MINUTES
REGULAR MEETING OF THE BOARD OF FINANCE
Tuesday, September 8, 2026 at 7:00 p.m. |
Killingworth Town Hall/Hybrid (Remote Teams)

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

BOF Members Absent: Michael Kovacs

Visitors: Eric Couture (First Selectman), Regina Regolo (Director of Finance), and Jamie Sciascia (Recording Secretary), all participating remotely; Brandon Perry, in person

Called to Order: Chair Annie Stirna called the meeting to order at 7:05 p.m.

Reports: Finance Director - Director of Finance Regolo reported that several state and federal reporting requirements remain outstanding, including the municipal spending cap report and reporting related to federal funds. She reported that two operating lines, the PFAS and snow accounts, exceeded $20,000 and will be presented at Town Meeting for approval to fund the overages from the fund balance. Several capital items also require cleanup, including approximately $290,000 for a truck purchased with ARPA funds that remained incorrectly encumbered in the capital schedule. Other items involve modest overexpenditures and closing out capital projects. Regolo stated that the items will be included in the Town Meeting Legal Call and that she can provide the report beforehand.

Regolo also reported that the Town Meeting is anticipated for the fourth Monday of September (28th). The meeting will address public hearings on ethics and the multi-year budget, cleanup of budget overages and underages, and approval of the multi-year budget. The official legal call has not yet been issued.

Tax Collector - The Tax Collector's report was reviewed. No questions or concerns were raised.

Approval of Meeting Minutes July 07, 2026:
Motion #1 - Steve Reeps ***Moved*** and William Kosturko ***Seconded*** a motion to approve the Minutes from the Regular Meeting of the Board of Finance dated July 7, 2026. Motion unanimously passed [5-0-0].

Reports: First Selectman First Selectman Couture reported that the flail mower head attached to the rear of the tractor is cracked and irreparable and is shaking itself apart. The replacement cost is $19,500, and the Board of Selectmen voted to recommend purchasing it from the General Fund. Alternatives discussed included borrowing equipment from other towns or outsourcing the mowing; however, borrowing has historically created issues regarding equipment damage and responsibility, while outsourcing could limit the Town's flexibility and availability. The replacement would also be compatible with the future tractor included in the multi-year capital plan. Director of Finance Regolo explained that the expenditure would be charged to the operating budget's roadside mowing line rather than the capital budget and would appear as an overexpenditure to be addressed at a future meeting, while the equipment would still be recorded as a capital asset. The Board agreed that replacing the equipment was more practical and cost-effective than outsourcing the work.

Motion #2 - Steve Reeps ***Moved*** and Marcel Couture ***Seconded*** a motion to approve the repairs to the roadside mower in the amount of $19,500. Motion unanimously passed [5-0-0].

Discussion of Annual Capital Planning Standards: The Board discussed the proposed Annual Capital Planning Standards and the need to move the process forward promptly to allow sufficient time for implementation in ClearGov. Steve Reeps indicated he would speak with First Selectman Couture regarding the process and timing for presenting the draft to the Board of Selectmen. The Board agreed that the draft should be refined and shared with the Board of Selectmen for review and feedback rather than waiting until October. The Board discussed concerns that the self-assessment component may be unclear or time-consuming for department heads and suggested providing guidance

or a workshop during the first year. The importance of obtaining accurate cost estimates for proposed capital projects was emphasized, as estimates have historically been weak. The Board agreed that the standards should be sufficiently specific to provide a consistent process while remaining flexible for different departments. The primary goal is to establish a standardized capital planning process, regardless of whether final oversight rests with the Board of Finance or Board of Selectmen.

Meeting Summary Discussion: Chair Stirna reported that she is continuing to discuss with the town attorney the possibility of separate meeting summaries. The town's attorney initially did not believe this was appropriate given the town's standard minutes and is reviewing the matter further. The Board will revisit the issue following that review. Steve Reeps emphasized the importance of greater transparency and providing residents with a clearer understanding of meeting discussions rather than relying solely on lengthy recordings or highly summarized minutes. Chair Stirna also confirmed that the Team's remote login information was included with the agenda and accessible through the Town's meeting calendar.

KRP Storage Building and PW Truck Repair: First Selectman Couture reported that the Killingworth Youth Football League and Cheer organization will donate a 600-square-foot steel storage structure, including purchase and installation. The Town will assume maintenance after installation; there will be no initial cost, and maintenance is expected to be minimal. The structure addresses a need for additional KRP storage, is consistent with the long-term KRP plans, and was included in the original site plans dating to approximately 2014. Park and Recreation agreed to accept the structure. Because it is permanent, it requires Building Department sign-offs and Planning and Zoning approval, with P&Z review scheduled for the following week. Couture explained the process for accepting donated assets at Steve Reeps's request, noting similar donations at Sheldon Park, including Little League storage buildings, an Eagle Scout donated dock and trail work, and the Lions Club donated playscape.

The Board discussed the proposed five-year useful life criterion and noted it would not fit Public Works trucks, which the Town typically keeps 20–30 years. Steve Reeps recommended removing a fixed five-year requirement because capital assets have varying useful lives. He also noted that a command vehicle with a failing transmission was an example of a safety critical capital need involving public health and safety and asset condition/service continuity.

Additions to Agenda: Motion #3 - Marcel Couture ***Moved*** and William Kosturko ***Seconded*** a motion to add to the Agenda, Discussion Regarding Renovation of the Haddam-Killingworth High School Project. Motion unanimously passed [5-0-0].

Discussion Regarding Renovation of the Haddam-Killingworth High School Project: Chair Stirna reported that the high school renovation presentation is scheduled for September 24th and emphasized that residents should rely on information provided through the Town's website, public meetings, presentations, and public comment rather than social media.

Recording Secretary's Invoice - July 2026: Motion #4 - Marcel Couture ***Moved*** and Wiliam Kosturko ***Seconded*** a motion to approve the Recording Secretary's Invoice in the amount of $75.00 as presented. Motion unanimously passed [5-0-0].

Adjournment: Chair Stirna adjourned the meeting at approximately 9:05 p.m.

Respectfully Submitted,

Jamie Sciascia

Jamie Sciascia
Recording Secretary