



# TOWN OF MIDDLEBURY

Board of Finance  
1212 Whittemore Road  
Middlebury, CT 06762

**Meeting Minutes**  
**Wednesday February 10, 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 7:13 P.M.

Absent:  
Ann Feinberg, 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**

**VOTED:** Unanimously on a motion by Rita Smith and seconded by Vincent Cipriano to **APPOINT** Peter Trincherro and Ken Heidkamp as regular voting members

### **Approval of Minutes**

**VOTED:** Unanimously on a motion by Steve Ruccio and seconded by Vincent Cipriano to **APPROVE** the January 13, 2016 meeting minutes as presented.

**VOTED:** Unanimously on a motion by Rita Smith and seconded by Steve Ruccio to **APPROVE** the January 24, 2016 Special Meeting minutes as presented.

### **Public Comment**

There was no Public Comment

### **Reports:**

#### **1. Chief Financial Officers Report**

Larry Hutvagner said the first 2 sets of revenue and expenses are included in the packets. He pointed out that there was \$110,000 more for the supplemental motor vehicle than was budgeted. He noted there is no market for scrap metal. Mr. Hutvanger said that

everything else with revenue is good. On the expenditure side there are the same issues as previous months. The Police Department on over time and Public Works on vehicle maintenance are over budget. He stated that at the end of the month he gives departments the financials and he highlights in red where a transfer is needed. He is not getting much of a response from departments. Mr. Hutvanger also wanted to inform the board an email was received from DMV proposing to suspend taxes having to be paid prior to registering your motor vehicle. Larry Hutvanger had a handout included in the packets which referenced the auditor's recommendations. He addressed the issue regarding payroll disbursements and went over the department protocol regarding timesheets and payroll. He also reviewed the cash disbursement policy and stated that no accounts payable will be processed without proper authorization. Mr. Hutvanger also reviewed improving the effectiveness of fund accounting noting that in previous fiscal years the town closed the Park & Rec Bus Trip account and the Police Communications Grant. In the current fiscal year 15-16, the Town closed the Communications Revolving Fund and the Highway Grant Fund. He stated the Town will continue to evaluate all fund activity and close dormant accounts as needed. Edward St John asked him to research before closing any accounts with Grants. He noted that the State is starting to look at the aid that goes to towns and if it is not being used properly. Larry said the Small Cities Fund was reconciled June 30<sup>th</sup> with the Town Clerk and Social Services.

## **2. Tax Collectors Report**

Included in packets.

### **Routine Business**

#### **1. Budget transfers**

**VOTED:** Unanimously on a motion by Steve Ruccio and seconded by Ken Heidkamp to **TRANSFER** \$5,000 from Contingency (01-71-00-6972) to Legal Fees Labor Grievance and Arbitration (01-20-02-6168) to cover legal fees for Labor Attorney and Hearing required Stenographer for 2 police arbitrations March 2016.

#### **2. Correspondence**

Bill Stowell received one letter dated January 29, 2016 from Lewis Clark to Ms. Welwood which he read into the record. Mr. Lewis states he disagrees with her suggestion to make WPCA and enterprise.

### **Old Business**

#### **1. Continued discussion and setting of special meeting for reviewing 2016-17 budget.**

Bill Stowell reminded the members that there will be a Special Meeting on February 24, 2016 in which the Police and Fire Department will be presenting their proposed budget. He said they will also open the meeting up for discussion on the Selectman's Budget they receive tonight.

### **New Business**

#### **1. FY 2016-2017 Board of Selectman Budget Submission.**

Bill Stowell stated the Board received the budget tonight from Ed St. John and he will give a brief overview of it. Mr. St. John said the last meeting consisted of him and Elaine Strobel and they still have some unanswered questions. He said hopefully the numbers are in line with what they should be. He reviewed the line items in the budget noting the salary accounts reflect the obligations the town has that are contractual. He said they put in a 2% raise for the department heads and elected officials. He said there are some areas

that they need to look at and determine what numbers they need. He said there was a long discussion on the revenue side of the budget and that the operating budget has no significant increase. He felt they need to be generous with the maintenance budgets because after the Capital Plan projects are done the accounts should reflect that maintenance required. Mr. St. John said there is a \$273,000 increase from last year's budget. He felt it was a good base to work with and noted there are no added personal and no changes in positions. He said there is an increase in the Grand List and the budget will be picking up \$321,000 from the ADM smaller decrease in Middlebury than Southbury from Region 15. Vincent Cipriano asked that the columns be changed in the proposed budget spreadsheet to give a clearer picture per line item. Bill Stowell asked that the members look over the budget and they will review it at the next meeting.

**2. Review the revenue data for last 4 years.**

Bill Stowell said he asked Larry to give a print out the revenue data for the last 4 years to give the Board as an aid to look at and use for the next meeting.

**Other Business**

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

Bill Stowell asked to add to the agenda a letter he composed to the Board of Education for discussion and approval.

**VOTED:** Unanimously on a motion by Dawn Albizu-Calabrese and seconded by Vincent Cipriano to **ADD** a letter written by William Stowell to the Region 15 School District. Mr. Stowell stated this is only a draft and read the letter into the record. He stated he got a copy of the Region 15 2015-2016 adopted budget book and saw there are miscellaneous receipts coming in all the time. The numbers given are just estimates. Mr. Stowell said he is concerned about their revenues. Ed St. John noted he does not remember a time when the town received any sort of surplus back.

**VOTED:** Unanimously on a motion by Stephen Ruccio and seconded by Vincent Cipriano to **APPROVE** the letter to Region 15 as written and to forward to the Board of Selectman.

Steve Ruccio said he felt the letter was well written and had some good points.

Bill Stowell asked that the members review the proposed budget and that they please work with the department heads. Edward St John noted the Town lost 71 properties that are all owned by the State now. He noted they took the houses, but left the roads for the Town to manage which is becoming a problem. He said they are fortunate that they have been able to increase the grand list.

**2. Public Comment**

There was no Public Comment.

**Adjournment**

**VOTED:** Unanimously with a motion by Vincent Cipriano and seconded by Steve Ruccio to **ADJOURN** the meeting at 8:06 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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