

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

**MINUTES**  
Regular Meeting  
January 10, 2023

Chairman Robert Rimmer called the virtual January 10, 2023 Regular Meeting of the Board of Finance to order at 7:05 P.M. Members present: Chairman Robert Rimmer, Vice Chairman Annie Stirna, Clerk Marcel Couture, Tara Amatrudo, Sara O'Brien, and, Andrew O'Neill. Also present were First Selectwoman Nancy Gorski and Finance Director Regina Regolo.

**Visitors.** There were no visitors.

**Approval of Minutes:**

1. December 13, 2022 Regular Meeting. This was cancelled.
2. December 20, 2022 Special Meeting. Couture **MOVED** to accept and approve as presented the Minutes of the December 20, 2022 Special Meeting. O'Brien seconded the motion. Discussion: none. Voting in favor: Rimmer, Couture, Amatrudo, O'Brien, O'Neill, and, Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

**Report: First Selectwoman Nancy Gorski**

1. Economic Recovery Committee. The Committee has been resolved. The Board of Selectmen will be updating the use of the ARPA Funds.
2. Fire Department. The Fire Department is asking for \$50,000 to begin the process for a study for a new fire hall. The \$50,000 study in 2019 was for renovating the current building. The reasoning for the new study is based on the increased material costs in 2023 from that in 2019 and the needed upgrades to the building. There was a discussion on the fire department projects reflected in the capital plan, the timing of a new study, the process involved to re-appropriate the funding in place, and the need to have the study completed prior to the 23/24 budget season. The BOF raised concerns for the request, including but not limited to, the alteration of the project already allocated as to fundings and there is no new relevant information as to costs. First Selectwoman Gorski noted that should there be a new fire hall, then the old one could be used for town offices and meeting room(s) and removing the modules currently being used. First Selectwoman Gorski was asked to take the concerns of the BOF to the Selectmen and to get more information as to the scope of the quotes and scope of the proposed replacement fire hall.

3. **Proposed Budget Meetings.** The Board of Selectmen will be setting special meetings for budget reviews.

### **Finance Director Regina Regolo**

1. Finance Reports:
  - a. November and December 2022. The Finance Reports were distributed prior to the meeting. She, with input from First Selectwoman Gorski, addressed inquiries from the Board. They also addressed inquiries regarding anticipated and potential funding and/or grants.
2. Audit Ending June 30, 2022. The audit has been completed.
3. Proposed 23/24 Budget. Preparations are underway. She, with input from First Selectwoman Gorski, noted that costs appear to be increasing and there will be staffing increases due to anticipated retirements.
4. PFAS Testing. First Selectwoman Gorski and Finance Director Regolo addressed inquiries of the Board as to funding for testing and the criteria for testing.
5. Electrical Rates. First Selectwoman Gorski and Finance Director Regolo are researching electricity supplier rates to see if they can get the current rate reduced.
6. Town Counsel Budget. Projects that need legal services have increased.
7. Department of Public Works. The needs study for the Department of Public Works is in process. First Selectwoman Gorski noted a road mower was damaged and had to be replaced. An insurance payment is anticipated to help offset the cost. The work needed, according to the 2017 road study, has been completed.
8. Electronic Budgeting System. No discussion.

### **Consideration of Minimum Fund Balance Policy**

Couture led a discussion on the auditors' recommendation on a percentage and what other towns are doing. He noted that whatever the number is, it can be changed in the future. It is more important to have a set policy at bonding time. He suggested a percentage. Rimmer thanked Couture for all the work he did in developing a policy for consideration.

Couture **MOVED** to adopt, as presented, the "Unassigned Fund Balance Policy" and make it the policy of the Board of Finance. Amatrudo seconded the motion. Discussion: Couture was commended for his diligence in developing and bringing the Policy before the Board of Finance for consideration. Voting in favor: Rimmer, Couture, Amatrudo, O'Brien, O'Neill, and Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

**Establish 2023 Mileage Rate.** Couture **MOVED** to adopt the 2023 Mileage Rate as set by the Internal Revenue Service. O'Neill seconded the motion. Discussion:

BOF Minutes  
Regular Meeting  
January 10, 2023

none. Voting in favor: Rimmer, Couture, Amatrudo, O'Brien, O'Neill, and, Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

**Establish Board of Finance Meeting Calendar.** O'Neill **MOVED** to adopt as presented the 2023 Meeting Calendar of the Board of Finance. Couture seconded the motion. Discussion: none. Voting in favor: Rimmer, Couture, Amatrudo, O'Brien, O'Neill, and, Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

**Charter Revision Discussion.** The BOF had a discussion centered on Section 9-7(b) regarding the mill rate. Members by consensus felt that a transfer based on state statutes would be preferable language. Stirna urged the BOF to attend the next remote Charter Hearing on Thursday, January 12, 2023 at 7:00 PM.

**RSD #17 – Report: January 4, 2023 Meeting.** No report.

**Bills.** Hynes – December 2022 Clerical Hours. Amatrudo **MOVED** to accept and approve for payment the December 2022 Invoice from Hynes in the amount of \$130.58 for her clerical hours. O'Neill seconded the motion. Discussion: none. Voting in favor: Rimmer, Couture, Amatrudo, O'Brien, O'Neill, and, Stirna. Opposed: none. Abstentions: none. The motion was **carried**, 6-0-0.

**Additions to Next Meeting Agenda: February 14, 2023 Meeting.**

1. \$500,000 Baseball Field Grant. Stirna suggested all to listen to the discussion on this at the January 9, 2023 Board of Selectmen meeting.

**Disbandment of the Economic Recovery Committee.** There was a general discussion.

There being no further business, Rimmer **adjourned** the meeting at 8:40 P.M. to the February 14, 2023 Regular Meeting. The clerk noted that it may have to be a special meeting, depending on the filing date of the 2023 Meeting Calendar. Rimmer will check into this.

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