



TOWN OF MIDDLEBURY

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

**Special Meeting Minutes
Wednesday February 24, 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
Dawn Albizu-Calabrese, Board Member – arrived at 7:10
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
Michael McCormack, Selectman

William Stowell opened the meeting at 7:05 P.M. with the pledge of allegiance.

Roll Call and Appointment of Alternates

William Stowell appointed Ken Heidkamp as a regular voting member until Dawn Albizu-Calabrese arrives.

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Rita Smith to **APPOINT** Peter Trincherro a regular voting member.

New Business

1. Discussion with Department Heads on 2016-2017 Budgets

Bill Stowell stated tonight the board would hear from the Police Department, Fire Department and the Building Department. He noted that Tony has State training at the Fire Department and asked that he go first. Mr. Stowell said he has already met with both Peter and Steve and the board just wants to hear about the budget so they can make an informed decision on it.

Tony stated they are asking for an increase in the budget this year in the following

departments; Equipment, Office Supplies, Building Maintenance, Fire call reimbursement and Motor Vehicle Maintenance. He spoke with Peter Trincherro and Steve Ruccio about the increases. He noted that call volume has increased and fire call reimbursement is \$6.00 per call. Edward St John noticed there were additional people added along with a spike in attendance. Tony said there is an increase in response, members and volume of calls. He stated the motor vehicle maintenance is out of his hands due to the cost increasing on a regular basis per year. He said there is a requirement on replacing tires every 7 years. He reviewed the increase in firefighting equipment which includes personal protective equipment. He noted the department recently purchased a new hose, which should have been done a few years ago. He stated there are 26 Airpacks that are not OSHA compliant out of the 39. He said they are tested every year and the average cost for one is \$7,700. He stated these items are not reflected in the line item, and that the department has applied for a fire fighters assistance grant. Edward St John said it was important that they follow the replacement schedule on equipment. Tony stated that Computer Technology is a new line item because new software was purchased this year and has a 5 year contract with required updates. He noted the department has 5 GPS units that he does not feel they need. Steve Ruccio said that the board will look into this. Dues and Publications are increasing because of training criteria. Tony said an increase in Radio Repairs is needed because the current radios are 10 years old and are in need of new batteries which cost \$135 each. Tony said that all increases they are requesting are for safety.

Ollie reviewed the Building departments proposed budget. He noted that the salary increases are contractual. He is asking for more money in the temporary salaries because of the approvals from Inland Wetlands and Zoning Commission for a food store, crematorium, 2 gas station renovations and the potential for a major renovation to a commercial property. Ollie stated he will need additional help and is asking for \$30,000. He also noted that there was an increase for the Telephone line item. Steve Ruccio noted that if there is an increase in activity then there should be an increase in revenue as well. He stated that last year the projected increase was put into contingency; it was funded but never used. Vincent Cipriano suggested they do the same thing this year.

Chief Dabbo reviewed the Police Department budget with the board. He went over what line items would be increasing. He stated the Vacation/Sick account would increase by 4.24%. Salaries would increase by 2.44% which is contractual. The Dues & Publications will increase 17.65%. Personnel Training will increase 6.32% with 16 hours of firearms training to be done before the end of the fiscal year. Chief Dabbo stated that re-cert training is a 3 year cycle based on the date the officer graduated the academy and consists of 60 hours of training. He stated there is also yearly Taser training needed. There is an increase in Building Maintenance due to heating and a/c fees, trash removal, and annual alarm inspection and fees. Chief Dabbo said the increase in Animal Control is because of the stipend. He also reviewed the overtime history.

William Stowell stated that Dan Norton is concerned with the maintenance of the buildings and would rather have the control be under Public Works. Mr. Stowell said he asked to have him come in and discuss it.

2. Review of Selectman's 2016-2017 proposed budget.

Tabled until next month's meeting.

3. Transfers

Larry Hutvagner explained that a transfer was needed for Public Works to cover unplanned expensive repairs on vehicles and equipment.

VOTED: Unanimously on a motion by Rita Smith and seconded by Vincent Cipriano to **TRANSFER** \$11,000 from Diesel Fuel (01-52-03-6414) to Motor Vehicle Maintenance (01-52-03-6417) and \$11,000 from Diesel Fuel (01-52-03-6414) to Machine/Equipment Maintenance/Reserve (01-52-02-6138).

Larry Hutvagner explained a transfer was needed for the Legal Department to cover legal fees for the Labor Attorney and hearing required stenographer for Police arbitration on May 18, 2016.

VOTED: Unanimously on a motion by Rita Smith and seconded by Vincent Cipriano to **TRANSFER** \$2,500 from Contingency (01-71-00-6972) to Legal Fees Labor Grievance and Arbitration (01-20-02-6168).

Adjournment

VOTED: Unanimously with a motion by Dawn Albizu-Calabrese and seconded by Rita Smith to **ADJOURN** the meeting at 8:26 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