



TOWN OF MIDDLEBURY

*Board of Finance
1212 Whittemore Road
Middlebury, CT 06762*

**Meeting Minutes
Wednesday December 9, 2015
Shepardson Community Center Room 26
1172 Whittemore Road**

Present: Vincent Cipriano, Board Member
William Stowell, Board Member
Stephen Ruccio, Board Member
Rita H Smith, Board Member
Dawn Albizu-Calabrese, Board Member
Peter Trincherro, Alternate
Ken Heidkamp, Alternate

Absent: Ann Fienberg, Alternate

Also Present: Edward B. St. John, First Selectman
Larry Hutvagner, CFO
Rachel Primus, Recording Clerk
Elaine Strobel, Selectman
Robert Smith, Town Attorney
Robin Stanziale, Town Treasurer

Vincent Cipriano opened the meeting at 7:02 P.M. with the pledge of allegiance.

Appointment of the Chairman

Stephen Ruccio noted he was surprised by the email sent from the Selectman containing a suggestion for a Chairman for tonight's meeting. Ed St John stated it was simply a recommendation by the BOS to set a chairman because you cannot open the meeting without a chair. He noted there has never been a situation where a Chairman has resigned to become a Selectman before their term was over. William Stowell said the State Statute states within 30 days of an election a Chairman has to be elected.

VOTED: Unanimously on a motion by Stephen Ruccio and seconded by William Stowell to seat Peter Trincherro as a regular member.

At this time Vincent Cipriano was nominated for Chair by Stephen Ruccio and William Stowell was nominated by Rita Smith and Peter Trincherro.

VOTED: 4:2 To **APPOINT** William Stowell as Board of Finance Chairman.

Routine Matters

1. Approval of Minutes from prior Meeting

VOTED: Unanimously on a motion by Peter Trincherro and seconded by Vincent Cipriano to **APPROVE** the November 12, 2015 meeting minutes as presented. Stephen Ruccio abstained.

2. Chief Financial Officers Report

Larry Hutvagner apologized for the delay with emailing the financials this month. He reported that the revenue is mostly on budget. He noted that the town will not be receiving the \$39,000 for the Pilot Plan from the State this year. He stated they will receive \$100,000 more than budgeted for the supplemental motor vehicle taxes. Mr. Hutvagner said the Fire Department revenue is short \$25,000. He stated the scrap metal market seems to be gone for this year. Larry Hutvagner stated the expenses are the same as last month. There is still the ongoing issue with the Police Department overtime, but they are hoping to find a savings within the department's budget. Ken Heidkamp said he has a letter from the Police Chief addressing this matter. William Stowell questioned when the State Grants would be received. Larry Hutvagner answered they should be received in the near future. There was a discussion on the 3 payments and their percentage received for ECS.

William Stowell noted the town did not have to lock in to the amount of gallons of oil purchased this year. Edward St John said it was highly recommended the town not lock into a certain price for oil this year as well. They are hoping this savings will help the overtime account for the Police Department. Mr. St John said everyone is aware that the Police Chief will be leaving in January. He stated they went down the existing list of candidates, but has not found one that is interested in the position. He said they will be re-advertising for the position of Chief, but in the mean time, they will have an interim Chief for at least 6 months during the department's transition. Ken Heidkamp said he asked the Chief to give more detail on the OT expenditures. He read a letter from the Chief explaining it into the record. William Stowell asked for a monthly update on it.

3. Tax Collectors Report

Included in packets. Larry Hutvagner noted that residents are paying their taxes earlier this year.

4. Budget transfers

William Stowell stated that 2 months ago the board did a transfer for the Registrar of Voters and had asked a representative to come to the last 2 meetings, including tonight's meeting. He noted there was not a representative present. He asked that Larry Hutvagner investigate the questions the board had and report back to them at the January meeting. He asked to know when the department was notified of the required training. Mr. Stowell noted they are not looking to discipline anyone, but want to find out the breakdown. Vincent Cipriano said he sent an email to the Registrars regarding the training. In the email he asked if they could not attend the meeting then to please reply to the email. He did not receive a response.

5. Correspondence

None

6. Chairman Comments

William Stowell wanted to thank everyone for their support and stated he would like the Board to continue to work as a group. He stated he has no intention to dictate to the group or to set the budget himself. He said they will all work through the budget process

and do what's best for the town. He stated he would like the budget to come before the Board in February and schedule meetings twice a month. He noted that if a regular member is going to be absent, it is in the State Statute they can pick an alternate to take their place. If they choose not to delegate, then the board will do it for them.

7. Public Comment

None

Old Business

None

New Business

1. Adoption of 2016 Meeting Schedule.

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Dawn Albizu-Calabrese to **SET** the Board of Finance Regular Meeting Schedule for 2016 will be the 2nd Wednesday of each month at 7pm in Room 26 of the Shepardson Community Center

2. Discussion of Board of Finance Liaisons.

William Stowell asked that members look at the openings available and contact him with which departments they are interested in. He stated they will appointment members at the January meeting. He asked that they contact him via email with their interest. Vincent Cipriano asked that they board receive contact phone numbers for department heads, not just emails.

First Selectman's Comments

Edward St John noted the First Selectman Comments appear at the end of the agenda and asked that in the future they be incorporated into the agenda and have that line item removed. He stated he has already covered the Police Department issue. He handed out the CCM Legislative Alert memo. He reviewed it with the board. He said that the 30 mill cap on car taxes in which the State was previously going to make up for the loss in towns shouldn't affect Middlebury too much. He noted that many towns in CT have greater than a 30 mill rate. He feels this change may spread to other issues. Mr. St John said last year's budget had revenue short falls created by the money in which the Sewer Authority had trouble paying. They will start to make payments to make up for that. He noted there was sewer upgrade which raised rates. Mr. St John said he thinks the State will make substantially more cuts, and it will be interesting where this ends up.

VOTED: Unanimously on a motion by Stephen Ruccio and seconded by Dawn Albizu-Calabrese to **ADJOURN** the meeting at 7:50 p.m.

Respectfully Submitted,

Rachel Primus

Recording Clerk

Cc: Board of Selectmen
Board of Finance and Alternates
Larry Hutvagner, Chief Financial Officer
Robin Stanziale, Town Treasurer
Rachel Primus, Recording Clerk
Email Notification for Website
File