

TOWN OF MIDDLEBURY

Board of Finance
1212 Whittemore Road
Middlebury, CT 06762

RECEIVED FOR FILING
MAY 11 2011 at 2:55 P.M.
TOWN CLERK'S OFFICE
MIDDLEBURY, CONN.
Rigoberto M. Benvenuto
TOWN CLERK

Meeting Minutes Wednesday, April 13, 2011 Shepardson Community Center, Room 26

Present: Michael McCormack, Chairman
Vincent Cipriano, Board Member
Edward Asselin, Board Member
Dave Cappelletti, Board Member
Michael Kenausis, Board Member
Stephen Ruccio, Board Member
Thomas Proulx, Board Member Alternate

Absent: Dick Spierto, Board Member Alternate
Bart Cutrali, Board Member Alternate

Also Present: Elaine Strobel, Selectman (7:25)
Robert Desmarais
John Calabrese, Treasurer
Betty Proulx, Park & Recreation Director
Jean Dawes, Tax Collector
Dan Kenny, Assessor
Ollie Leduc, Building Official
Jane Gallagher, Director, Library
Dr. Ray Sullivan, Health Director
Bob Smith, Town Labor Attorney
Mike Angieri, P. E.
Carol Cipriano, Resident
Matt O'Rourke, Waterbury Republican
Jaimie Cura, Voices (7:10)
Marj Needham, Bee Intelligencer (7:35)
Larry Hutvagner, CFO
Tracy B. Graziano, Recording Clerk

Mr. McCormack opened the meeting at 7:00 p.m.

Mr. Smith introduced Mike Angieri, P.E. Mr. Angieri discussed a proposed upgrade to a WPCA pump station. The cost of the upgrade is estimated to be \$3.5 million and the Town anticipates bonding the project.

Approval of Prior Minutes

Mr. Ruccio made a MOTION to approve the March 9, 2011 meeting Minutes. Mr. Asselin SECONDED. Mr. Kenausis asked that the clerk to correct the date of the Fiscal Year under "Discussion on the Budget". It reads, "FY2011-2010", it should read, "FY2011-2012". The MOTION was APPROVED.

Mr. Kenausis made a MOTION to approve the March 30, 2011 meeting Minutes. Mr. Asselin SECONDED. The MOTION was unanimously APPROVED.

Chief Financial Officer's Report

Mr. Hutvagner presented Statements of Revenues and Expenditures as of March 31, 2011. He stated that most departments are within budget. Snow removal in Public Works is over budget, but some of those expenses will be reimbursed by insurance claims.

Treasurer's Report

Mr. Calabrese presented a Treasurer's Report as of March 31, 2011, (see Appendix II.c). The Treasurer's Account has earned \$43,852.94, 53% of the Adopted FY10-11 Budget and the Sewer Fee and Assessment Account has earned \$2,293.06, 15% of the Adopted Budget, with 75% of time elapsed.

Tax Collector's Report

Ms. Dawes presented a Tax Collector's Report for March 2011, (see Appendix I.d.).

Budget Transfers

Mr. Kenausis made a MOTION to transfer \$20,000 from 01.71.00.6972, Contingency, to 01.14.02.6153, Personal Property Audits. Mr. Ruccio SECONDED and the MOTION was unanimously APPROVED.

Mr. Kenausis made a MOTION to transfer \$2,000 from 01.71.00.6972, Contingency, to 01.48.02.6103, Public Work Light & Control. Mr. Cipriano SECONDED and the MOTION was unanimously APPROVED.

Mr. Kenausis made a MOTION to transfer \$4,000 from 01.40.03.6413, Heating Oil & Natural Gas, to 01.40.01.6007, Overtime Salaries, Police Department and \$2,500 from 01.40.02.6120, Radio Maintenance to 01.40.01.6007, Overtime Salaries, Police Department. Mr. Cipriano SECONDED and the MOTION was unanimously APPROVED.

Mr. Asselin made a MOTION to transfer \$1,690 from 01.60.02.6100, Parks & Recreation Power & Controls, to 01.60.02.6112, Telephone. Mr. Ruccio SECONDED and the MOTION was unanimously APPROVED.

