

TOWN OF MIDDLEBURY

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

Meeting Minutes Wednesday, January 8, 2014 Shepardson Community Center

Present: Michael McCormack, Chairman
Stephen Ruccio, Board Member
William Stowell, Board Member
Michael Kenausis, Board Member
Vincent Cipriano, Board Member
Ken Heidkamp, Board Member Alternate
Thomas Proulx, Board Member Alternate

Absent: Dave Cappelletti, Board Member
Peter Trincherro, Board Member Alternate

Also Present: Edward B. St. John, First Selectman
Elaine Strobel, Selectman
Robert Smith, Town Attorney
Brenda Carter, Tax Clerk
Betty Proulx, Parks & Recreation Director
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 in Mr. Cappelletti's absence and seconded by Bill Stowell.

Approval of Prior Minutes

VOTED: Unanimously on a motion by Steve Ruccio to **APPROVE** the December 11, 2013 meeting minutes as presented and seconded by Bill Stowell.

Chief Financial Officer's Report

Mr. Hutvagner noted that included in the board's packets was the Monthly Financial Statements through December for both revenue and expenditures. He stated that in the revenue area all the State grants are on budget and the Tax Collector has received 60% of this year's tax collections. The Building Department is over budget because of the continuing growth in new permits. Most

other items are on budget. On the expenditure side, most departments are within their budgets, but the only continuation of a problem will be the Police Department because of overtime and school roving which will be over budget by the end of the fiscal year. Also, they are still finalizing the finalization of moving communications to North West. Stephen Ruccio asked if the sale of the fire truck should show up in the revenue. First Selectman St. John stated the town has not been paid for the truck yet, they are still in negotiations. Larry noted once payment was received it would be in the fire department's revenue.

Tax Collector's Report

Mr. McCormack stated after speaking with the interim Assessor, Joyce Alegi he wanted to give the Board a heads up for next year as it seems the town will get hurt on the state of Triangle Blvd. He said he thinks that it was 7 houses this year, which would be a million, million two drop in revenue for next year's budget. However, on the plus side, the population of Region 15 has gone down this year. He stated the town had 1,309 students in 2012 and 1,257 in 2013. The percentage of the budget was 31.8742 last year and 31.3310 this year. If the budget stayed the same, that would save the town \$105,086. Selectman Strobel asked if the assessor told how much the revenue would decrease because of Triangle Blvd. Mr. McCormack answered no, she did not.

Budget Transfers

Mike McCormack stated there is a need of \$2100.00 to facilitate a tax sale. The town would basically front the money needed for the sale, but then would be reimbursed after the sale takes place. He stated the first tax sale in the town of Middlebury was 2 years ago and now it seems they are doing this on a regular basis. In the last year, through the threat of tax sales the town has collected over \$125,000 in back taxes.

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Mike Kenausis to **APPROVE** the transfer of \$2,100.

Correspondence

Mr. McCormack stated they had received a letter from North West Regional Mental Health Board who is requesting \$833.00. This is based on a number given from The CT Department of Public Health based on our population. This is something to be considered as we go through the budget.

Mr. Stowell asked Mr. McCormack if he received a reply letter from the request that was sent to the State and a copy of such letter. Mr. McCormack stated Dave Cappelletti was taking care of that and he asked him to stop that process when he received Mr. Stowell's letter of resignation. He stated that as far as the board is concerned, it's over. Mr. Stowell asked what Mr. Cappelletti's response was when he was asked to stop it. Mr. McCormack stated that he said he would.

Chairman's Comments

Mr. McCormack stated they are starting another budget year and at the next meeting Mr. St. John will have the Selectman's Budget for presentation. He suggested that everyone meet with their departments, and if they can't do it in person then to please do it over the phone. He asked that they talk to them about what the big areas are. If there is a big increase, can they explain it to

you? Are there any areas they can change the way they do business and give us a cut. He feels they just need to hit the 3 biggest items on their agenda. He feels they need to have a budget very early in April. He stated that if Mr. St. John can get us his budget by the next meeting, then they should have special meeting in February and again in March, and possibly another if needed. Mike Kenausis asked if it would be beneficial to take the top 5 or 6 department budgets and have 2 department heads come to a meeting as they review that department. He said he feels it would be valuable to have someone from that department on hand to answer questions. Mr. McCormack felt it was a good idea. He stated that Mr. Cipriano and he would decide which departments should be present, and then he would contact the department heads and ask them to be present at the February Special meeting and March regular meeting. The regular meeting is on the February 12th which is a legal holiday, so there will be 2 Special meetings in February. The February Special meetings will be 13th and the 26th. The regular meeting for March is the 12th and a Special meeting scheduled for the 26th. Mr. McCormack stated the Region 15 Budget which coincides with theirs are meeting January 21st, so they will have a better sense of where they are at that time.

Public Comments

None

Old Business

Mr. Stowell asked why they tabled the voting of a Chairman and Vice Chairman. Mike McCormack stated they wanted to wait until all elected members were present. Bill Stowell said the ordinance addresses the election of members and it says to go to the State Statute. He read the Statute to the board. There was a discussion over the voting of members. Mr. McCormack stated he was advised by the CFO that there needed to be a vote, and that was why it was put on agenda. Mr. McCormack said they would put it off until the next meeting.

New Business

Board of Selectman's Budget 2014-2015

First Selectman St. John stated the only department that is an issue is the Police Department. He felt they had a good handle on the budget until the tragedy in Newtown. He is concerned that the numbers won't fall into place where they would like them to fall and he wants the board to be aware of this. They are basically going to reconstruct the budget. The school security was a big issue since Sandy Hook. He doesn't want anything to come to the board and have them be surprised.

First Selectman's Comments

First Selectman St. John said he knows the board wants to close the whole issue with Mr. Stowell and the State Statute. He has not discussed the issue with Town Attorney; he feels it's up to Mr. Stowell to discuss it with Town Attorney. It appeared that Mr. Cappelletti had a letter from someone on his phone. He would like to see that letter. Mr. St. John noted that Bill Stowell has stepped aside which resolved the issue. He noted there were comments made at the meeting that he feels badly about. First Selectman St. John said he would like to see what the State had to say so that they can compare notes. Mr. McCormack said he feels it's best that they put this all behind them. Mr. St. John agreed.

VOTED: Unanimously on a motion by Mike Kenausis and seconded by Ken Heidkamp to **ADJOURN** the meeting at 8:30p.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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