

TOWN OF MIDDLEBURY

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

Meeting Minutes Wednesday, February 19, 2014 Shepardson Community Center

Present: Michael McCormack, Chairman
Stephen Ruccio, Board Member
William Stowell, Board Member
Vincent Cipriano, Board Member
Ken Heidkamp, Board Member Alternate
Dave Cappelletti, Board Member

Absent: Peter Trincherro, Board Member Alternate
Michael Kenausis, Board Member
Thomas Proulx, Board Member Alternate

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

Mr. McCormack opened the meeting at 7:00 p.m.

VOTED: Unanimously on a motion by Steve Ruccio to **APPOINT** Ken Heidkamp as a voting member and seconded by Dave Cappelletti.

Approval of Prior Minutes

VOTED: Unanimously on a motion by William Stowell to **APPROVE** the January 8, 2014 meeting minutes with the correction of changing the date from December 11, 2013 to January 8, 2014 and seconded by Ken Heidkamp.

Chief Financial Officer's Report

Mr. Hutvagner reviewed the Monthly Financial Statements for both revenue and expenditures. He stated the revenue is on budget. The Taxes are on budget and are close to 100%. The Building Department is over budget because of new permits, but the other departments are running on or near budget. On the expenditure side, most departments are on budget, except for the Police Department due to overtime because of school roving and the Public Works Department because of overtime for snow removal. Also, in the Communication department, the

contract with North West has been approved by the State of CT and some of that cash will be coming in February.

Tax Collector's Report

Budget Transfers

None

Correspondence

None

Chairman's Comments

Mr. McCormack discussed the process of configuring the budget. He noted that one of the issues they are having this year is the special projects that the First Selectman had added last year. They had a \$535,000 surplus, which funded those projects. With a flat budget, they are down \$400,000. He stated that just having a flat budget won't be good enough. He noted the special projects should only be once a year. He feels they need to take a hard look at how special these "special" projects are. Mr. McCormack also noted the confusion in the reduction of overtime. He stated the overtime was taken out of the budget so that department heads can justify its need. He noted that no overtime was taken out of park and recreation department. Mike McCormack said the Teamsters contract calls for 2 hours of overtime on Saturday to open and then to close town buildings, which equals a cost of \$180. He also said that there were no benefits cut; i.e.: workmen's compensation, retirement plan, or health plan. The only additional cost to the town when someone opens a building is \$180 on Saturday and \$240 on Sunday. He stated the numbers in the paper made no sense. He said the Board of Finance is not responsible, and he just wanted to set the record straight.

Public Comments

None

First Selectman's Comments

Mike McCormack suggested that everyone take the budget home and peruse it, and then it can be discussed next week's special meeting. He noted that First Selectmen St. John has made some deductions off the department heads. First Selectmen St. John stated there is an increase of 2.9% over last year's budget. He stated some of the highlights in it are routine maintenance which is put back in the budget from Capital areas. He said there is also a reserve included, because all collective bargaining units have lapsed and they are without union contracts at this time. The two major negotiating groups in the town are the Teamsters and the police. He said they needed to make a reserve for contractual negotiations. Mr. St. John said another increase is the general town insurance. He stated another highlight is the Police Department overtime because of school security. He noted that he broke down the overtime account. Mr. St. John stated the numbers may change. He said that under the elected and appointed officials he included a salary increase. First Selectman St. John said that the building department has a new item listed. They are in need of a new vehicle. He feels an inexpensive approach would be a leased vehicle. He noted

the Selectman had no pay increase. First Selectman St. John said there is the Capital Plan included which is a 10 year plan. He stated they went through all the town buildings and the major areas of importance are the roof on the Town Hall and the Shepardson Community Center. He stated that both are leaking. Mr. St John also noted another project that needs to be done is the underground fuel storage at the Police Department and Public Works which have now reached the DEP threshold for replacement. They will be replaced with above ground tanks. There is a drop dead date of 2017 to have this done. He stated they would also be adding a natural gas fueling station, and there is already natural gas at the site. He noted there are some grants available. He would like to go over the 10 year plan to determine when all these things can be scheduled to take place. Mr. St. John noted the mechanicals are also a problem, and should be replaced when the roofs are done.

Mike McCormack stated that he appreciated the First Selectman's plan. He stated the town is now spending \$950,000 on capital projects. He noted that rule of thumb is to spend 10% on capital projects. He feels they are right there. He feels they need to understand and take a look at the cost of all these projects. First Selectman St. John feels they should use existing funding and determine a priority list by year. He feels the annual contribution will equal what they are currently spending.

Bill Stowell asked if they have decided on what two departments will be present at next week's meeting. Mike McCormack stated they will most likely have Public works and Police Department.

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Stephen Ruccio to **ADJOURN** the meeting at 7:30p.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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