

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

MINUTES
Regular Meeting
April 11, 2023

Chairman Robert Rimmer called the April 11, 2023 Regular Meeting of the Board of Finance of the Town of Killingworth to order at 7:01 P.M. in the Selectmen's Meeting Room of the Town Office Building, 323 Route 81, Killingworth, Connecticut.

Members present: Chairman Robert Rimmer, Vice Chairman Annie Stirna, Clerk Marcel Couture, Tara Amatrudo, Sarah O'Brien, and, Andrew O'Neill (arrived at 7:12 P.M.)

Members absent: None

Also present: First Selectwoman Nancy Gorski, Secretary Sherry Lee Hynes, Walter Adametz of the Highway Department and Resident Bill Joyce

Visitors. Bill Joyce, of Beechwood, welcomed all to come to the community to speak with residents.

Approval of Minutes:

- A. March 14, 2023 Remote Special Meeting
- B. March 15, 2023 Special Meeting
- C. March 23, 2023 Remote Special Meeting
- D. March 29, 2023 Special Meeting
- E. March 30, 2023 Special Meeting
- F. April 5, 2023 Special Meeting
- G. April 6, 2023 Special Meeting

Tabled to later in the agenda.

Walter Adametz – Highway Budget Discussion

Walter Adametz clarified his budget requests for:

Operating Budget

- A. Tree Work. BOF Members inquired if he would be willing to take on the task of tree work at the Park and Recreation complexes. He agreed. As to tree complaints, these have priority. Other trees with safety issues are next. Routine tree maintenance is done in conjunction with planned work on town roads. Routine tree work at the complexes will be worked into the planned road work. Adametz suggested a "tree policy". First Selectwoman Nancy Gorski took this

under advisement. Adametz advised the average cost to the Town for a single tree removal is generally between \$1,000 and \$5,000.

- B. Snow Removal. This is for contracted services. Snow removal bids for FY23/24 are being solicited. He noted that the prices are going up along with the cost of insurance.
- C. Salt/sand. Typically, salt and sand are replenished after the end of the snow period of the current budget year.
- D. Return to Trees. The current tree budget is being impacted by the multiple wind storms this fall and winter seasons.
- E. Chip Sealing. The chip sealing on Paper Mill Road has been pushed back from this fiscal year to FY 23/24. Roads are prioritized for chip sealing. Chip sealing acts as a preservative on roads, thus allowing more time before repairs/restoration is needed.
- F. Spot Paving/Curbing. This is for repairs to existing roads with pavement.
- G. Traffic Control. This is for contracted outside services during roadwork.
- H. Street Cleaning/Basin Cleaning. Killingworth does not have its own equipment so this work is subbed out. The State requires all local roads to be swept a minimum of one time per year.
- I. Parts & Supplies. This is needed for road truck maintenance. They are routinely scheduled for maintenance after the snow season.
- J. Tires. These are for town vehicles. Prices are going up.
- K. Tires at Transfer Station. The disposal prices are going up. A private company collects the tires quarterly. There was a brief discussion on the possibility of the institution of disposal fees. First Selectwoman Gorski advised that this is a process that would need to be researched.
- L. Bridge Repair. This is for the painting of existing bridge railings.
- M. Cable TV/Internet. Basic cable TV/telephone/internet is bundled. The cable TV is needed for monitoring during storm events and by drivers during "down time" during long-duration storm events.

Capital Items.

- A. Small Mason Truck with Plow and Sander. This particular truck is due to be replaced under the established twelve year vehicle replacement schedule. It is rusty and 13 years old. The smaller trucks are used to supplement the larger trucks during major storm events. Large trucks only are used for small storm events. Orders for a small truck are one year out. Orders for large trucks are two years out. There are ten large trucks and four town employees certified to operate them. Outside drivers are contracted. Outside drivers and equipment are also by contract. If this happens, they must supply their own fuel – a State requirement.
- B. Road Replacement/Reconstruction. There is a planned schedule of work.

Miscellaneous Cost Saving Efforts:

- A. Textile collection. This will be coming soon and will alleviate some of the garbage, thereby reducing tipping fees.
- B. Used truck oil is being utilized for heating the highway garage(s).

(O'Neill arrived at 7:12 P.M.)

Reports

First Selectwoman.

First Selectwoman Nancy Gorski spoke on the following:

- A. Emergency Roof Repairs: Town Office Building and Modulars. The Board of Selectmen has sent out an RFP. A line item must be added to the proposed budget. First Selectwoman Gorski will get clarification on the scope and location of the repairs. Rimmer advised that there is a state organization that may be able to help on the repairs for the original part of the TOB. First Selectwoman Gorski will look into this.
- B. HVAC. HVAC units in both the original building and the modulars need replacement. Rimmer advised that there is a state organization that may be able to help on the repairs. First Selectwoman Gorski will look into this.
- C. ARPA Funds. There was a discussion of the appropriated funds and the use of the remaining funds. It was suggested that a use policy be adopted.
- D. Capital Plan. Assessment of Buildings. There was a discussion on the need for consistency on the placement of building assessments in this category as some assessments are also in the operating budget.
- E. Proposed Operating Budget. Refunds and Tax Abatement Line Item. More information is needed on this request. First Selectwoman Gorski suggested the Tax Collector be consulted and/or asked to come to a budget workshop.

Financial Director. Financial Director Regina Regolo was available by phone if needed.

- A. March Financial Reports. The March Financial Reports were distributed prior to the meeting. There were no inquiries at this time. BOF members were advised to contact Finance Director Regolo if they have a question.
- B. Status of Current Budget. Rimmer advised that it appears that all outside revenues have been received. It appears that expenses are in line with those at this time in last year's budget.

Status: 2019/2020, 2020/2021 and 2021/2022 Annual Reports. Rimmer will check on the status reports at the printers. He will request that at least the Report for 2019/2020 be submitted before the end of April.

Discussion Re: \$500,000.00 Baseball Field Grant. Not held.

Determine Budget Workshop Dates

- A. April 6, 2023 Special Meeting. Invited guest: The Library.
 - 1. The library sent information on the use of the endowment fund. The Board needs a clarification of the use of the funds.
 - 2. "Rentals". The Board needs a clarification of the placement of "rentals" under "fund raising".
- B. April 13, 2023 Special Meeting. Invited guests:
 - 1. Youth and Family Services
 - 2. Parmelee Farms
 - 3. Killingworth Volunteer Fire Company
- C. Additional budget workshops. If needed, Rimmer will set more special meetings for budget workshops.

Bills - Hynes

- A. February 2023 Clerical Hours. O'Neill **MOVED** to accept and approve for payment the Invoice of Hynes for her February 2023 Clerical Hours in the amount of \$108.81. Couture 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.
- B. March 2023 Clerical Hours. O'Neill **MOVED** to accept and approve for payment the Invoice of Hynes for her March 2023 Clerical Hours in the amount of \$483.12. Couture 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.

Budget Community Outreach Discussion / Policy. After discussion, no action was taken.

Budget Workshop. Not taken up.

Return to Minutes. All tabled to a future meeting.

Additions to Next Meeting Agenda: May 9, 2023 Meeting. None at this time.

There being no further business, Rimmer **adjourned** the meeting at 9:10 P.M. to the May 9, 2023 Regular Meeting.

Respectfully submitted,
Sherry Lee Hynes
Sherry Lee Hynes, Secretary

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

BOF Minutes
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Regina Regolo, Director of Finance
Elizabeth Disbrow, Administrative Assistant
Michele Nuhn, Tax Collector
Donna Dupuis, Town Treasurer