Mr. Ruccio made a MOTION to transfer \$1,620 from 01.35.03.6417, Fire department Motor Vehicle Maintenance, to 01.35.03.6501, Fire Fighting Equipment. Mr. Cipriano SECONDED and the MOTION was unanimously APPROVED.

Mr. Asselin made a MOTION to transfer \$3,750 from 01.71.00.6972, Contingency, to 01.66.06.6907, Retirement Plan Expenses. Mr. Ruccio SECONDED and the MOTION was unanimously APPROVED.

Correspondence

None

Chairman's Comments

Mr. McCormack stated the next BOF meeting will be on Tuesday, April 26th, followed by the Public hearing on May 5, 2011.

Public Comments

Dr. Ray Sullivan asked if the net loss of over 100 students in Region 15 was reflected in the Proposed Budget. Mr. Hutvagner replied no.

Discussion on Reserve Accounts

Mr. Cipriano and Mr. Cappelletti continue to address this item.

Discussion on Board of Selectmen Salaries

Mr. Cappelletti continues to review this item.

Discussion on the 2011-2012 Budget as Recommended from the Board of Selectmen

Mr. McCormack recommended the following changes to the FY2011-2012 Proposed Budget:

Revenue Increases

Personal Property	\$120,000
Delinquent Taxes	150,000
Grand List	73,000
Special Duty Fund Pension Contribution	14,973
Special Duty Fund Back Pension Contribution	45,000
Waste Removal-Scrap Metal	4,000
Sale of Public Works Equipment	6,100
Parks & Recreation	<u>18,150</u>
	\$431,223

Expense Decreases

Bldg & Grounds

47.01.6003, Temporary Salaries	\$10,100
47.01.6007, Overtime Salaries	9,350
47.02.6134, Auto Allowance	1,520
47.03.6421, Minor Tools	100
47.03.6458, Agriculture	<u>2,000</u>
	\$23,070

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Public Works

52.01.6003, Temporary Salaries	\$20,800
52.01.6007, Overtime Salaries	10,000
52.01.6012, Snow Plow Salaries	4,000
52.02.6100, Power & Controls	800
52.02.6115, Equipment Rental	1,250
52.03.6444, Road Maintenance	8,000
52.03.6445, Snow & Pest Control	<u>1,912</u>
	\$46,762

Waste Removal

55.01.6004, Part-time Salaries	\$272
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Legal

20.02.6167, Legal Fees	\$40,000
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<u>Part-time Wages Reduction 10%</u>	\$34,000
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Elected & Appointed Co-pay Increase

66.06.6903	\$18,000
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Extraordinary Items

76.00.9851, Reserve for Contract Negotiations	\$30,000
76.00.9850, Land Preservation	9,000
76.00.9860, Energy & Technology	<u>1,500</u>
	\$40,500

Library

62.03.6601, Books	\$18,000
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Parks & Recreation

60.01.6003, Temporary Salaries	\$20,000
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Contingency Fund

71.00.6972, Contingency	\$30,000
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Registrar of Voters

17.02.6102, Travel	\$500
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Board of Assessment Appeals

19.02.6102, Travel	\$250
19.02.6167, Legal	<u>4,000</u>
	\$4,250

<u>Building Department</u>	\$8,000
23.01.6003, Temporary Salaries	300
23.02.6167, Legal	500
23.03.6401, Office Supplies	<u>\$8,800</u>
<u>Planning & Zoning</u>	\$15,000
25.02.6011, Zoning Officer	2,000
25.02.6167, Legal	<u>\$17,000</u>
<u>Conservation Commission</u>	\$2,000
28.02.6167, Legal	500
28.02.6011, Conservation Officer	<u>\$2,500</u>
<u>Economic Development</u>	\$1,000
29.02.6102, Travel	
<u>Water Commission</u>	\$960
34.03.6161, Meeting Expense	
<u>Fire Department</u>	\$10,000
35.03.6417, Motor Vehicle Maintenance	
<u>Civil Preparedness</u>	\$500
36.03.6401, Supplies	
<u>Capital Non-Recurring Fund</u>	\$3,000
42.02.6477, Maintenance/Dog Pound	
Youth & Family	\$8,000
61.04.6509, Youth & Family Services	
<u>Library Improvement</u>	\$7,000
65.03.6430, Future Improvements	
<u>Police Department</u>	\$35,000
Dept. 40, TBD	
<u>Capital Budget</u>	<u>\$23,000</u>
82.35.6430, Pumper & Chief's Vehicle	
Total Expense Decreases	\$392,114
Total Revenue Increases	<u>\$431,223</u>
Total Recommended Changes	<u>\$823,337</u>

