

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

MINUTES
Regular Meeting
October 10, 2023

Chairman Robert Rimmer called the October 10, 2023 Regular Meeting of the Board of Finance of the Town of Killingworth 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 (arrived at 7:04 P.M.), Clerk Marcel Couture, Tara Amatrudo, Sarah O'Brien, and, Andrew O'Neill

Members absent: None

Also Present: Finance Director Regina Regolo, via telephone, members of the Parmelee Farm Committee, Killingworth Park and Recreation and Residents John Byrne, Amy Roberts Perry, Eileen Blewett and Eric Couture

Visitors

Visitors not on the agenda did not wish to speak at this time.

Discussion with Parmelee Farm Committee Representatives

Present from the Committee: Scott Hawkins, Chairman, Tim Gannon, Guy Vecchitto and Karen Milano

Stirna arrived at 7:04 P.M.

Scott Hawkins, with input from all Committee members, asked that the \$2,000 that was reduced from this year's operating budget be restored in the next budget. The reduction impacted the maintenance and repair of aged equipment for which the operating budget from the Town is used for. Maintenance and repairs of aged equipment are costs that are rising. He noted that there are a lot of members of the Committee along with community members who donate many hours to the Farm. The donated time results in a considerable savings to the Town and the Committee, especially for improvements to the property, to existing exhibits and the expansion thereof, and for event management i.e., parking, food, and the overseeing of events. Hawkins distributed and went over their multi-year Projects List. Fund raising is a major way the Committee saves money for the Town.

Donations and income from events are in a special activities fund. This account is used for activities at the Farm. The Committee uses some of the funds for maintenance only when there is no other way to fund costs for unanticipated expenses.

Board members and the Committee discussed the need for transparency in the use of all funds of the Committee. This is especially useful during the creation of the Town budget. Board members suggested that some of the existing and/or proposed projects may meet the criteria to be classified as a capital expense. Some projects will have to have RFP's due the project value.

John Byre was recognized. He read the letter he sent to the Board of Finance during the last budget season. He questioned how the special activity fund was used then asked for an accounting of it.

Karen Milano asked that the \$2,000 reduced from this year's budget be restored as it impacted the maintenance of the equipment. She spoke about the volunteerism, programs and the use of the property in general. Volunteerism and material donations is saving the Town from expending much more for the maintenance of the property.

BOF Members encouraged the Committee to submit qualifying projects for consideration for the multi-year capital plan. A member suggested that the Committee contact the State Historic Preservation Department to see if funding is available for qualifying projects.

Finance Director Regina Regolo spoke about the history of the special activity fund and how it has evolved.

Discussion with Parks and Recreation Committee Representatives

Jim Duffield and Donna Clark were present.

Duffield, with input from Clark noted that their operating expenses have gone up due to the increased costs for field maintenance. As to capital projects, the period field maintenance has also had cost increases. Some projects proposed for this year in the multi-year plan may be put off to next year.

Report: First Selectwoman

- i. Overexpenditures and proposed capital closeouts for FY 22/23
- ..
- ii. Additional capital request for FY 23/24

First Selectwoman Nancy Gorski was not able to attend the meeting. She sent an E-mail to Rimmer who read it to the Board.

Report: Finance Director

Finance Director Regina Regolo asked that the Board act on the items listed for the First Selectwoman. She addressed questions on the Overs and Unders and the additional capital request for FY 2-24.

O'Neill **MOVED** to send to special town meeting, the close-outs for Fiscal Year 22/23, as noted in the Legal Notice of Special Town Meeting for October 23, 2023 and accepted by the Board of Selectmen on October 9, 2023. Couture seconded the motion. Discussion: none. Voting in favor: Rimmer, Couture, Amatruda, O'Brien, O'Neill, and Stirna. Opposed: none. Abstentions: none. The motion **carried**, 6-0-0.

Financial Report. The Report was distributed prior to the meeting. Finance Director Regolo addressed Board questions.

ARPA Funds Discussion

Financial Director Regolo addressed inquiries about the balance of funds available for projects and their use.

Status: 2019/2020, 2020/2021 and 2021/2022 Annual Reports

Rimmer asked that the outstanding individual reports be submitted as soon as possible.

RSD 17 Negotiation Attendance

The negotiations are for the teachers' and administrators' contracts. Amatrudo advised she is unable to attend them. She reviewed the upcoming meeting dates. No other members were available to attend them. Rimmer will notify the Board of Education accordingly.

Bills - Hynes – September 2023 Clerical Hours

Couture **MOVED** to accept and approve for payment the invoice of Hynes for her September 2023 Clerical Hours in the amount of \$104.46. O'Neill seconded the motion. Discussion: none. Voting in favor: Rimmer, Couture, Amatruda, O'Brien, O'Neill, and Stirna. Opposed: none. Abstentions: none. The motion **carried**, 6-0-0.

Approval of Minutes: September 12, 2023 Regular Meeting

Couture **MOVED** to approve the Minutes of the September 12, 2023 Regular Meeting as submitted. O'Neill seconded the motion. Discussion: none. Voting

BOF – Minutes
Regular Meeting
October 12, 2023

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

Additions to Next Meeting Agenda: November 14, 2023 Meeting

Library

Consideration: Caps on Town Entities' Fund Raising

Consideration For a future meeting:

Turn snow budget into a storm budget.

There being no further business, Rimmer **adjourned** the meeting at 8:59 P.M.

Respectfully submitted,

Sherry Lee Hynes

Sherry Lee Hynes, Secretary

E-mailed: Town Clerk

Board of Selectmen

Board of Finance

Michelle Nuhn, Tax Collector

Donna Dupuis, Town Treasurer

Elizabeth Disbrow, Administrative Assistant

Regina Regolo, Director of Finance

Sherry Lee Hynes, Secretary