

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

MINUTES
Regular Meeting
April 9, 2024

Chair Annie Stirna called the April 9, 2024 Regular Meeting of the Board of Finance of the Town of Killingworth to order at 7:02 P.M. in the Front Meeting Room of the Town Office Building, 323 Route 81, Killingworth, Connecticut.

Members present: Chair Annie Stirna, Vice Chair Marcel Couture, Clerk Tara Amatrudo, William Kosta, Michael Kovacs, and, Sara O'Brien (via telephone)

Members absent: None

Also present: Finance Director Regina Regolo (via telephone)

1. **Visitors:** none

2. **Reports**

- a. First Selectman. No report.
- b. Finance Director.
 - i. The March 2024 Financial Report was distributed prior to the meeting. Inquiries should be addressed directly to R. Regolo.
 - ii. Budget Presentation to the Board of Selectmen. R. Regolo noted that she corrected a clerical error on the proposed budget under the Killingworth Volunteer Fire Company. It did not affect the total Public Safety request. The corrected budget request was submitted to the Board of Selectmen on April 8, 2024.
- c. Tax Collector. The Report was distributed prior to the meeting. There were no comments at this time.

3. **Approval of Regular Meeting Minutes and Special Meeting Minutes**

- a. Regular Meetings
 - i. February 12, 2024. Cancelled.
 - ii. March 12, 2024. A. Stirna **MOVED** to accept and approve, as presented, the Minutes of the March 12, 2024 Regular Meeting. W. Kosta seconded the motion. Discussion: none. The motion **carried** by unanimous vote.
- b. Special Meetings
 - i. February 22, 2024. M. Couture **MOVED** to accept and approve, as presented, the Minutes of the February 22, 2024 Special

Meeting. W. Kosta seconded the motion. Discussion: none. The motion **carried** by unanimous vote.

ii. Special Meetings (Budget Workshops)

M. Couture **MOVED** to accept and approve, as presented, the Minutes of the: March 14, March 19, March 26, March 28, April 2, and, April 4, 2024 Special Meetings. W. Kosta seconded the motion. Discussion: none. The motion **carried** by unanimous vote.

4. **Re-appointment of Hoyt, Filippetti & Malaghan LLC Groton CT as the Town's Auditor for Fiscal Year 24/25 (this will be 3rd year).** M. Couture **MOVED** to re-appoint Hoyt, Filippetti & Malaghan LLC, of Groton CT, as the Town's Auditor for Fiscal Year 24/25 (this will be Year 3 of their contract) and for the Audit for Fiscal Year 23/24. T. Amatruedo seconded the motion. Discussion: the term of the contract and the Town Charter as regards the appointment of the auditor. The motion **carried** by unanimous vote.

5. **Discuss 2019/2020 and 2020/2021 and 2021/2022 Annual Reports**

M. Couture gave the following updates:

- a. 2019/2020. The publisher will not be able to complete the Report. She was asked to forward a bill for her services to date and to return the materials. A second publisher has agreed to complete the Report pending approval by the Board. The Board, by consensus, agreed to the transfer to the new publisher.
 - b. 2020/2021. The original publisher, at the request of M. Couture, has returned the materials as she has stated she will not be able to publish the Report which has not yet been started. M. Couture noted that only a few reports were returned. He will contact former member Robert Rimmer as to the additional reports that were sent to the publisher. The second publisher has agreed to do the Report.
 - c. 2021/2022. M. Couture is still waiting for the report from the Parmelee Farm. R. Regolo advised she sent them financial information that was requested by them. M. Couture or another member will contact them for the status of their Report.
 - d. 2022/2023. All but the report from the Killingworth Volunteer Fire Company have been submitted. He will contact Todd Hajek for the status of their Report.
6. **Bill.** M. Couture **MOVED** to accept and approve as presented, the Invoice of Sherry Lee Hynes in the amount of \$76.08 for her March clerical hours. W. Kosta seconded the motion. Discussion: none. The motion **carried** by unanimous vote.

7. Old/New Business

- a. Board of Finance Proposed Budget Hearing: May 6, 2024
 - i. Location. It was brought to the attention of A. Stirna that the Town Calendar currently shows the location to be the Town Office Building. A. Stirna will contact Town Clerk Dawn Mooney and Administrative Assistant Elizabeth Disbrow to change the location to the Middle School.
 - ii. Public Hearing.
 1. Power Point Presentation.
 - a. A. Stirna appointed W. Kosta and S. O'Brien to be the point members for the Power Point Presentation.
 - b. The draft Power Point Presentation, prepared by Finance Director Regolo, was reviewed. M. Kovacs will revise the Presentation based on the comments made this evening. Members were assigned pages to further review and send additional comments, if any, to M. Kovacs. They were also asked to be prepared to address any public comments, on their respective review pages, at the Public Hearing that A. Stirna does not address. Further changes should be sent directly to M. Kovacs.
 2. There was a general discussion on the order of the public hearing including, but not limited to, the public question and answer period.
8. **Bond Agent/Counsel.** M. Couture inquired when his previous request to have the Town's bonding agent come to a meeting will be honored. A, Stirna was directed to invite a representative to the July 9, 2024 Regular Meeting.

There being no further business, Stirna **adjourned** the meeting at 8:15 P.M.

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