

# **TOWN OF MIDDLEBURY**

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

## **Special Meeting Minutes Wednesday, March 26, 2014 Shepardson Community Center**

Present: Michael McCormack, Chairman  
Stephen Ruccio, Board Member  
William Stowell, Board Member  
Vincent Cipriano, Board Member  
Michael Kenausis, Board Member  
Dave Cappelletti, Board Member (arrived at 7:10 p.m.)

Absent: Peter Trincherro, Board Member Alternate  
Thomas Proulx, Board Member Alternate  
Ken Heidkamp, Board Member Alternate

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

Mr. McCormack opened the meeting at 7:02 p.m.

### **New Business**

Board of Selectman's Budget 2014-2015

Chairman McCormack started the meeting off by going through the Revenue side of the Budget. There was a discussion over the sale of a fire engine that is currently out for bid now with suggested revenue of \$7,000 or \$8,000. Mr. McCormack said they would put an additional \$7,000 under the Fire Department. The Tax Collector figure would be \$26,910,755. Larry Hutvagner stated the difference between what you want to spend with revenue was short \$325,000 and that has to come from somewhere, so the adjusted number is property tax. Mr. McCormack noted that under Library Improvement Fund/Bibliomation (Rent) it was blank and said it should be \$10,000 figuring one year from now we can rent it and get a quarter of a year's rent.

The final figure would be \$29,391,124.50 and when you add the surplus from last year of \$95,000 the total revenue would be \$29,486,124.50. He stated this would be the figure if everything stayed the same, which it's not going to because there will be a short fall, and to make up for that they will have to increase taxes.

Next, the Board went over the Expenditures. Mr. McCormack said they would raise the Temporary Salary for the Building Department to \$6,000. Vincent Cipriano questioned the

vehicle for Ollie and noted the only viable one would be the Park and Recreation vehicle. He didn't feel the other 2 options would be worth it. A discussion ensued over the movement of town vehicles. First Selectman St. John said he had a discussion with the Police Chief and the Public Works Director and felt they should keep the Tahoe within the Police Department and use it for Animal Control, which would replace the F250 pick up they are currently using. Mike McCormack noted the animal control vehicle doesn't get used that often and felt the better vehicle should go to the department where it would get used more. Mr. Cipriano stated the Temporary Salary for the Building Department at \$6,000 won't be enough based on the amount of work coming in. He felt a more reasonable number would be \$25,000. Mr. McCormack asked if the revenue would change in the department. Mr. Cipriano said it went from \$125,000 to \$200,000. Mike McCormack said to increase it by \$14,000 with a total of \$20,000. Stephen Ruccio stated that if the revenue is over \$200,000 then they would have money to move. Mr. McCormack noted that the Insurance needed to be raised by \$10,000.

Mike McCormack said the Fire Department is going to raise the Fire Fighting Equipment by \$7,000 with the money they will get from selling the truck, raising it from \$32,000 to \$39,000.

Vincent Cipriano said he met with the Police Chief and discussed the Overtime Salary.

Originally it was suggested they take out \$20,000, but instead he is asking to only remove \$15,000 and they would take \$5,000 from the Personal Training line item, bringing it to \$15,000 and put the \$5,000 in the Overtime account. Repair and Maintenance was \$2,500 and they are asking to put it back to \$7,500 with a total of \$25,000. Mr. McCormack agreed to the changes. There was a discussion over the detail of the Overtime line items and how the money would be divided and where the cut would be made. Chairman McCormack stated it is up to the Chief to decide how the account is managed. First Selectman St. John said there needed to be dialogue to explain to the residents what the town spends on school security. Mike McCormack said Mr. St. John can define where the money is spent; the BOF would just allocate the money to the one account.

Mr. McCormack discussed the Communications line item, and said he called NorthWest and was told the contract was \$199,261 plus \$140,000 capital item that needs to be paid off over 4 years, so \$35,000 a year. Larry Hutvanger noted the capital agreement with NorthWest was over a 3 year period and that there is 3 years left at \$41,667 per year. He showed Mr. McCormack the email he received from Sue Webster at NorthWest detailing the cost. Chairman McCormack said Communications would change from \$205,000 up to \$245,000 with a total of \$245,667. The next item discussed was Family and Youth Services. Mike Kenausius stated this program is no longer active, and didn't feel this was a town issue any longer and questioned why it was still in the budget. First Selectman St. John said until they found another agency they felt it best to leave the line item in the budget. Stephen Ruccio agreed to have this item removed from the budget and felt if there was a need to fund it, it can be taken out of reserves. It was agreed that \$5,000 would come out of Family and Youth Services.

