

**MINUTES  
REGULAR MEETING  
TOWN OF KILLINGWORTH  
BOARD OF FINANCE  
Tuesday, April 14, 2026 at 7:00 p.m.  
Killingworth Town Hall**

**BOF Members in Attendance:** Marcel Couture, William Kosturko, John Mancini, Annie Stirna (Chair)

**BOF Members Absent:** Stephen Reeps, Michael Kovas

**Staff in Attendance:** First Selectman Eric Couture, Jamie Sciascia (Clerk/Via Remote)

**Called to Order:** Chair Annie Stirna Called the Meeting to Order at 7:02 p.m.

**Visitors:** No members of the public were present at the Board of Finance meeting this evening.

Motion #1 - William Kosturko *Moved* and John Mancini *Seconded* a motion to add to the Agenda Discussion of a Memorandum from the Town Attorney regarding Parmelee Farm Committee Finances.

Motion unanimously passed [4-0-0].

**Parmelee Farm Committee Finances:**

Following review of a Memorandum from the Town Attorney regarding Parmelee Farm finances, the Board of Finance discussed the committee's status, financial responsibilities, and compliance with applicable statutes, the Town Charter, and Board of Finance procedures. It was clarified that Parmelee Farm operates as a standing committee with rotating membership; however, as a town-affiliated entity, it is subject to the requirements set forth in the Town Charter and related financial regulations. The Board discussed the distinction between the Charter and supplemental regulations adopted by the Board of Finance, noting that clearer written guidance on budget submission and financial reporting would be beneficial.

The Board reiterated that, pursuant to the Charter and applicable statutes, all Town-affiliated entities are required to submit budgets and obtain appropriate approvals for expenditures. The Board noted that a formal budget was not submitted for the current cycle for Parmelee Farm despite prior requests. The Board further discussed that there is no separate or independent fund outside of the Town's financial structure, and that all revenues and expenditures must be accounted for in accordance with Town financial policies. It was emphasized that any expenditures, including those funded through donations, must follow established approval processes, particularly for capital improvements on Town-owned property.

The Board's budget for the next fiscal year has been submitted to the Board of Selectmen, and it was the consensus of the Board that it would not be appropriate to make unilateral changes at

this stage. Any future requests or expenditures must be submitted and reviewed in accordance with Charter requirements and established Board of Finance procedures.

Lastly, the Board discussed the possibility of meeting with a small delegation from the committee to review the attorney's guidance, clarify expectations, and ensure alignment with statutory and Charter requirements moving forward.

**Reports:**

**First Selectman:** First Selectman Couture provided a memorandum from Town Counsel regarding Parmelee Farm, which was discussed at the beginning of the meeting. Couture reported that the Town is continuing through the fiscal year, with winter operations now complete. Director of Public Works Mello is working on planning and prioritization for the upcoming year, including coordination with the Town's GIS provider to evaluate asset management software options and develop a cost estimate in collaboration with Assessor Shauna Ham. Couture also noted that the Board of Selectmen, at its meeting, supported deferring both the Abner Lane project and the architectural design work related to the Fire Company's facility.

**Finance Director:** Chair Stirna reported that the Director of Finance Regolo's report had been distributed in advance and reflects financials through the end of March. No questions were raised by the Board.

**Tax Collector:** The Tax Collector's report was distributed to the Board in advance of the meeting. No questions were raised by the Board.

**Approval of Meeting and Special Meeting Minutes:**

Motion #2 - Marcel Couture *Moved* and Chair Stirna *Seconded* a motion to approve the Minutes from the following Special Meetings of the Board of the Finance: March 16, 2026, March 23, 2026, March 25, 2026, March 30, 2026, April 1, 2026, April 6, 2026, and April 8, 2026 as presented.

Motion unanimously passed [4-0-0].

*Discussion - Chair Stirna noted that the February Minutes will be approved at the May meeting since it wasn't provided in the Board's packet.*

**Special Appropriation Discussion and Approval:**

Motion #3 - Chair Stirna *Moved* and Marcel Couture *Seconded* a motion to approve the Special Appropriation adopted by the Board of Selectmen on April 13, 2026, and forwarded to the Board of Finance for approval.

Motion unanimously passed [4-0-0].

The Board of Finance unanimously approved the special appropriation as recommended by the Board of Selectmen and was returned to the Board of Finance for approval. The Board discussed next steps in the bonding process, including coordination with bond counsel and the financial advisor, potential structuring of advisory and related costs, and preparation for presentation of

capital items at the public hearing and Town Meeting. The Board reviewed the funding resolution process, including how capital items would be voted on and the options available to voters if the Budget doesn't pass, including consideration of capital items individually at Town Meeting. Discussion also included mill rate implications, the potential use of general fund balances for stabilization, long-term capital planning considerations, and the importance of clearly communicating the financial impact and bonding implications to the public.

**Appointment of Auditors:**

Chair Stirna reported that it was necessary to appoint an auditor for fiscal year 2026–2027, with the budgeted amount of \$28,700.

Motion #4 - Marcel Couture *Moved* and William Kosturko *Seconded* a motion to appoint Hoyt, Filipetti, and Malaghan, LLC as Auditor for one year (FY 2026–2027) for \$28,700.

Motion unanimously passed [4-0-0].

**Discussion of Public Hearing and Presentation:**

Chair Stirna reported that, in Michael Kovas' absence, John Mancini will deliver the public hearing presentation, coordinating with Director of Finance Regolo to finalize the materials and presentation details.

**Timeline for BOS Town Meeting:**

Chair Stirna reported the timeline for upcoming meetings: Public Budget Hearing scheduled on Monday, April 27, 2026 at 7:00 p.m. held at KES; Board of Selectmen meeting scheduled on Tuesday, April 28, 2026 (to issue the Call to Town Meeting); Annual Town Meeting scheduled on May 18, 2026 at 7:00 p.m. in the KES All-Purpose Room. Chair Stirna also noted that a special meeting could be scheduled to review the public hearing presentation once materials and John Mancini's preparation are ready.

**Additions to the Agenda:** None.

**Bills:**

There were no additional bills submitted for the Board's review, other than the Clerk's invoice.

Motion #5 - John Mancini *Moved* and Chair Stirna *Seconded* a motion to approve the Clerk's Invoice in the amount of \$85.00 as presented.

Motion unanimously passed [4-0-0].

**Adjournment:** Chair Stirna adjourned the meeting at approximately 8:28 p.m.

Respectfully Submitted,

*Jamie Sciascia*

Jamie Sciascia  
Clerk