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Mr. Asselin made a MOTION to approve the recommendations made by the Board of Finance to arrive at a FY2011-2012 Budget that will result in a 2% or less tax increase. Mr. Cappelletti SECONDED and the MOTION was unanimously APPROVED.

New Business

None

First Selectman's Comments

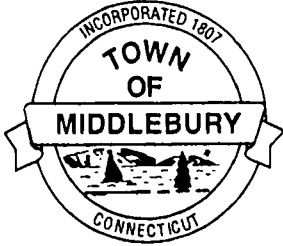
None

Mr. Asselin made a MOTION to adjourn. Mr. Cappelletti SECONDED, All in Favor, meeting adjourned at 9:55 p.m.

Respectfully Submitted,

Tracy Graziano
Recording Clerk

Cc: Board of Selectmen
Board of Finance and Alternates
Larry Hutvagner, Chief Financial Officer
John Calabrese, Town Treasurer
Tracy Graziano, Recording Clerk
Email Notification for Website
File



TOWN OF MIDDLEBURY

1212 Whittemore Road
Middlebury, Connecticut 06762

TREASURER'S REPORT

Date: April 13, 2011
To: Board of Finance
From: John N. Calabrese Jr.
RE: Investment Income from July 1, 2010 to March 31, 2011
(9 Months Activity)

GENERAL FUND

General Fund - Short Term Investment Fund (STIF)

Date	Effective Monthly Compounded Yield	Effective 7 Day Yield	Interest	Invested \$\$ Balance	Cumulative Interest YTD
July 2010	0.24%	0.23%	\$ 0.04	\$ 430.72	\$ 0.04
Aug 2010	0.24%	0.25%	\$ 0.04	\$ 430.76	\$ 0.08
Sept 2010	0.24%	0.24%	\$ 0.04	\$ 430.80	\$ 0.12
Oct 2010	0.24%	0.22%	\$ 0.05	\$ 430.85	\$ 0.17
Nov 2010	0.23%	0.23%	\$ 0.06	\$ 430.91	\$ 0.23
Dec 2010	0.22%	0.22%	\$ 0.04	\$ 430.95	\$ 0.27
Jan 2011	0.23%	0.21%	\$ 0.05	\$ 431.00	\$ 0.32
Feb 2011	0.24%	0.24%	\$ 0.05	\$ 431.05	\$ 0.37
Mar 2011	0.23%	0.22%	\$ 0.04	\$ 431.09	\$ 0.41

General Fund - Repo /Sweep Interest - Naugatuck Savings

Date	Interest	Ending \$\$ Balance	Cumulative Interest YTD
July 2010	\$ 1,669.56	\$ 2,041,016	\$ 1,669.56
Aug 2010	\$ 3,504.12	\$ 8,359,729	\$ 5,173.68
Sept 2010	\$ 6,305.69	\$ 7,477,854	\$ 11,479.37
Oct 2010	\$ 4,656.39	\$ 5,295,910	\$ 16,135.76
Nov 2010	\$ 4,262.26	\$ 4,654,620	\$ 20,398.02
Dec 2010	\$ 3,744.06	\$ 5,003,856	\$ 24,142.08
Jan 2011	\$ 5,235.79	\$ 9,457,605	\$ 29,377.87
Feb 2011	\$ 7,458.97	\$ 10,287,479.28	\$ 36,836.84
Mar 2011	\$ 7,015.69	\$ 8,381,514.57	\$ 43,852.53

Total Interest from Treasurer's Account is:

G/F - STIF Account	\$ 0.41
G/F Repo/Sweep Interest - Naugatuck Savings	\$ 43,852.53
	\$ 43,852.94

