
**Minutes of the special meeting of the
ECONOMIC RECOVERY COMMITTEE**

Tuesday, June 26, 2022, at 7:00 p.m. via GoToMeeting

In attendance: J. Mancini, S. O'Brien, D. Lefko, K. Emerson, J. Duffield, and D. Colonia; *guests*, Eileen Blewett, Kelly Leach, Nancy McCormick, and Gina Regolo.

Mancini called the meeting to order at 7:08 p.m., confirmed all persons in attendance, and confirmed there was a quorum of the committee.

Public Comment. None.

Review and approval of Special Meeting Minutes from June 28, 2022. D. Colonia moved to approve the meeting minutes from the June 28, 2022 meeting. Seconded by K. Emerson.

Discussion: None.

Motion passed unanimously by all in attendance.

Financial Report & Accounting of Funds. Gina Regolo provided an email update to the committee on July 25, 2022 in advance of the committee meeting. This report was reviewed by the committee and has been appended to the meeting minutes along with any attachments included therein.

New ARPA Fund Use Policy. Mancini pointed out that included in Gina's email update was a policy regarding the use and expense of ARPA funding (i.e., Policy regarding the use of ARPA funds), which was approved by the Board of Selectmen on July 11, 2022.

Regolo confirmed that the committee remains able to use ARPA funding in any way within the confines of the law, even if the expense would not fall under a specific line item within the town budget.

Mancini provided an overview of the "Check List" referenced and included in the Policy and indicated that he would be providing this information for the three pending requests to the town (i.e., the Killingworth Krier, Killingworth Ambulance Association, and the Shoreline Soup Kitchen).

Discussion of projects for use of funds.

1. Helping Hands

Mancini provided an overview of this request and indicated that it was part of the February 23, 2022 meeting minutes.

Kelly Leach and Nancy McCormick of the Killingworth Women's Organization spoke to this request, including that some of these items were definitely more of a priority than others. Specifically with regard to a generator, while a small generator exists, it requires someone to go and physically turn it on. Given that it is not always known when power at that building may go out and/or that the weather conditions may not permit someone to physically travel to the pantry, an automatic generator is needed to ensure that the food in the refrigerators and freezers is maintained at appropriate temperatures.

Regolo confirmed that the Killingworth Women's Organization were serving as agents to the town to run this town food pantry in a town building.

Mancini indicated that the total request came to \$16,905. Given that there seem to be some sort of priority to this request, the Committee would ask that the Killingworth Women's Organization resubmit this request with updated numbers and to prioritize the items. Emerson expressed concern about whether the pantry intended to remain within that specific building. Kelly responded that she believed the pantry would remain at that location for the foreseeable future.

2. Pickle Ball Nets.

O'Brien provided an overview of this request from senior citizens of Killingworth requesting pickle ball nets to utilize on the local tennis courts.

Duffield advised that Parks and Rec already authorized the spending needed for the four requested nets, and confirmed that Parks and Rec can absorb that cost.

3. Generator proposal for Library

Mancini provided an overview of this request indicating that the library board felt that the written proposal spoke for itself and that the request was for the amount of \$23,000.00.

Colonia moved to entertain the library's request and recommend that \$23,000.00 be allocated to cover the cost of the generator.

There was no second.

The motion failed.

Meeting Schedule Discussion for the remainder of 2022.

The Committee determined that all meetings for the remainder of 2022 would be held virtually via GoToMeetings.

Emerson moved to cancel the August 23, 2022 provided that the Committee schedule a special meeting to address Helping Hands request upon receipt of their updated request.

Seconded by Colonia.

Motion passed unanimously by all those in attendance.

Adjournment. Lefko moved to adjourn. Seconded by Colonia. Motion passed unanimously. Meeting adjourned at 7:57 p.m.

Financial Update as of 7/25/2022

1 message

Regina Regolo <rregolo@townofkillingworth.com>

Mon, Jul 25, 2022 at 10:35 AM

To: Kerry Lynn Emerson <ct.emerson@comcast.net>, James Joseph Duffield <jduffield83@comcast.net>, Gwenne Celmer <gwenne@gclemer.com>, Doug Lefko <llefko@msn.com>, Sara Jane O'Brien <sara.obrien57@gmail.com>, "jfmct@att.net" <jfmct@att.net>, "Dan Colonia (dcolonia@comcast.net)" <dcolonia@comcast.net>

Cc: First Selectman <firstselectman@townofkillingworth.com>, Regina Regolo <rregolo@townofkillingworth.com>

Here's the latest information regarding the ARPA fund accounting:

The board of selectmen approved a policy & procedure document at their last meeting held Monday July 11th. The filed BOS meeting minutes are attached. Note that they have not yet been approved as BOS did not meet this week.

