



TOWN OF MIDDLEBURY

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

Special Meeting Minutes Wednesday January 25, 2023 – 7:00 PM Town Hall Conference Room

Present: Vincent Cipriano, Chairman
Rita H Smith, Board Member
John Jenusaitis, Board Member
John Moriarty, Alternate
Brendan Browne, Alternate – arrived at 7:01 PM

Absent: Natrajan Kuppuraj, Alternate
Dawn Albizu-Calabrese, Board Member
Joseph Drauss, Board Member
Stephen Ruccio, Board Member

Also Present: Ed St John, First Selectman
Rachel Primus, Recording Clerk

Vincent Cipriano called the meeting to order at 7:00 PM. He appointed John Moriarty and Brendan Browne as regular voting members.

New Business

- **Discussion with Park & Recreation re: 2023-2024 Budgets**

Betsy Anderson handed out copies of her proposed budget. She noted there has been a change made to the Copy Machine Account increasing it by \$59.00. She reviewed the accounts with the Board. She noted that the Temporary Salaries account had the biggest increase which will reflect the minimum wage increase. This account also includes funds for the part time summer office help she is requesting. Betsy Anderson said the Power and Control account figures are from consulting with John and she has details for those calculations. The Telephone and Security account mostly covers the cost for the internet for the security cameras at the parks. The Computer Equipment Technology account will increase 5% per year. She said she would like to keep the money for training in the account in case it is needed. Betsy Anderson said she would also be researching digital advertising. She explained the Custodial Work at the Parks account has increased due to the cost of supplies increasing. The Recreation Program Expenses account includes the Memorial Day parade and the tree lighting. She said they need new Christmas lights this year and have also budgeted for replacing the Christmas light bulbs. Ed St John said they have switched the Maintenance Account over to Dan Norton at Public Works. They will create something before the Selectmen's presentation. He reported the MRA group

has met and they spoke with John Calabrese who was also part of the meeting. Ed St John said if funds are needed they will hold a public hearing. He said they have a lot of work to do and a long way to go.

- **Discussion with Department of Public Works re: 2023-2024 Budgets**

Dan Norton handed out copies of his proposed budget. He reviewed the first page regarding the Town Hall accounts. He explained the town is part of the electric purchasing program with CCM and they are locked into a rate, but this does not include the distribution rate. Dan Norton said the Natural Gas account proposed amount is the same as last year, and as long as the supply and distribution rate doesn't change it will be good. He said the Heating account figures came from East River and he is budgeting about \$4,500 for the season. Dan Norton explained the increase in the Salary account is because of contracts and the increase in minimum wage. He explained the Overtime Account had been underfunded for years and he is asking to raise it. Dan Norton said the Contractual Maintenance Account is made up of a lot of different items. He reviewed those items and stated the cost drastically increased this year. He has a breakdown of cost available. He said the Park and Recreation and Greenway Maintenance is not funded with enough money. He noted the parks are finally at a good point and would like to keep them that way. Dan Norton said the Public Works Salary line increased because of contracts. He stated the WPCA building is new and they have taken on the electric. Ed St John said this will be on the revenue side of the budget and the WPCA will reimburse the town. Dan Norton said the GPS Units platform changed this year. He said the Office Supplies account was budgeted low last year and he is asking for an increase. He explained the price for treated salt increased this year and now cost more than asphalt. Under the Waste Removal account, the increase in salaries is contractual, tip fees increased as well as hauling fees.

- **Discussion with Middlebury Public Library re: 2023-2024 Budgets**

JoAnne Lorusso handed out a copy of her proposed budget. She also included a snap shot for last year's statistics and reviewed it with the board. She is asking for an increase in Salaries and Part-Time Salaries based on contracts. She is also asking for an increase in the Power and Control account of \$11,514.00 and the Heating Oil account of \$15,664.44 which she worked with Public Works on. She said there are no other changes with the budget because the library is still coming out of Covid-19. JoAnne Lorusso said she is still having supply and staffing issues, but everything is status quo.

- **Discussion with Middlebury Police Department re: 2023-2024 Budgets**

Chief Pat Deely explained most of the increases are contractual. He said the school security officer is reimbursed by Region 15. The Reserve Salaries account has a 2% increase. The Personal Training Hours account is separate from training cost. He explained the education incentives are controlled by contract. Chief Deely said he will be requesting 2 additional full-time officers. He handed the board a study report. He explained the GPS system had a required upgrade to 5G, the increase in Radio Maintenance is because of the cost of the radios, the Personnel Training account is based off of the bills received, Computer Equipment Maintenance/Nexgen account is for computer maintenance, and the Wearing Apparel and Equipment is contractual. Chief Deely presented the board with a proposal for patrol rifles. He reviewed the accreditation regarding the Police Accountability Bill.

- **Discussion with Middlebury Fire Department re: 2023-2024 Budgets**

Chief Brett Kales handed the board a copy of his proposed budget. He reviewed the accounts with increases. The Fire Call Reimbursement account has a proposed increase. Currently

members get \$7.00 for a call and he would like to increase that. The Fire Chief account is increasing by 2%. Chief Kales explained the GPS account figures may be changing. The Equipment Maintenance account increased due to inflation and the cost of items. He explained the Fuel account and Gas and Propane account figures may be adjusted. Motor Vehicle Maintenance is increasing because they have older equipment and the cost of repairs has increased. The Fire Fighting Equipment has increased due to inflation. They also had to switch to a new system for reports that go to the State. Vincent Cipriano had a question regarding the air packs. Ed St John said they were covered under the Capital Budget. He gave a brief overview of the history of the air packs. He explained the new pumper tank on order, 4 air packs and 4 portable radios are all covered under the Capital Plan.

Ed St John said the over all budget has a 5 ¾% increase. Once the Selectman Budget comes before the BOF there will be significant cuts. Ed St John discussed with Chief Kales the line item in their budget for administrative help. He felt they could use the help and encouraged them to hire someone. He gave an overview of the energy cost and improvements of the fire department building. He was hoping to get natural gas to the building to help reduce the cost, but it has not been installed yet. He said the building has been an energy hog since it has been built and since then everything has been replaced.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by John Jenusaitis and seconded by John Moriarty to **ADJOURN** the meeting at 8:57 PM.

Respectfully Submitted,

Rachel Primus, Recording Clerk

Cc: Board of Selectmen
Board of Finance and Alternates
Janine Bowler, Town Treasurer
Email Notification for Website
File