Short Term Investment Account

CAPITAL & NON-RECURRING FUND

Date	Effective Monthly Compounded Yield	Effective 7 Day Yield	\$\$ Interest Earned	\$\$ Invested Balance	Interest YTD
July 2010	0.24%	0.23%	\$ 121.53	\$ 601,417	\$ 121.53
Aug 2010	0.24%	0.25%	\$ 118.13	\$ 551,535	\$ 239.66
Sept 2010	0.24%	0.24%	\$ 115.98	\$ 551,651	\$ 355.64
Oct 2010	0.24%	0.22%	\$ 45.05	\$ 1,697	\$ 400.69
Nov 2010	0.23%	0.23%	\$ 0.30	\$ 1,697	\$ 400.99
Dec 2010	0.22%	0.22%	\$ 0.33	\$ 1,697	\$ 401.32
Jan 2011	0.23%	0.21%	\$ 0.32	\$ 1,697	\$ 401.64
Feb 2011	0.24%	0.29%	\$ 0.30	\$ 1,698	\$ 401.94
Mar 2011	0.23%	0.22%	\$ 0.30	\$ 1,698	\$ 402.24

Capital Non-Recurring Fund - Repo /Sweep Interest - Naugatuck Savings

Date	Interest	Ending \$\$ Balance	Cumulative Interest YTD
July 2010	\$ 8.94	\$ 60,637	\$ 8.94
Aug 2010	\$ 9.25	\$ 24,038	\$ 18.19
Sept 2010	\$ 2.88	\$ 9,713	\$ 21.05
Oct 2010	\$ 125.08	\$ 457,816	\$ 146.13
Nov 2010	\$ 181.81	\$ 376,201	\$ 327.94
Dec 2010	\$ 187.80	\$ 458,438	\$ 515.74
Jan 2011	\$ 194.30	\$ 459,198	\$ 710.04
Feb 2011	\$ 176.70	\$ 470,521	\$ 886.74
Mar 2011	\$ 197.79	\$ 461,996	\$ 1,084.53

**SEWER FEE AND ASSESSMENT FUND
Short Term Investment Account**

Date	Effective Monthly Compounded Yield	Effective 7 Day Yield	\$\$ Interest Earned	\$\$ Invested Balance	Interest YTD
July 2010	0.24%	0.23%	\$ 259.75	\$ 1,285,356	\$ 259.75
Aug 2010	0.24%	0.25%	\$ 266.73	\$ 1,285,623	\$ 526.48
Sept 2010	0.24%	0.24%	\$ 270.42	\$ 1,285,894	\$ 796.90
Oct 2010	0.24%	0.22%	\$ 259.78	\$ 1,286,153	\$ 1,056.68
Nov 2010	0.23%	0.23%	\$ 243.05	\$ 1,286,396	\$ 1,299.73
Dec 2010	0.22%	0.22%	\$ 264.35	\$ 1,286,661	\$ 1,564.08
Jan 2011	0.23%	0.21%	\$ 247.29	\$ 1,286,908	\$ 1,811.37
Feb 2011	0.24%	0.29%	\$ 242.65	\$ 1,287,151	\$ 2,054.02
Mar 2011	0.23%	0.22%	\$ 239.04	\$ 1,287,390	\$ 2,293.06

Investment Income Compared to Proposed FY 10-11 Budget

Treasurer's Account (Gen. Fund)

Adopted Budgeted Amount	Actual YTD Earned	% Earned	% Time Elapsed
\$ 83,500.00	\$ 43,852.94	53%	75%

Sewer Fee And Assessment Account

Adopted Budgeted Amount	Actual YTD Earned	% Earned	% Time Elapsed
\$ 15,000.00	\$ 2,293.06	15%	75%

cc:

Board of Selectman
Finance Department
WPCA - Chairman

TOWN OF MIDDLEBURY

Appendix II.d.



JEAN DAWES, CCMC
TAX COLLECTOR
1212 Whittemore Road, P.O. Box 392
Middlebury, CT 06762-0392
Phone: 203-758-1373 Fax: 203-758-2915
E-mail: taxcollector@middlebury-ct.org

April 5, 2010

To: Board of Selectmen
Board of Finance

From: Jean Dawes
Tax Collector

Re: March 2011

Attached is the Tax Collector's monthly report for March 2011.
Percentages collected are

Real Estate	97.83%
Personal Property	95.81%
Motor Vehicle	92.35%
MV Supplemental	88.02%

Please contact me with any questions or concerns. Thank you.