Last week OPM reached out to all the municipalities asking us to officially "request" the 2nd tranche through the portal. We did. Still no official word as to when the funds will be transferred to the town, but we anticipate it within the next 30 days.

The total interest earned through July 2022 is \$1,012.41. We disbursed \$25,000 to the KVFC following town meeting approval on May 16, 2022. We incurred a bank expense of \$374.47 for secure check stock. The remaining balance as of 6/30/2022 was \$917,352.70.

As we move into next fiscal year, we expect the 2nd tranche of \$941,715, we encumber \$561,796 for the newly approved capital projects and possibly an additional \$86,864 for the Middlesex County Chamber of Commerce, the Shoreline Food Pantry, and the Killingworth Ambulance Association if approved at a town meeting. That will leave \$1,210,407 of the funds as unencumbered available for other projects.

The "pre-audit" accounting as of Monday, July 25, 2022

\$917,131 balance as of 6/30/2022

+ \$222 interest earned in FY 22/23 YTD

+\$941,715 2nd tranche anticipate receiving sometime in FY 22/23

\$1,858,846 combined total

-\$561,796 encumber for the approved capital projects in FY 22/23

-\$86,864 encumber if approved in FY 22/23 (Chamber of Commerce, Food Pantry, KAA)

\$1,210,407 leaving unencumbered


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The Town of Killingworth, Connecticut

3 attachments

 **2223 ARPA pre-audit as 7 25 2022.pdf**
267K

 **Town of Killingworth ARPA Funds Policy 7 10 2022 G.pdf**
210K

 **BOS_7_11_2022.pdf**
232K

TOWN OF KILLINGWORTH, CONNECTICUT
 ARPA Fund
 Schedule of Changes in Fund Balance
 For the Year Ended June 30, 2022
 YEAR TO DATE INFORMATION - unaudited

21/22 ARPA Funds Pre-audit

Fund Balance as of 6/30/2021	Fund Balance and other Designation	Interest and other Income	Grant Revenue	Transfer to General Fund	Transfer to Capital Fund	Y-t-d 21/22 Expenditures	proposed Project Close-outs	pre-audit Y-t-d Fund Balance 6/30/2022	Notes
-	25,000	-	-	(25,000)	-	-	-	-	funds transferred to and paid out from GF
-	25,000	-	-	(25,000)	-	-	-	-	
941,715	(25,000)	790	-	-	(374)	-	-	917,131	bank fee for security check stock
\$ 941,715	\$ -	\$ 790	\$ -	\$ (25,000)	\$ (374)	\$ -	\$ -	\$ 917,131	

Committed Continuing Projects

21/22 KVFC - 21/22 operating shortfall

Total Committed Fund Balance

Assigned Fund Balance

Total Fund Balance

TOWN OF KILLINGWORTH, CONNECTICUT
 ARPA Fund
 Schedule of Changes in Fund Balance
 For the Year Ended June 30, 2022
 YEAR TO DATE INFORMATION - unaudited