Vincent Cipriano said he met with the Library Director and discussed the Auto Circulation System and it was agreed they could remove \$5,000 from it. Repairs and Maintenance was discussed and why so much money was budgeted for a new building. Most of the expense is contractual and it was agreed it could be reduced by \$3,850 bringing it to \$9,000. Mike Kenausius noted that the copy machine expense doubled in the past year and questioned if they were providing copies for patrons which should be generating revenue. Mr. Hutvanger noted they originally thought there was a quarterly charge for the new color copier, but it was actually monthly and there had to be a line item transfer to that account. Jo-Ann LoRusso, Library Director said they charge \$0.10 a copy and \$0.50 for color copies. Mr. McCormack said that \$8,850 seemed fine. Mr. Cipriano also stated they could reduce \$1,500 out of the book line item. Ms. LoRusso stated this would mean they could not meet the needs for the teen room. Chairman McCormack said to leave the books as they are.

Vincent Cipriano said he met with the Police Chief in regards to the Capital Budget, under Town and Public Safety, they agreed to move \$8,000 in order to get a leased vehicle. Mike McCormack said he did not want to lease another vehicle this year because it will continue to the next budget year. He felt they should take one year off from leasing so there would only be one year remaining on the current leased vehicles. Dave Cappelletti agreed.

Mike Kenausis discussed the line item in Public Works, Snow and Ice Removal and suggested taking \$50,000 and moving it to the contingency account. Larry Hutvagner noted that FY 2011/2012 and FY 2012/2013 the town received 75% from FEMA because of the hurricane and the blizzard and that was why the previous year's numbers were lower. He noted this year they are \$50,000 over budget. Mr. McCormack stated he didn't want to take it out of the budget, but felt it would give them more control if they moved it into contingency. Stephen Ruccio and Bill Stowell didn't have a problem with it, but wanted to make sure the money wouldn't be used for anything else. Mr. Stowell stated he wanted the roads in Middlebury to be safe.

Mr. McCormack totaled the spending which still needed to include the school budget at \$29,773,150 and the total Revenue at \$29,486,124 with a difference of \$287,026 which would give a 2.8% tax increase. He noted this was only the town budget.

**VOTED:** Unanimously on a motion by Dave Cappelletti and seconded by Vincent Cipriano to **APPROVE** the town budget at \$9,977,554.

Mike Kenausis stated it would be a 2.88% increase. Larry Hutvagner stated the number wouldn't be final until Region 15 sets their budget.

### **First Selectman's Comments**

First Selectman St. John commented on the Town Treasurer position and how he didn't want to set a bad example about changing the salary for this elected position in the middle of their term. He feels that when the term is up, that is when there should be a discussion over the salary. Mr. McCormack said that John was a great guy, but his job has changed and he has very little responsibility. Mr. St. John said originally the position was eliminated out of the Charter, but put back in, and the residents voted for this treasurer. He said that John Calabrese gives everything to this community and what he doesn't do in this position; he gives back 10 fold in others. He feels the position should stay the way that it currently is. Dave Cappelletti agreed and felt it would send a bad message if they changed it. All the members agreed. Mr. McCormack noted that the budget would now be raised an additional \$4,000.

**VOTED:** Unanimously on a motion by William Stowell and seconded by David Cappelletti to **INCREASE** the approved budget by \$4,000.

**VOTED:** Unanimously on a motion by Mike Kenausis and seconded by Vincent Cipriano to **ADJOURN** the meeting at 7:50p.m.

Respectfully Submitted,  
Rachel Primus  
Recording Clerk

Cc: Board of Selectmen  
Board of Finance and Alternates  
Larry Hutvagner, Chief Financial Officer  
John Calabrese, Town Treasurer  
Rachel Primus, Recording Clerk  
Email Notification for Website  
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