



# TOWN OF MIDDLEBURY

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

## **Meeting Minutes Wednesday February 11, 2015 Shepardson Community Center Room 26**

Present: Michael McCormack, Chairman  
William Stowell, Board Member  
Dave Cappelletti, Board Member  
Ken Heidkamp, Alternate  
Joseph Drauss, Alternate

Absent: Peter Trincherro, Board Member Alternate  
Stephen Ruccio, Board Member  
Michael Kenausis, Board Member  
Vincent Cipriano, Board Member

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

Michael McCormack opened the meeting at 7:04 P.M.

**VOTED:** Unanimously on a motion by David Cappelletti and seconded by William Stowell to **APPOINT** Ken Heidkamp a regular voting member.

**VOTED:** Unanimously on a motion by David Cappelletti and seconded by William Stowell to **APPOINT** Joseph Drauss a regular voting member.

### **Approval of Minutes from prior Meeting**

**VOTED:** Unanimously on a motion by William Stowell and seconded by David Cappelletti to **APPROVE** the January 14, 2015 meeting minutes as presented.

### **Chief Financial Officers Report**

Larry Hutvagner reported that all departments are under budget for expenditures and that Public Works is over budget on Snow and Emergency Overtime and Snow and Ice Removal accounts. Mr. Hutvagner stated there will be a transfer coming due to the forecasted storms this week.

### **Tax Collector's Report**

Included in packets. Larry Hutvagner stated there are notes included in the report. Elaine Strobel, Steve Ruccio, Brenda and Jean Dawes will be meeting with the Southbury Tax Collector, Robin Mazerolle, to discuss the Lock Box. There will be three properties sent to the Marshal for a Tax Sale.

### **Budget Transfers**

Larry Hutvagner said the transfer for Public Works is for road salt with ice be-gone. Michael McCormack explained the town switched to the use of salt with ice be-gone from sand. This change has saved the town money and time from cleaning the roads and catch basins in the spring. He noted that Dan Norton has done a great job and has spent a lot of time learning the proper use and technic of this method.

**VOTED:** Unanimously on a motion by William Stowell and seconded by Ken Heidkamp to **TRANSFER** \$17,500 from 01-71-00-6972 Contingency and \$7,130 from 01-55-02-6179 Tip Fees to 01-52-03-6445Snow and ice Removal.

Michael McCormack said the Salary transfer was due to the Police contract which extended back two years.

**VOTED:** Unanimously on a motion by Ken Heidkamp and seconded by Joseph Drauss to **TRANSFER** \$21,124 from 01-76-00-9851 Reserve for contract negotiations to 01-40-01-6002 Salaries.

### **Correspondence**

None

### **Chairman Comments**

Michael McCormack noted the final budget has to be decided by the March 15, 2015 meeting. He felt the board would need three or four meetings to accomplish this deadline. He suggested the board meet every Wednesday night until the next regular meeting, starting next week. Mr. McCormack felt that at the March 11, 2015 meeting they should have a final budget.

### **Public Comments**

None

### **Old Business**

- 1. Requested questions of First Selectman on 3 attorneys attending the September 2014 Board of Finance meeting and how Board of Selectman were going to pay for the police over budget spending.**

Michael McCormack stated he had asked the First Selectman about the attendance of three town attorneys at the September 2014 BOF meeting and Mr. St John had asked to study the minutes and report back. Edward St. John provided two documents explaining the reasons for the attendance which are attached to these minutes. He read them into the record. Mr. McCormack felt the attorneys were present at the town's request, but that the agenda did not require them to be here. Edward St. John said he felt the response from the attorneys was very clear. Mr. McCormack did not agree with the answers.

Michael McCormack stated due to the additional staff for the Police Department the budget will

be \$35-45,000 over and he is asking where this money will come from. Edward St. John said he had a discussion with the Police Chief regarding this issue and that the Police contract requires 10 officers on duty. Mr. McCormack noted the contract requires 2 people on shift, not 10 officers. David Cappelletti stated the question is where the money will come from to cover this overage. Michael McCormack noted this was brought up at the December meeting which gives them 6 months to figure it out. Mr. St. John said he had had an answer, but due to this winter's weather he will have to find another solution.

## **2. Discussion on Lockbox/Cashless System**

Michael McCormack said he received an email from Ed Edlson which gave some pointers on things they would look out for with the Lockbox issue. He said he appreciated his input. There will be a meeting with the Tax Collector of Southbury which is still pending a date. Mr. McCormack is hoping the Lockbox system will be in effect for July 2016.

## **3. Discussion on Solar Initiative**

Michael McCormack noted that Southbury has agreed to the installation of a Solar Farm. They will be saving over 1 million dollars over the next few years. He stated he attended a seminar with Joseph Drauss in Trumbull and found it to be very interesting. Joseph Drauss said they need to figure out what the next step will be in this process. He suggested looking into hiring a consultant and noted there are a lot of options out there. Mr. McCormack said they are using the towns GIS to look at town property that would support what they would need. He felt this was a good starting place. Edward St. John felt they should include the Public Works director on this issue. David Cappelletti asked if it should be passed down to the Public Works Commission who is more familiar with it. Michael McCormack stated they are just facilitating the process.

## **New Business**

### **1. FY 2015-2016 Board of Selectman Budget submission.**

Edward St. John stated they have come up with a \$9,969,000 budget. He reviewed changes in the budget. He also is asking the board to consider the request from the Lake Quassapaug Association.

Michael McCormack discussed the employee benefits and switching to the self-insured policy. First Selectman St. John reviewed the Revenue side of the proposed budget. He stated there were no real changes and that he used the same numbers from what the board agreed on last year. He noted the town lost 71 properties. He stated the grand list is up 1% because of Toll Brothers.

David Cappelletti stated they will meet next week which will give the board time to look over the proposed budget. He felt the following week they could meet with the bigger departments.

## **First Selectman's Comments**

None.

**VOTED:** Unanimously on a motion by William Stowell and seconded by Ken Heidkamp to **ADJOURN** the meeting at 8:11 p.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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