



# TOWN OF MIDDLEBURY

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

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

Present: Michael McCormack, Chairman  
Dave Cappelletti, Board Member arrived at 7:10 PM  
Vincent Cipriano, Board Member  
William Stowell, Board Member  
Joseph Drauss, Alternate

Absent: Peter Trincherro, Board Member Alternate  
Michael Kenausis, Board Member  
Stephen Ruccio, Board Member  
Ken Heidkamp, Alternate

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 7:06 P.M.

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

### **Routine Matters**

#### **1. Approval of Minutes from prior Meetings**

**VOTED:** Unanimously on a motion by William Stowell and seconded by Joseph Drauss to **APPROVE** the March 11, 2015 meeting minutes as presented.

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Joseph Drauss to **APPROVE** the March 18, 2015 special meeting minutes as presented.

**VOTED:** Unanimously on a motion by William Stowell and seconded by Joseph Drauss to **APPROVE** the March 25, 2015 special meeting minutes as presented

## **2. Chief Financial Officers Report.**

Larry Hutvagner reported that the revenue is coming in as budgeted. He stated that under expenditures there are no new departments that are over budget. The Police Department is over budget on Salary Overtime as well as Vehicle Maintenance. There was a discussion on the usage of the Police Cruisers. Edward St. John suggested that Vincent Cipriano, the liaison to the Police Department, look into this situation and see where the money is being spent and on which vehicles. Mr. Hutvagner stated Public Works will be over budget for Snow Removal and Overtime due to this winter's weather. He noted the equipment is taking a significant beating. He stated other department overages will be minimal

## **3. Tax Collectors' Report**

Larry Hutvagner noted this was included in the packets.

## **4. Budget Transfers**

None

## **5. Correspondence**

Michael McCormack stated he received an email from Lewis Clark notifying him that he would be receiving a letter containing his thoughts about the Volunteer Fire Department and their audit statements. He is currently trying to arrange a meeting with Mr. St John to go over these items. Mr. McCormack said he felt that Edward St John was the best person to review these items with Mr. Clark. Mr. St John noted this is strictly on the private side of operations; this has nothing to do with the town.

## **6. Chairman Comments**

Mr. McCormack noted the schedule for the budget will get done tonight. The Public Hearing will be held at the firehouse on April 6, 2015 at 6:30 PM. He stated there is a regular meeting scheduled for that following Wednesday on April 8<sup>th</sup>. He noted there would not be much new business for the regular meeting and they might be able to do away with having that meeting, but the board can decide on the 6<sup>th</sup>.

## **7. Public Comment**

None

## **Old Business**

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

Elaine Strobel said they met with the tax collector in Southbury. She told them they were contracted to use Wells Fargo Bank. During their negotiations, Wells Fargo promised that Southbury's computer could "talk" to Quality Data, but that wasn't the case. A lot of bills were sent to the wrong mailing addresses, checks were being deposited but not all were meant for the town, and a lot of the postings were not correct. Southbury will be meeting with Lighthouse and looking into their service, but said they will definitely be going with the Lockbox in July. Ms. Strobel strongly suggested that the committee sit down and single out what works and what does not. They should then report back to the board. Michael McCormack noted they are just looking for somebody to point out the pitfalls right now.

### **2. FY 2015-2016 Board of Selectman Budget**

Michael McCormack stated he had some additional cuts to the budget that he had come up with.

He noted he had spoken with Ken Heidkamp regarding his spreadsheet of the last 3 year averages. Mr. McCormack noted there has been a drop in the price of fuel; therefore he is suggesting reducing the Fuel (Diesel), Gas, Oil account under Public Works (01.52.03.6414) by \$13,000 and the Fuel, Gas, Oil account under the Fire Department (01.35.03.6414) by \$3,700. Edward St. John stated that if he is going to reduce the accounts then he suggests moving that money into another line item, like maintenance. Mr. McCormack continued with his suggestions: Registrar of Voters (01.17.01.6003) Temp Salaries/Poll Workers reduce by \$5,000; Extraordinary Items (01.76.00.9851) Reserve for Contract Negotiations reduce by \$5,000; Building Department (01.23.01.6003) Temporary Salaries reduce by \$1,500. William Stowell had suggestions on the revenue side: Park & Recreation Self Sustaining Accounts (01.59.59.4650) Adult Program increase by \$16,900; (01.59.59.4651) Children Programs increase by \$20,000; (01.59.59.4652) Summer Programs increase by \$106,050; Park & Recreation (01.60.60.4700) Admissions & Passes increase by \$58,450 and (01.60.60.4720) Gate Receipts increase by \$400. Michael McCormack noted there was now \$237,758 in total cuts. He sated they needed to increase the medical insurance self-fund by \$40,000. He said they would need to create a line item for reserve for medical insurance with an increase of \$40,000. Mr. McCormack stated there would be roughly a 2% tax increase. He feels it is reasonable and manageable.

**VOTED:** Unanimously on a motion by David Cappelletti and seconded by Vincent Cipriano to **APPROVE** the appropriation of \$10,179,530.

### **New Business**

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

First Selectman Edward St John stated there have been discussions regarding infrastructure in regards to repair and maintenance to certain town buildings. He noted that he is in the process of creating a list with the help of consultants and had hoped to have it done by now. He stated once it is complete he will be discussing it with the board. Mr. McCormack said they all agree there is excess in the reserve. Mr. St John said they should prioritize the proposed projects and use the money they have available for the most important ones.

**VOTED:** Unanimously on a motion by David Cappelletti and seconded by Vincent Cipriano to **ADJOURN** the meeting at 8:12 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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