

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

**MINUTES**  
Regular Meeting  
January 9, 2024

Chairman Annie Stirna called the January 9, 2024 Regular Meeting of the Town of Killingworth's Board of Finance to order at 7:01 P.M. Members present: Chairman Annie Stirna, Vice Chairman Marcel Couture, Clerk Tara Amatrudo, Sara O'Brien, William Kosturko, and, Michael Kovacs. Also present: First Selectman Eric Couture, Director of Finance Regina Regolo, Walter Adametz of Public Works and Secretary Sherry Lee Hynes.

**Visitors.** None.

**Guest. Walter Adametz, Highway Department**

Walter Adametz will be retiring this month after many years of service to the Town. He updated the Board on the following:

Proposed Operating Budget: FY24/25.

Adametz has submitted the proposed Operating budget to the Board of Selectmen.

Snow Budget. The proposed budget is up over last year based on the timing and number of snow events and the forecast for more frequent storms. It also includes increased costs for outside contracted drivers to supplement the town employees. He, addressed inquiries of the Board. There are nine snow routes within the Town that have to be covered.

Capital Plan.

Comprehensive Road Plan. The multi-year comprehensive road plan in place is working well. He recommends that the plan be followed. He noted that bids for drainage repairs/replacement are coming in higher than anticipated. He noted that some projects will be partially funded from State and/or Federal Funds. He explained the benefits of chip sealing then answered inquiries of the Board.

Truck Repair/Replacement. He noted that one of the older dump trucks is due for replacement. The costs for replacement trucks and the add-ons required by the Town have been increasing. The time period for the delivery of trucks completely outfitted is also increasing. There is a rotation plan for the large trucks and for the pick-up trucks which he recommends continuing.

### Future Planning

Transfer Station. Adametz explained the process for collecting and disposing of trash, etc. taken in at the Transfer Station. He noted that it is anticipated that a facility in Hartford that takes the materials may be shutting down in the next few years, which could increase the disposal costs for transporting the materials and the tipping fees. He strongly suggested the Town plan for this and the life of the current facility. He suggested that fees be considered for the disposal of certain materials at the Killingworth Facility.

Tree Budget. The budget will be increasing due to the tree diseases and the number of trees within the Town. The Town is also trying to reduce the tree canopies over power lines.

Facility Consultant. The Consultant's Report has been submitted. Adametz deferred comments to First Selectman Couture. Board members asked for copies of the contract. First Selectman Couture will send it to all.

The Board thanked Adametz for all he has done for the Town, especially as a member of Highway Department. He thanked the Board for their understanding of the workings of a highway department. He said he is and will be available for any questions.

Couture **MOVED** to add to the Agenda, Approval of Changes to the Bidding Regulations. Kosturko seconded the motion. Discussion: none. Voting in favor: Stirna, Couture, Amatrudo, O'Brien, Kosturko, and, Kovacs. Opposed: none. Abstentions: none. The motion **carried**, 6-0-0.

### **Approval of Changes to the Bidding Regulations.**

First Selectman Couture reviewed the changes to the bidding regulations to be in align with the current Town Charter, which changes were approved by the Board of Selectmen.

O'Brien **MOVED** to approve the changes to the Regulations for Competitive Bidding, as proposed and approved by the Board of Selectmen. Kovacs seconded the motion. Discussion: none. Voting in favor: Stirna, Couture, Amatrudo, O'Brien, Kosturko, and, Kovacs. Opposed: none. Abstentions: none. The motion **carried**, 6-0-0.

## Reports

First Selectmen's Report. First Selectman Eric Couture.

Fire Company Building Assessment. Bids were received. A bid has been awarded for the assessment of Building One.

Permitting Software. There were several bids. OpenGov was chosen as the other bids did not fit the needs of the Town. The Selectmen are going back to Town Meeting for additional funding for the maintenance costs for OpenGov.

Auer Multi-Purpose Ballfield. The bid was awarded. Construction is anticipated to start in the Spring.

Budget Season. The season is underway.

Public Works Assessment Report. The Consultant's Report has been received. There is no new information in the Report. First Selectman Couture is considering the preparation of a proposal to address the needs of the Department. He addressed inquiries of the Board.

Personnel. It is anticipated that there will be vacancies in some positions. First Selectman Couture will be addressing them.

Financial Director. Finance Director Regina Regolo.

Her Report was distributed prior to the meeting. There were no inquiries at this time. Regolo advised she is available via phone or e-mail for inquiries.

Tax Collector. Tax Collector Michele Nuhn

Her Report was distributed prior to the meeting. There were no inquiries at this time.

## Approval of Minutes

Couture **MOVED** to approve as corrected:

1. Minutes: Special Meeting, December 12, 2023:  
Change "Tutillo" to "Cutillo" in all places.
2. Motions: Regular Meeting, December 12, 2023:

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- a. Minutes, November 13, 2023 Regular Meeting: Change vote to "4-0-2".
3. Minutes, December 12, 2023 Regular Meeting
  - a. Election of Chairman: replace "Michael" with "Couture".
  - b. Minutes, November 13, 2023 Regular Meeting: Change vote to "4-0-2".

Kovacs seconded the motion. Discussion: none. Voting in favor: Stirna, Couture, Amatrudo, O'Brien, Kosturko, and, Kovacs. Opposed: none. Abstentions: none. The motion **carried**, 6-0-0.

### **RSD #17 Operating Budget Review.**

The next meeting is scheduled for January 18, 2024, from 6:00 PM to 8:00 PM at the Middle School. Attendees may also dial in.

### **Discuss 2019/2020 and 2020/2021 and 2021/2022 Annual Reports**

M. Couture has taken over the task of the compilation of the Annual Reports. He has all the Reports submitted to date. All outstanding reports should be forwarded to him.

For 2022/2023, he will send out assignments. If anybody already has a report(s), send them on to him.

### **Bills**

Couture **MOVED** to accept and approve for payment Invoice No. 2000066835 of Hoyt, Filippetti & Malaghan LLC, dated 12/20/23, in the amount of \$25,566.00 (\$25,000.00 per contract plus \$566.00 for Bank Confirmation). Amatrudo seconded the motion. Discussion: none. Voting in favor: Stirna, Couture, Amatrudo, O'Brien, Kosturko, and, Kovacs. Opposed: none. Abstentions: none. The motion **carried**, 6-0-0.

Amatrudo **MOVED** to accept and approve for payment the Invoice of Sherry Lee Hynes for her December Secretarial Hours in the amount of \$125.30. Couture seconded the motion. Discussion: none. Voting in favor: Stirna, Couture, Amatrudo, O'Brien, Kosturko, and, Kovacs. Opposed: none. Abstentions: none. The motion **carried**, 6-0-0.

There being no further, business, Stirna **adjourned** the meeting at 8:58 P.M.

Respectfully submitted,  
*Sherry Lee Hynes*  
Sherry Lee Hynes, Secretary

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E-mailed: Town Clerk  
Board of Finance  
Board of Selectmen  
Regina Regolo, Director of Finance  
Elizabeth Disbrow, Administrative Assistant  
Michele Nuhn, Tax Collector  
Donna Dupris, Town Treasurer  
Sherry Lee Hynes, Secretary