



## TOWN OF MIDDLEBURY

Board of Finance  
1212 Whittemore Road  
Middlebury, CT 06762

**Meeting Minutes**  
**Wednesday April 12, 2016**  
**Shepardson Community Center**  
**Room 26**

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  
Peter Trincherro, Alternate  
Anastasia Persico, Alternate – arrived at 7:06PM

Absent: Ann Feinberg, Board Member

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

William Stowell opened the meeting at 7:02 P.M. with the pledge of allegiance.

### **Roll Call and Appointment of Alternates**

Regular members were seated.

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Stephen Ruccio to **APPOINT** Ken Heidkamp a regular voting member.

### **Minutes Approval**

#### **1. Discussion/Approval of March 9, 2016 meeting minutes**

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Rita Smith to **APPROVE** the March 9, 2016 meeting minutes with the following corrections: change Ann Feinberg from Alternate to Board Member.

### **Public Comment**

None

## **Reports**

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

Larry Hutvagner said included in the packets were the standard statements of expenditures and revenues. He noted on the revenues, as he's reported previously, the town will not receive the Pilot money from the State. He stated he did not know if there will be more cuts until they end the session on May 4<sup>th</sup>. He reported the town is starting to get the personal property audit money coming in and the assessor said they should make budget this year. The tax collectors revenue property taxes in total will make budget. There have been some issues with the larger real estate taxes, demand notices have been sent, lien notices will be done at the end of April and then the town attorney and tax collector will meet and finalize these issues. Mr. Hutvagner reported the Town Clerks revenues real estate conveyances are close to budget, but deed recording fees will probably not make budget. The building department will probably make budget. Tower rental money is on budget. Water connection fees are slow. The \$25,000 budget revenue from the Fire Department will not be received, and the Police Department revenue is on budget. Park and Recreation will be below budget. Larry reported continuing issues on the expenditures will be repairs and maintenance to the Fire Department and the Police Department that continues to have multiple lines over budget. Most other departments are close to or on budget.

There was a discussion regarding personal property and the appeals process. Larry Hutvagner said he would get a detailed explanation on the process from the assessor for the next meeting.

Bill Stowell welcomed Anastasia to the Board as the newest alternate member.

### **2. Tax Collector's Report**

Included in packets

## **Routine Business:**

### **1. Budget Transfers**

None

### **2. Correspondence**

Bill Stowell stated there are no new correspondences. Edward St John stated he has a copy of the Region 15 budget. Mr. Stowell said the one thing he asked of the BOE was a list of the revenues, but he has not heard back from them and this year's budget does not include them. He noted the differences from budgeting on a net basis and a gross basis. He stated that when using the projected revenues to offset expenses you need to take into account the amount that is being used to offset the expenses. He passed out a spreadsheet that depicted an increase of \$392,000 in projected revenues used to offset expenses and when this is added to the net budget it results in a 3.09% increase. He also pointed out that at the Public Hearing Selectman McCormack said that Region 15 had a 2.1% increase when it actually was an increase in their net budget of 2.58%. Bill Stowell also stated that he and Larry Hutvagner looked at the audit report and since there is no list of actual revenues received and utilized to offset expenses there is no way of knowing what the actual receipts were; only that it lists local revenue. Elaine Strobel said she was told that Bill's letter went to the Region's attorney for review.

## **Old Business**

### **1. Discussion and Action on setting of Special Meeting on May 4, 2016 at 8PM to revise FY 2016-2017 Budget or set Mill Rate for FY 2016-2017 Budget.**

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Ken Heidkamp to **SET** a Special Meeting on May 4, 2016 at 8PM at Shepardson in Room 26

### **New Business**

#### **1. Discussion and Action on establishing a Task Force to review use of Building Guidelines.**

Bill Stowell said they board has talked about the use of the Shepardson building and need to figure a way that non-profits are not driven out of the town. He would like to work on this for next year's budget and would like to set up a sub-committee. Mr. Stowell said he is open to hear anyone's thoughts and would like at least one member of the public, BOF member, Public Works, and Betty Proulx to be on the committee. He would like to have a discussion on this at next month's meeting. Steve Ruccio suggested speaking to legal about the parameters as to not discriminate certain categories. Edward St John noted there are various groups that use the building for fundraisers and this passes the fee down to the groups who are not. He would like to balance out that fee.

Edward St John stated the board has discussed the Capital Plan for a couple of years now, and the intent was to get by the budget process. Now, the first pass is to let all the department heads know what they are planning to do and allow for their input. The next step would be to meet with the BOF. He hoped to have it voted on in November along with the Presidential election. He feels this will give them plenty of time to discuss it. Mr. St John feels they should be able to stay in the present parameters and use some of the undesignated money to cover the first phase. He said they are putting together a complete, very extensive narrative. Mr. St John stated the town got hit hard with the ECS money from the governor's budget. He noted this goes directly to the towns. He said the governor has come up with a new budget proposal which still needs approval. He said this is a good way of balancing cities against towns. He noted that the towns and cities have already cast their budgets and this is now done after the fact. He said they will have to figure out how to make it work.

### **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 Vincent Cipriano to **ADJOURN** the meeting at 7:46 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