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**TOWN OF MIDDLEBURY
MONTHLY REPORT OF TAX COLLECTOR**

DEP: \$520,273.97
O/P : 1,400.14
E/B : \$206,873.83

MONTH: MARCH 11

LIST YEAR	TAXES COLLECTED	INTEREST COLLECTED	LENS & COSTS	TOTAL COLLECTED
1999	\$ 51.99	\$ 33.01		\$ 85.00
2003		\$ 170.00		\$ 170.00
2006	\$ 233.65	\$ 66.35		\$ 300.00
2007	\$ 11,030.00	\$ 1,645.68	24.00	\$ 12,699.90
2008	\$ 13,077.51	\$ 2,852.61	24.00	\$ 15,954.12
2009	\$ 175,364.41	\$ 11,481.94	50.00	\$ 186,896.35
*MV SUPPLEMENTAL INCLUDED IN ABOVE FIGURES				
*(2008)	*(621.93)	*(137.98)		
*(2009)	*(5749.43)	*(240.33)	*(25.00)	
TOTALS:	\$ 199,757.56	\$ 16,249.59	48.00 / 25.00	\$ 216,105.37

Minus IFV -9,231.54

DEBIT COLLECTED \$ 206,873.83

LAWFUL DEDUCTIONS

LAWFUL ADDITIONS

2006	\$	(0.44)
2007		
2008	\$	(178.07)
2009	\$	(3,077.15)

2006	\$	757.59
2007		
2008	\$	335.51
2009	\$	4,116.75

TRANSFERS			
Year	Tax	Int	Interest

RATEBOOK REPORT (TOTAL ONLY)

TOWN OF MIDDLEBURY

Full, Active, Regular, Year: 1994 To 2010, Total: Yes, Flag: , Date: 03/31/2011, D-Time printing: 03/31/2011 04:57:39 pm
 Conditions: Recap By Dist:NO, Cycle: 00, Pay Date: 03/31/2011, Name: To , Dist: , Type: TOWN, Sort: Bill Number

