

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

Minutes

Virtual Regular Monthly Meeting
January 11, 2022

Chairman Robert Rimmer called the Virtual Regular Monthly Meeting of the Board of Finance of the Town of Killingworth to order at 7:05 P.M.

Members present: Chairman Robert Rimmer, Vice Chairman Annie Stirna (arrived at 7:15 P.M.), Clerk Marcel Couture, Tara Amatrudo, Sara O'Brien, and, Andrew O'Neil

Members absent: None

Also present: First Selectwoman Nancy Gorski, Financial Director Regina Regolo and Secretary Sherry Lee Hynes

Report: First Select Nancy Gorski:

1. PFAS. The Board of Selectmen (BOS), on January 10, 2022, contracted with the firm of GZA GeoEnvironmental, Inc. to perform baseline water quality sampling for the Town Campus and the Killingworth Elementary School (KES) in preparation for a water treatment program. The Town will seek funding to offset the cost of the sampling to the Town. First Selectwoman Gorski has reached out to Christine Cohen about funding. RSD #17 will cover the cost of the sampling at the KES.
2. Town Hall Modular Building. The Town has contracted with Lighthouse Builders for emergency repairs. The siding, subject to availability, has been ordered. First Selectwoman Gorski and the Board of Finance (BOF) discussed the funding for the emergency repairs.
3. Budget Year 2022/23. The BOF will meet with the BOS to discuss the town's priorities. This meeting is tentatively part of the BOS February 14, 2022 Regular Meeting. The Selectmen's Preliminary Budget will tentatively be presented to the BOF at the BOF March 8, 2022 Regular Meeting. Rimmer encouraged BOF members to listen to the BOS budget meetings. All meetings will be virtual.

Report: Financial Director Regina Regolo. The December 2021 Financial Report was distributed prior to the meeting. For the benefit of the new BOF members, she gave an overview of the monthly report format and suggested the elements that would be most helpful to view first.

Approval of Minutes. December 14, 2021 Regular Monthly Meeting. Couture **MOVED** to accept and approve as presented the Minutes of the December 14, 2021 Regular Monthly Meeting. O'Neill seconded the motion. Discussion: none. Voting in favor: Rimmer, Stirna, Couture, Amatrudo and O'Neill. Opposed: none. Abstentions: O'Brien. The motion was **carried**, 5-0-1.

RSD17 Operating Budget Review. Financial Director Regolo advised that their 2021 Audit has not been completed. She noted that the District sought and was granted an extension to file same.

Stirna arrived at 7:15 P.M.

Stirna advised that due to the current Covid situation impact on the school system, she has not sent out the letter requesting a joint meeting to discuss this. She will do so as soon as possible.

Return to First Selectwoman Report. First Selectwoman Gorski advised the BOS has appointed Tom Talbot to replace Cathy Jefferson, the former Wetlands Enforcement Officer who retired. The position is 18 hours per week. She spoke about his background. It is anticipated that he will be appointed by the Planning and Zoning Commission to be the Zoning Enforcement Officer, succeeding Cathy Jefferson, at their next meeting.

Return to Financial Director's Report. As to the December 2021 Financial Report, there were no BOF inquiries at this time. Members should contact her directly if they have any questions about any report. They do not have to wait for a BOF meeting.

RSD #17 Operating Budget Review. See above.

Status: 2019/2020 and 2020/2021 Annual Reports. Rimmer asked that all reports be submitted to him by the February 8, 2022 Regular Monthly Meeting. At that time, the next steps in the process will be discussed. Financial Director Regolo suggested that only the narratives of the individual reports be included in the Annual Report as the Audit that will also be included has the financial numbers.

Bills. Couture **MOVED** to accept and approve for payment the invoice of Hynes for her December 2021 Clerical Hours in the amount of \$161.79. O'Neill seconded the motion. Discussion: none. Voting in favor: Rimmer, Couture, O'Neill, Amatrudo, O'Brien, and, Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

Consideration of Minimum Fund Balance Policy. A discussion, led by Couture, was held, with input from Financial Director Regolo, on the impacts this would have on the mill rate and budgets, and, suggestions on fund balances from the

Connecticut Conference of Municipalities (CCM). She was asked to prepare a 10-year history of the fund balances. The new members asked if this could be considered after they have gone through one cycle of budget preparation. This was continued to the February meeting.

Old/New Business

1. **Appointment of Auditor.** Financial Director Regolo advised that the Town must appoint an auditor in the near future. Discussion of the appointment will be an agenda item at the February meeting. She noted that five-year contracts are more desirable to auditors vs. the three-year contracts that are stipulated in the current Town Charter.

Additions to Next Regular Meeting Agenda. In addition to those mentioned above,

1. Consideration of Appointment of Auditor/Bid Request

There being no further business, Couture **MOVED** to adjourn the meeting. O'Neill seconded the motion. Discussion: none. Voting in favor: Rimmer, Stirna, Couture, Amatrudo, O'Brien, and, O'Neill. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0. The meeting was **adjourned** at 7:58 P.M. to the February 8, 2022 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
Elizabeth Disbrow, Administrative Assistant
Michele Nuhn, Tax Collector
Donna Dupuis, Town Treasurer