22/23 ARPA Funds Pre-Audit

pre-audit Fund Balance as of 6/30/2022	Fund Balance and other Designation	Interest and other Income	Grant Revenue	Transfer to General Fund	Transfer to Capital Fund	Y-t-d 22/23 Expenditures	proposed Project Close-outs	pre-audit Y-t-d Fund Balance 6/30/2023	Notes
-	10,000	-	-	-	-	-	-	10,000	double check if when projects approved
-	66,864	-	-	-	-	-	-	66,864	double check if when projects approved
-	10,000	-	-	-	-	-	-	10,000	double check if when projects approved
31,907	KVFC - Turnout Gear Replacement	-	-	-	-	-	-	31,907	approved at 5/16/2022 TM, as incurred, transfer to Reserves
12,500	KVFC - Small Diameter Nozzles & Appliances	-	-	-	-	-	-	12,500	approved at 5/11/2022 TM, as incurred, transfer to Reserves
50,000	KVFC - AED Replacement	-	-	-	-	-	-	50,000	approved at 5/16/2022 TM, as incurred, transfer to Reserves
85,000	KVFC - Thermal Imaging Cameras	-	-	-	-	-	-	85,000	approved at 5/16/2022 TM, as incurred, transfer to Reserves
15,000	KVFC - Portable Multi-Gas Detectors	-	-	-	-	-	-	15,000	approved at 5/16/2022 TM, as incurred, transfer to Reserves
42,389	KVFC - Equipment Overruns - Heavy Rescue 8-9	-	-	-	-	-	-	42,389	approved at 5/16/2022 TM, as incurred, transfer to Reserves
45,000	KVFC - Station 2 siding, gutters, driveway	-	-	-	-	-	-	45,000	approved at 5/16/2022 TM, as incurred, transfer to Reserves
45,000	TS - Center Compactor	-	-	-	-	-	-	45,000	approved at 5/16/2022 TM, as incurred, transfer to Reserves
35,000	TS - Roll Off Containers (2)	-	-	-	-	-	-	35,000	approved at 5/11/2022 TM, as incurred, transfer to Reserves
200,000	Develop designs for permanent town hall additions to replace modulars	-	-	-	-	-	-	200,000	approved at 5/16/2022 TM, as incurred, transfer to Reserves
-	648,660	-	-	-	-	-	-	648,660	
-	648,660	-	-	-	-	-	-	648,660	
917,131	(648,660)	222	941,715	-	-	-	-	1,210,407	
\$ 917,131	\$ -	\$ 222	\$ 941,715	\$ -	\$ -	\$ -	\$ -	\$ 1,859,067	

Total Committed Fund Balance

Assigned Fund Balance

Total Fund Balance

Town of Killingworth
Policy regarding the use of ARPA Funds
Approved at the Board of Selectmen meeting held July 11, 2022

Funds must be obligated or incurred by:	December 31, 2024
Funds must be expended by:	December 31, 2026
Total ARPA grant (excluding interest):	\$1,883,429.50
US Treasury Reporting Deadlines for Non-Entitlement Units (NEUs):	April 28, 2023 for period April 1, 2022 thru March 31, 2023

The Town of Killingworth has established the following policy regarding the approval, distribution, and reporting of American Rescue Plan Act (ARPA) funds.

As outlined in ARPA, the possible **eligible uses** are as follows:

- Responding to the public health emergency and the negative economic impacts of COVID-19;
- Replacement of loss revenue;
- Premium pay;
- Water and sewer infrastructure; and
- Broadband infrastructure.

The **Treasury's key objectives** with the funding are to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts;
- Maintain vital public services, even amid declines in revenue resulting from the crisis;
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.
- Support general government services

1. Economic Recovery Committee – formed by the Board of Selectmen is charged with
 - Soliciting input from the community, and
 - Analyzing Killingworth’s economic, social, facilities, and health needs resulting from the pandemic,
 - Making recommendations to the Board of Selectmen to include a complete application inclusive of a detailed rationale for the approval based on the eligible uses and key objectives above or other criteria used for the recommendation.

2. Board of Selectmen
 - Considers recommendations made by the Economic Recovery Committee,
 - May make recommendations independently of the Economic Recovery Committee,
 - Brings those recommendations approved by the Board of Selectmen to the Board of Finance for approval,
 - If approved by Board of Finance, presents the recommendations at town meeting at which time the town considers and approves both the particular project and the funding source.

3. Finance Director
 - Following approval at town meeting, the Finance Director shall, with the approval of the Board of Selectmen and the Town Treasurer, disburse the funds after appropriate supporting invoices and/or other documentation have been provided to ensure that funds were used in the intended manner. *(Records are subject to federal audit)*
 - Town bidding regulations will be followed as warranted.
 - Finance Director shall provide a monthly report to Boards of Selectmen and Finance showing the estimated fund balance, approved projects, encumbered funds, transfers and interest earned. Detail expenditure reports will be available on demand.
 - Finance Director shall disclose this information as part of the town’s annual report,
 - Finance Director shall make the required annual reporting to the US Treasury of the disbursement of these funds.

Check List

Organization or Entity making the request: _____

Address: _____

Contact name: _____

Phone: _____ Email: _____

Date of Request: _____

Description: _____

Rational for recommendation:

Amount Requested: \$ _____

Eligible Use: _____

Treasury's Key Objective: _____

Reviewed and recommended by:

ERC: _____

BOS: _____

BOF: _____

Town Meeting Date: _____ Result: _____

Following approval at town meeting:

Subject to town bidding regulations – Yes or No

Supporting invoices provided – Yes or No

Disbursement date: _____