



TOWN OF MIDDLEBURY

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

**Meeting Minutes
Wednesday November 9, 2016
Shepardson Community Center
Room 26**

Present: William Stowell, Chairman
Vincent Cipriano, Board Member
Dawn Albizu-Calabrese, Board Member
Rita H Smith, Board Member

Absent: Ann Feinberg, Board Member
Stephen Ruccio, Board Member
Kelly Bollard, Alternate
Anastasia Persico, Alternate
Peter Trincherro, Alternate

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.

Minutes Approval

1. Discussion/Approval of October 12, 2016 meeting minutes

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Dawn Calabrese to **APPROVE** the October 12, 2016 meeting minutes with the correction of the date changing it from October 11, 2016 to October 12, 2016.

Public Comment

None

Reports

1. Chief Financial Officers Report

Larry Hutvagner reported the revenue and expenditures are on budget, and the revenue is doing well. He said the ECS money has been received from the State of CT. He stated we received two payments of 25% and one of 50% during the year and that this payment which is one of the 25% payments was \$25,000 more than anticipated.

The Assessor's personal property audits are due in November, and the auditing will begin in 2017. The Town Clerk revenue is better than what was budgeted. The Building Department and Zoning Department are on budget. The Police Department and their special duty is doing very well because of the tree work. Mr. Hutvagner said there is a market for scrap metal again, and in 4 months they will be \$1000 over budget. He stated the elderly services are slow on revenue and there is still no tenant for the library. Mr. Hutvagner reported on the expenditure side there is a transfer for the Park and Recreation for CT Water for the excess water usage at Ledgewood Park in order to maintain the grass fields. He stated everyone else is on budget.

2. Tax Collectors Report

Included in packets

Routine Business

1. Transfers

VOTED: Unanimously on a motion by Dawn Calabrese and seconded by Rita Smith to **TRANSFER** \$1,200.00 from Generator Repairs (01-40-02-6139) to Professional Services (01-40-02-6139) to cover overdrawn account due to pre-employment requirements for reserve officers.

Vincent Cipriano asked if the money needed to be taken from the contingency fund or if there was money available within the department's budget. Mr. Hutvagner responded and Mr. Cipriano was satisfied with the response.

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Rita Smith to **TRANSFER** \$2,500.00 from Contingency (01-71-00-6972) to Custodial/CT Water (01-60-03-6425)

2. Correspondence

None

Old Business

1. Funding of the engineering study for the flood plain issue.

Bill Stowell stated the question on the ballot regarding the Capital Improvement Plan passed. The funds for this would come out of the Pay as You Go section. The board will now refer the item to the Selectman in order to come up with the funds for the study. Mr. Stowell said he would notify Stephen Ruccio to contact the First Selectman in order to be part of the meeting for that. Edward St John said he would like to speak with Steve on another topic with the Fire Department as well. He said pending a call from Mr. Ruccio, the Selectman already know where the money for the funding will come from. Their intent is to pull the file on the proposal, sign off on it, and then get things in motion. He is hoping to have this done by the first of the week and to move it as fast as they can.

New Business

1. 2017 Regular Meeting Calendar Approval.

Bill Stowell said there is no conflict of the normal meeting date with any holidays next year.

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Dawn Calabrese to **SET** the regular meeting schedule for the second Wednesday of every month, with the first meeting being January 11, 2017.

Bill Stowell stated the Capital Improvement Plan was approved and he has appointed 2 liaisons to the Board of Selectman, Rita Smith and Vincent Cipriano. They will report to the board what is going on and that the money is being used where it is supposed to be. Mr. Stowell handed out a rough draft of the budget calendar for next year and asked members to take a look at it and if they have any questions or comments to direct them to him. He said if there are any issues, they can be discussed at the December meeting.

Ed St John noted they have taken care of the flood plain issue. He stated they will be meeting with the Police Department in order to keep everything the way they want it to go in regard to the new software system. He noted the Fire Department is on a 2 week meeting schedule as well and they are addressing the SCBA issue. He said that everything is being inventoried and recorded. Mr. St John said they were unsuccessful in getting the grant that they applied for. He said he will square away with Steve Ruccio and it has taken this long because they wanted to inventory all the equipment. He said they need to be bought in a timely manner and they fall under OSHA requirements. Currently there are 30 units beyond the 20 year life span. They now know what exactly needs to be replaced, and will incorporate them in the operating budget for each year.

Ed St John gave the outcome of the Capital Plan votes based on each question. He said they will set up a meeting this week to co-ordinate who is responsible for what and get the projects started. He said the first project to be addressed is the DPW tanks. The new facility needs to be up and running before they can dismantle to the old tanks. He said things are designed and ready.

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 Rita Smith to **ADJOURN** the meeting at 7:40 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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