



TOWN OF MIDDLEBURY

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

**Special Meeting Minutes
Wednesday January 27, 2016
Shepardson Community Center Room 26
1172 Whittemore Road**

Present: William Stowell, Chairman
Vincent Cipriano, Board Member
Stephen Ruccio, Board Member
Rita H Smith, Board Member
Peter Trincherro, Alternate
Ken Heidkamp, Alternate
Dawn Albizu-Calabrese, Board Member – arrived at 7:07 P.M.

Absent:
Ann Fienberg, Alternate

Also Present: Edward B. St. John, First Selectman
Larry Hutvagner, CFO
Rachel Primus, Recording Clerk
Elaine Strobel, Selectman

William Stowell opened the meeting at 7:04 P.M. with the pledge of allegiance.

Roll Call and Appointment of Alternates

William Stowell appointed Ken Heidkamp as a regular voting member.

New Business

1. Discussion with Department Heads on 2016-2017 Budgets

William Stowell stated the full budget has not yet come to the board, but it is not due until the next meeting. He said he wanted the major department heads to come before the board so they can present their proposed budget and answer any questions the Board might have. The first department to review their budget was the Library. JoAnn LoRusso stated she supplied the Board with a line item description. Larry Hutvagner noted it was included in the packets. JoAnn said they are asking for a 2.4% increase from last years approved budget. She gave an overview of the Public Library noting that attendance for programs is up from the previous year, as well as book circulation. Ms. Lorusso stated she is asking for a 3.3% increase in salaries and 11% increase in Repairs & Maintenance. JoAnn noted she estimated the number of gallons for heating oil based on the figures from last year. William Stowell asked if she had taken into consideration the possible lease which would increase the oil use. Ms. LoRusso said the electric

can be separated but not the oil or the water. She explained that they are trying to bring the audio up to a state of the art system. She stated that Comcast no longer provides a business package for WiFi. She also said their technology is at rock bottom and that the library hasn't asked for much. There was a discussion on the Capital Plan and the items for the library that were included in it. Edward St John noted that the increase in the salary line item represents the contract amount.

The next department reviewed was Park and Recreation. Betty Proulx handed the Board a breakdown on the parks and buildings they maintain. She stated this past year the Park and Rec had 1,400 participants, 1,045 reservations for the Shepardson Building, and 135 programs offered. Betty asked the Board to consider re-establishing the part time position in her office. She noted that $\frac{3}{4}$ of the work is done by her, which takes her out of the office where a part time employee would be beneficial. This represents the \$12,000 increase in the temporary salaries line item, as well as the \$0.95 increase to minimum wage. Ms. Proulx stated the town is opening a new park, School House Park on Maple Drive. Betty pointed out that there was an increase in water usage. She stated they are planning on increasing the MRA fees and the fees for all programs. She stated the only revenue for the town comes from the MRA which brought in \$47,000 last year. Edward St John said the board needs to look at the revenue stream from these programs and wanted to point out that Betty does a great job. William Stowell asked for the past 4 years of revenue for comparison and asked that Larry have this for the February meeting. Mr. Stowell asked both Betty and Dan what was lost because of the Overtime budget cut in which the community center was no longer offered. Betty said they cannot have programs on Saturdays which she feels is when they should be offered. Bill Stowell said the Board needs to take a look at what has been lost with the community center cost. Vincent Cipriano asked Betty what the \$5,000 increase in repairs was for. Ms. Proulx said it is for the additional park that was added and a building that had issues with carpenter ants and needed to be painted. William Stowell asked about the \$3,500 increase in the custodial line item. Betty said they added the water to custodial line item. She noted there are buildings with bathrooms. Mr. Stowell suggested they separate that line item to Water only.

The next department to review their proposed budget was Public Works. Dan reviewed each item that was increased. The town hall (Department 22) was increased by \$360 due to the contractual increase for the shredding service and he noted that janitorial supplies are going up throughout with a 10% increase. Larry Hutvagner noted the State of CT Bid went from \$5/month to \$20/month for shredding services. The Historical Society Building (Department 32) was increased \$600 for repairs and maintenance for the high speed internet. Buildings and Grounds (Department 47) has an increase in salaries which is contractual. Public Works (Department 52) has an increase in salaries and the majority of that is contractual but also includes a 2.5% increase for non-union employees. Dan noted there was an increase in water usage as well as an increase in equipment and automotive maintenance of 5%. He stated they can't keep up with the cost increase on parts. He said there was an increase in snow equipment and motor vehicle maintenance, the management of underground storage tanks, and snow and ice removal. There was a discussion over the contingency account that was created by the BOF and how it affects the line item. It was noted the funds have to be encumbered in October and a Purchase Order is given to the business at the beginning of the year. Larry Hutvagner noted they have a contractual bid for the estimate of what will be used for the year and it is required to purchase at least $\frac{1}{2}$ of it. Waste Removal (Department 55) had an increase in salary, part time salary and tipping fees. Dan stated the 2017 tipping fees will go up more than anticipated in this budget and he may be coming before the board asking for more money for that line item. He explained the revenues for the department in which scrap metals are down and are a wash right now and that he thinks the number for recyclables will be less than projected as well. Vincent Cipriano thanked everyone for the great information they provided. William Stowell

stated he felt the meeting went well and thanked everyone for coming.

Adjournment

VOTED: Unanimously with a motion by Ken Heidkamp and seconded by Vincent Cipriano to **ADJOURN** the meeting at 8:33 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
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