



TOWN OF MIDDLEBURY

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

**Meeting Minutes
Wednesday March 9, 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
Ken Heidkamp, Alternate
Ann Feinberg, Alternate

Absent: Peter Trincherro, 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 7:06 P.M. with the pledge of allegiance. Mr. Stowell welcomed Anne Feinberg as a regular member to Board of Finance.

Roll Call and Appointment of Alternates

Regular members were seated.

Minutes Approval

- 1. Discussion/Approval of February 10, 2016 and February 24, 2016 meeting minutes.**

VOTED: Unanimously on a motion by Stephen Ruccio and seconded by Rita Smith to **APPROVE** the February 10, 2016 regular meeting minutes as presented.

VOTED: Unanimously on a motion by Rita Smith and seconded by Dawn Albizu-Calabrese to **APPROVE** the February 24, 2016 special meeting minutes as presented.

Public Comment

None

Reports:

1. Chief Financial Officers Report

Larry Hutvanger reviewed the Revenue and noted there are no big changes this month. He said the town will not receive the Pilot money from the State. He stated the investment income is on budget as well as property taxes, Town Clerk and the Building Department. Mr. Hutvanger said that Zoning is above budget. He noted there is no market for scrap metal and waste removal and there is no rebate for recyclables, but there is no charge for disposing. He said that WPCA transfer money has been paid. Larry reviewed the expenditures and reported that the Police Department Overtime and repair and maintenance for Police and Fire Department are over budget. Steve Ruccio noted there will be extra money left from the salt budget and asked what that number would be. Mr. Hutvanger answered whatever is left in the PO, and that he can get a better answer for next month. Steve wondered if there was a surplus from this current budget to offset the upcoming budget. Ken Heidkamp said that the Police Department is trying to transfer money within the department to offset OT. He asked if there were any ideas on where they can find the money, he suggested the fuel and natural gas accounts. Edward St John said he has spoken with Larry Hutvanger and they are looking through the department accounts and they will do their best to address this issue. He said it was a great year, energy wise, and he thinks the savings will cover some of the short comings.

2. Tax Collector's Report

Larry Hutvanger stated the report is included in the packets. He noted he sent members an email regarding State issues like giving personal property exemptions and not restricting registration due to unpaid motor vehicle taxes. Edward St John said there is no official notification yet, but he saw an article written about locking in a 2.5% budget increase cap for 2018. He noted the Regional School District was not included in the mandate. He discussed the educational budget increase. Bill Stowell noted he has not heard back from the Board of Education regarding the letter that he sent them. He looked at the budget submitted and the revenue page says "Intentionally left blank".

Routine Business

1. Budget Transfers

None

2. Correspondence

None

Old Business

1. Discussion and possible Action on FY 2016-2017 Budget

Bill Stowell said at the last meeting it was mentioned that he would sit with Dan Norton and look at the maintenance side of the budget and see if they can move it out of the individual departments operating side of the budget. He said he composed a spreadsheet in which he found overlapping items that Dan and the departments are both budgeting for. He noted there isn't a good place within the budget to put contractual type items. Steve Ruccio felt that if a department is responsible for the maintenance cost they are more likely to keep up the maintenance instead of thinking another department will cover the cost. Bill Stowell said they will have line items by department for building maintenance which will cover minor routine repairs and then another figure for major repairs. He stated they have not decided on a number yet. He suggested putting the

money into a contingency account and was looking for the go ahead to do this, move the items in the budget and then bring the numbers to the next meeting. He said he will need the budget codes from Larry. Steve Ruccio said he supported this idea as long as it doesn't increase the number they already have.

2. Discussion and Action on Revenue for FY 2016-2017 Budget

The board reviewed the Revenue for FY 2016-2017 Budget. A discussion ensued regarding the budget amount for the Building Department. Bill Stowell asked for an explanation of how the revenue for the department is received so they can get a better understanding of it. Mr. Stowell recommended the Library Improvement Fund drop to \$10,000 from expenditures. Everyone was in agreement. Account 01 65 65 4700 Rent Library Space increased the revenue to \$10,000, The Board discussed the expenditures. Ed St John suggested adjusting the Building Department contingency upward by a minimal of \$10,000. Mr. St John noted that the Police Department overtime was entered as zero with the intent to make everyone part of the discussion to come up with the right number. He noted they always budget for a lesser number. He said he will review the budget to see where they can save sufficient money to offset the cost. He said there is a savings on the energy cost. He asked Ken Heidkamp to work the numbers for the school security and energy. He said that Region 15 matches dollar for dollar the cost for school security. There was a discussion on the finance department salaries 3.15% increase. Larry Hutvagner said it was made up of the part time employee and contractual raises. He said the part time person works for 2 different departments and the hours for that employee have increased. Bill Stowell asked that Larry bring a breakdown of salaries to the next meeting. Mr. Stowell asked to move the Building Departments Temporary Salary to a contingency account. He also asked for a print out of the reserve account for the Plan of Conservation & Development for the next meeting as well. There was a discussion regarding the GPS units for the Fire Department and the legal need to have them in the vehicles. Bill Stowell asked Larry to provide the cost for the telephone services for communications center for the next meeting. Mr. Stowell discussed the Building and Grounds Overtime salaries in regards to the Shepardson building. He asked what the exact number was that the town is charging people to utilize the building and how many people are being turned away. He asked for the board to receive a report from Betty on what programs have been cut due to the lack of OT. Bill Stowell reduced account 01 65 03 6430 to \$10,000 for Library reserve for the future tenant. He also asked that Mr. Hutvagner supply him with the correct calculation for FICA. Edward St John said they will fine tune the number for the Medical Insurance Reserve account. Bill Stowell asked to add the temporary salary to the contingency fund and Vincent Cipriano asked to update the reserve account for Tuesday's Special Meeting.

3. Discussion and Action on setting a Special meeting to finalize FY 2016-2017 Budget

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Stephen Ruccio to set a Special Meeting on Tuesday March 15, 2016 at 7:00 P.M. in the townhall conference room.

New Business

1. Appoint Auditors for FY 2015-2016

VOTED: Unanimously on a motion by Stephen Ruccio and seconded by Vincent Cipriano to **APPOINT** Sandra Welwood LLC as auditor for FY 2015-2016.

Other Business

1. Any Other business added to the agenda by 2/3 vote of the Board

None.

2. Public Comment

None.

Adjournment

VOTED: Unanimously with a motion by Stephen Ruccio and seconded by Dawn Albizu-Calabrese to **ADJOURN** the meeting at 9:20 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