



TOWN OF MIDDLEBURY

Board of Finance
1212 Whittemore Road
Middlebury, CT 06762

Meeting Minutes Wednesday June 8, 2016 Shepardson Community Center Room 26

Present: William Stowell, Chairman
Vincent Cipriano, Board Member
Rita H Smith, Board Member
Dawn Albizu-Calabrese, Board Member
Ann Feinberg, Board Member
Ken Heidkamp, Alternate
Peter Trincherro, Alternate
Anastasia Persico, Alternate

Absent: Stephen Ruccio, Board Member

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

William Stowell opened the meeting at 7:03 P.M. with the pledge of allegiance.

Roll Call and Appointment of Alternates

Regular members were seated.

VOTED: Unanimously on a motion by Rita Smith and seconded by Vincent Cipriano to **APPOINT** Ken Heidkmap a regular voting member in place of Stephen Ruccio.

Minutes Approval

1. Discussion/Approval of May 11, 2016 and May 18, 2016 meeting minutes

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Ken Heidkamp to **ADD** the May 10, 2016 Special meeting minutes to the agenda.

VOTED: Unanimously on a motion by Rita Smith and seconded by Vincent Cirpraino to **APPROVE** the May 10, 2016 Special meeting minutes as presented.

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Dawn Calabrese

to **APPROVE** the May 11, 2016 meeting minutes as presented.

VOTED: Unanimously on a motion by Ken Heidkamp and seconded by Vincent Cipriano to **APPROVE** the May 18, 2016 Special meeting minutes as presented.

Public Comment

None

Reports

1. Chief Financial Officers Report

Larry Hutvagner reviewed the accounts with the board noting that the State Pilot money is not coming in as planned but they should be getting the LOCIP money within the next few months. He reported that ECS is \$71,000 over budget. He sated the personal property audit money is starting to come in and that real estate conveyance is over budget. Mr. Hutvanger stated Tower Rental is on budget, there will be more building permits with the anticipated construction being done in town. He noted the Police Department is on budget and that the infrastructure trust fund is over budget. He stated that scrap metal never made budget and that the Park and Recreation budget is too high to match. Larry said the library rent will not come in this year. He stated the Registrars is over budget on temporary salaries because of the 2 budget referendums and the State audit. He said the legal department is also over budget due to arbitration. The Fire Department building maintenance is over budget as well as the Police Department which will be worked out. Mr. Hutvagner also reported that Communications is over budget.

2. Tax Collectors Report

Included in packets

Edward St John wanted to personally thank Jean Dawes for the effort she put forward into the process of using the lock box. He said a lot of hours have been spent on implementing this.

Routine Business

1. Transfers

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Ann Feinberg to **TRANSFER** \$6,653 from Contingency Snow and Ice Removal (01-71-00-6974) to Legal Fees Labor Grievance and Arbitration (01-20-02-6168)

VOTED: Unanimously on a motion by Rita Smith and seconded by Ken Heidkamp to **TRANSFER** \$7,000 from Contingency Snow and Ice Removal (01-71-00-6974) to Legal Fees Labor Grievance and Arbitration (01-20-02-6168)

2. Correspondence

None

Old Business

New Business

1. Discussion with members of the Economic Development Commission.

Terrence McAuliffe reviewed with the board the members of the EDC and what the board does. He handed out a break down to the board noting what the board does, their recent accomplishments, what is expected to be coming down the road and a discussion

regarding their budget. Mr. McAuliffe noted the town's zoning regulations will be updated to reflect some of the items the EDC would like to implement in the zoning plans. Bill Stowell said he gave the board a lot of good information. Edward St John said the Planning & Zoning commission did their best without a street scape plan in their regulations. Vincent Cipriano said there was a lot of frustration with the downtown area of town and how it looks. He felt that the EDC was a very important department for the town. Bill Stowell said that in the past people didn't understand what the EDC did, and noted they came up with the tax incentive program that was implemented.

2. **Discussion on Capital Plan.**

Edward St John handed the board a 77 page detailed document explaining the proposed Capital Plan. He stated there is a \$4 million gap on what can be done and what has to be done. He wanted to thank Rita who was the board's liaison as well as Kris Kelsey. He reviewed the 77 pages. The Historical Building is in need of mechanical upgrades and sidewalk concrete repairs. The Police Department needs roof replacement, clean and seal the brick siding, HVAC improvements, and underground fuel tank removal. The Transfer Station needs to resurface the paved areas, repair the large concrete block wall, and replace the compactor as well as the scale. The Park & Rec needs tennis court resurfacing. The Fire Department needs to clean and seal the brick siding, HVAC repairs, painting, overhead doors and radio upgrades. Fenn Farm's cow barn needs repair. The Library needs repair to the roof, heat cables for the gutter, and mechanical repair to existing heating ventilating air conditioner. The Townhall requires roof replacement, paint and seal masonry and gutter heating. It also needs mechanical upgrades for cooling and heat zone controls, paving and an upgrade to the assessor's office. Shepardson Community Center needs roof replacement, paint and seal masonry, gutter heat, mechanical repairs, paint and paving. Public Works/Vehicle Maintenance needs the removal of the existing underground fuel storage tanks and pump, installation of 2 new above ground storage tanks, construction of new fuel depot, paint, resurface yard, and replace salt shed doors, HVAC multi zone conversion and truck lift. Mr. St John said they should have future grants to help along with Phase 1 which will be broken down over 3 years. It would estimate \$400,000 a year for 3 years. He felt the numbers were brutally conservative. He said the goal is to get most of the phase 1 project done as quickly as possible. Mr. St John said the ballots have to be prepared in September and the board needs to agree on the wording of those ballots.

3. **Discussion on July and August 2016 BOF Regular meeting.**

Bill Stowell noted that in the past the board had taken one month off in the summer. The board had a discussion on which, if any, month they would have off.

VOTED: Unanimously on a motion by Rita Smith and seconded by Vincent Cipriano to **CANCEL** July's meeting.

4. **Request to allow BOF Chairman to approve Transfers needing BOF Approval during July and August 2016.**

VOTE: Unanimously on a motion by Vincent Cipriano and seconded by Rita Smith to **ALLOW** the BOF Chairman to approve July transfers and provide a list to the board for this 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 Dawn Calabrese and seconded by Ken Heidkmap to

ADJOURN the meeting at 9:05 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