BILL #	TAXPAYER NAME	1ST INSTALL.	2ND INSTALL.	DATE PAID	TAXES	INTEREST	LIEN	BALANCE DUE
UNIQUE ID	ADDRESS	ADJUST 1	ADJUST 2					FEEES
2009	TOT REAL ESTATE	# ACCT: 4048						
INST-1	11,752,699.94	✓BEG COLL	22,928,617.07	CURR TAX	22,432,726.33	PREV TAX	0.00	
INST-2	11,175,917.13	CURR ADJ	3,238.20	CURR INT	38,309.74	PREV INT	0.00	
INST-3	0.00	CURR TAX	22,432,726.33	CURR FEES	200.00	PREV FEES	0.00	
INST-4	0.00	CURR SUSP	0.00	CURR LIEN	0.00	PREV LIEN	0.00	
BINT	0.00	CURR BINT	0.00	CURR BINT	0.00	PREV BINT	0.00	
PREV ADJ	0.00	✓NET BAL	499,128.94	CURR REF	0.00	PREV REF	0.00	
PREV TAX	0.00	RECV BAL:	499,318.14	CURR R INT	0.00	PREV R INT	0.00	
PREV BINT	0.00	REFUND BAL	-189.20	CURR R LIEN	0.00	PREV R LIEN	0.00	
PAY OFF	0.00	DISCOUNT	0.00	CURR R FEE	0.00	PREV R FEE	0.00	
BEG COLL	22,928,617.07			CURR RBINT	0.00	PREV RBINT	0.00	
$\frac{22,928,617.07}{499,128.94} = .0217 = 2.17\%$								
2009	TOT PERSONAL PROPERTY	# ACCT: 673						
INST-1	446,808.76	✓BEG COLL	884,502.81	CURR TAX	854,613.09	PREV TAX	0.00	
INST-2	437,694.05	CURR ADJ	7,257.08	CURR INT	2,407.71	PREV INT	0.00	
INST-3	0.00	CURR TAX	854,613.09	CURR FEES	0.00	PREV FEES	0.00	
INST-4	0.00	CURR SUSP	0.00	CURR LIEN	0.00	PREV LIEN	0.00	
BINT	0.00	CURR BINT	0.00	CURR BINT	0.00	PREV BINT	0.00	
PREV ADJ	0.00	✓NET BAL	37,146.80	CURR REF	-240.99	PREV REF	0.00	
PREV TAX	0.00	RECV BAL:	38,117.21	CURR R INT	0.00	PREV R INT	0.00	
PREV BINT	0.00	REFUND BAL	-970.41	CURR R LIEN	0.00	PREV R LIEN	0.00	
PAY OFF	0.00	DISCOUNT	0.00	CURR R FEE	0.00	PREV R FEE	0.00	
BEG COLL	884,502.81			CURR RBINT	0.00	PREV RBINT	0.00	
$\frac{884,502.81}{37,146.80} = .0419 = 4.19\%$								
2009	TOT MOTOR VEHICLE	# ACCT: 7435						
INST-1	1,345,454.74	✓BEG COLL	1,345,454.74	CURR TAX	1,233,323.95	PREV TAX	0.00	
INST-2	0.00	CURR ADJ	-9,149.72	CURR INT	8,490.32	PREV INT	0.00	
INST-3	0.00	CURR TAX	1,233,323.95	CURR FEES	50.00	PREV FEES	0.00	
INST-4	0.00	CURR SUSP	0.00	CURR LIEN	0.00	PREV LIEN	0.00	
BINT	0.00	CURR BINT	0.00	CURR BINT	0.00	PREV BINT	0.00	
PREV ADJ	0.00	✓NET BAL	102,981.07	CURR REF	-1,871.58	PREV REF	0.00	
PREV TAX	0.00	RECV BAL:	103,794.66	CURR R INT	0.00	PREV R INT	0.00	
PREV BINT	0.00	REFUND BAL	-813.59	CURR R LIEN	0.00	PREV R LIEN	0.00	
PAY OFF	0.00	DISCOUNT	0.00	CURR R FEE	0.00	PREV R FEE	0.00	
BEG COLL	1,345,454.74			CURR RBINT	0.00	PREV RBINT	0.00	
$\frac{1,345,454.74}{102,981.07} = .0765 = 7.65\%$								
2009	TOT SUPP MOTOR VEHICLE	# ACCT: 1112						
INST-1	154,347.88	✓BEG COLL	154,347.88	CURR TAX	131,455.68	PREV TAX	0.00	
INST-2	0.00	CURR ADJ	-4,393.14	CURR INT	588.54	PREV INT	0.00	
INST-3	0.00	CURR TAX	131,455.68	CURR FEES	25.00	PREV FEES	0.00	
INST-4	0.00	CURR SUSP	0.00	CURR LIEN	0.00	PREV LIEN	0.00	
BINT	0.00	CURR BINT	0.00	CURR BINT	0.00	PREV BINT	0.00	
PREV ADJ	0.00	✓NET BAL	18,499.06	CURR REF	-25.57	PREV REF	0.00	
PREV TAX	0.00	RECV BAL:	18,526.56	CURR R INT	0.00	PREV R INT	0.00	
PREV BINT	0.00	REFUND BAL	-27.50	CURR R LIEN	0.00	PREV R LIEN	0.00	
PAY OFF	0.00	DISCOUNT	0.00	CURR R FEE	0.00	PREV R FEE	0.00	
BEG COLL	154,347.88			CURR RBINT	0.00	PREV RBINT	0.00	
$\frac{154,347.88}{18,499.06} = .0083 = 0.83\%$								
2009	GROSS TOTAL	# ACCT: 13268						
INST-1	13,699,311.32	BEG COLL	25,312,922.50	CURR TAX	24,652,119.05	PREV TAX	0.00	
INST-2	11,613,611.18	CURR ADJ	-3,047.58	CURR INT	49,796.31	PREV INT	0.00	
INST-3	0.00	CURR TAX	24,652,119.05	CURR FEES	275.00	PREV FEES	0.00	