to June 8, 2020. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Fine, O'Neill, and, Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

2. June 9, 2020 Regular Monthly Meeting

Couture **MOVED** to accept and approve as presented the Minutes of the June 9, 2020 Regular Monthly Meeting. O'Neill seconded the motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Fine, O'Neill, and, Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

Bills

1. Hynes, Clerical Hours – June 2020 - \$94.13

O'Neill **MOVED** to accept and approve for payment the June 2020 Invoice of Hynes in the amount of \$94.13. Couture seconded the motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Fine, O'Neill, and, Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

Commented [SH1]:

2. ABCO the Paper Man - \$168.75 for the Publication of the Annual Report

Couture **MOVED** to accept and approve for payment the invoice of ABCO, The Paperman for \$168.75 for the printing of the June 30, 2019 Annual Report. Rimmer seconded the motion. Discussion: none. Voting in favor: Celmer, Rimmer, Couture, Fine, O'Neill, and, Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

Old/New Business

1. Tax Collector's Report: June 2020. The report was distributed prior to the meeting. There were no inquiries.
2. Discussion of Budget: FY20/21. The budget was approved.
3. Annual Report Update.
 - a. Report Ending June 30, 2019. Completed and published.
 - b. Report Ending June 30, 2020. A concern brought up by a town employee concerning possible confusion on the audit figures used in the report was discussed in general as well as what department will prepare the report. First Selectwoman lino did not feel the change on who prepares the report will require a change in the Town Charter.
 - c. Posting the Annual Report on the Town Website. Celmer will send an electronic copy of the report to the appropriate party.
 - d. August 2020 BOF Regular Monthly Meeting. This meeting will be cancelled as decided at the June 9, 2020 Meeting.
 - e. RSD#17 Budgets. Stirna and Selectwoman Eileen Blewett discussed the ending budget for FY19/20 and the use of a portion of the unexpended funds for expenses related to Covid-19 and the

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creation of a holding account for the balance of those funds for unanticipated Covid-19 expenses that may occur in the FY20/21. They then addressed BOF inquiries.

There being no further business, Chairman Celmer **adjourned** the meeting at 7:55 P.M.

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
Elizabeth Disbrow, Administrative Assistant
Michele Nuhn, Tax Collector
Donna Dupris, Town Treasurer

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Schedule A – July 14, 2020 BOF Regular Meeting

For consideration at the next BOS meeting scheduled for Monday, July 13, 2020 and the BOF on Tuesday July 14, 2020.

To authorize the closeout of the following Capital Accounts as of June 30, 2020:

IT Upgrades	\$ 7,202
Parmelee Facilities Improvement	\$ 2,344
KVFC – Station 1 Renovation Needs Assessment	\$ 150
KVFC – Station 1 Renovation Conceptual Drawings	\$ 10,000
PW Garage – Concrete Floor	\$ 18,975
PR – Park Benches Sheldon	\$ 4,451
PR – Irrigation Practice Area Eric Auer Field	\$ 10,105
THC – Repairs to Modular	\$ 59,545
Lwr Roast Meat Hill Rd Drainage	\$ 106,836
Chip Seal – Schnoor Rd	\$ 18,355
Pave Lwr Roast Meat Hill Rd	\$ 2,063
Finish Construction – Buell Hill Rd	\$ 20,545
Pave/Overlay – Saddlebrook Drive	\$ 7,988
Pave/Overlay – Welsch Farms Rd	\$ 4,960
Chip Seal	\$ 53,630

These balances revert to the Capital Assigned Fund Balance.

To authorize the overexpenditure of the following capital projects as on June 30, 2020:

KVFC – Kitchen Range Equipment	\$ 345
KVFC – Command Vehicle	\$ 353
PR – Disc Golf At Eric Auer Field	\$ 1,000
Pave – Fritz & Hunter Ridge	\$ 2,684
Finish Construction – Beaver Dam	\$39,565
Pave/Reclaim – Fawn Hill Rd	\$11,157
Pave/Reclaim – Coughlin Rd	\$46,759
Pave/Reclaim – Cooks Lane	\$ 1,585

to be funded by the Capital Assigned Fund Balance.