



TOWN OF MIDDLEBURY

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

**Meeting Minutes
Wednesday May 9, 2018
Shepardson Community Center
Room 26**

Present: William Stowell, Chairman
Rita H Smith, Board Member
Joseph Drauss, Board Member
Vincent Cipriano, Board Member
Dawn Albizu-Calabrese, Board Member
Ralph Barra, Alternate

Absent: Stephen Ruccio, Board Member
Keli-Ann Bollard, Alternate

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

William Stowell opened the meeting at 7:00 PM placing Ralph Barra as regular voting member in place of Stephen Ruccio.

Minutes Approval

1. Approval of April 11, 2018 and May 2, 2018 Meeting Minutes

VOTED: Unanimously on a motion by Joseph Drauss and seconded by Vincent Cipriano to **APPROVE** April 11, 2018 regular meeting minutes as presented.

VOTED: Unanimously on a motion by Rita Smith and seconded by Vincent Cipriano to **APPROVE** May 2, 2018 special meeting minutes as presented.

Public Comment

None

Reports

1. Chief Financial Officers Report

Larry Hutvagner said the routine revenue and expenditures were included in the packets. He reported the biggest problem is with the revenue. He said the month of May was favorable to the Tax Collector, the building department is getting better, and tower rentals are on budget as well as the Police Department. Larry said Telecommunications are below budget, scrap metal is

doing good and will be closing on budget, elderly is behind on revenue and the library is almost on budget. Mr. Hutvagner said they received a check in May from the W.P.C.A for the Sewer Fee and Assessment Fund.

On the Expenditure side, the departments over budget are Fire Department, Police Department, and Public Works. He said there will be transfers within the Police Department tonight. Mr. Hutvagner said the Fire Department power and controls account is over because they did not budget for the loans for the LED program and they bought a large amount of heating oil this year. The Police Department overtime, reserve salaries, LED projects, personnel training and maintenance are over. Public Works is over budget because of the snow removal and general repairs to town buildings. Ed St John said they are trying to resolve some overtime issues and they are making progress in some areas. He said they will be starting back where they left off last year with the Capital Plan. Mr. St John said there is an issue with the Tranquility Road Bridge and they are proceeding with the repairs. This was not figured into the Capital Plan. He said this is just a repair job, not a bridge replacement. Ed said they are still not sure what they will be getting from the State in grant revenue. There is a \$231,000 shortfall in the budget right now because of the State grant money. He said if there is any money received from the State, they don't expect it until June 30th, if at all, and they don't know how much they will actually be getting.

2. Tax Collector's Report

Included in packets.

Routine Business

1. Budget Transfers

VOTED: Unanimously on a motion by Ralph Barra and seconded by Joseph Drauss to **TRANSFER** \$2,000 from Cog (01-40-03-6431) and \$2,000 from Natural Gas (01-40-03-6413) to Motor Vehicle Maintenance (01-40-03-6417) to cover vehicle repairs.

VOTED: Unanimously on a motion by Rita Smith and seconded by Joseph Drauss to **TRANSFER** \$3,500 from Computer Equipment (01-40-02-6182) to Computer/Technology/Email (01-40-02-6973) to cover amount budgeted that was not approved.

VOTED: Unanimously on a motion by Rita Smith and seconded by Ralph Barra to **TRANSFER** \$5,000 from Salaries (01-40-01-6002) to Personnel Training (01-40-02-6122) to cover additional training.

2. Correspondence

Bill Stowell said he received mail from Zip Recruiter.

Old Business

1. Update on State 2018/2019 Budget.

Bill Stowell said the State did come to an agreement and will be voting on the budget by midnight tonight. He said the town has not received any information yet. Bill said when Larry receives something from CCM he will send it out to the board members.

2. Update on Town Capital Plan.

Ed St John said he is waiting for Dan to get up to speed and then they will be back to working on the projects. He said he will have a more detailed report for the next meeting.

New Business

None

Public Comment

None

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Ralph Barra to **ADJOURN** the meeting at 7:19 PM

Respectfully Submitted,
Rachel Primus, Recording Clerk

Cc: Board of Selectmen
Board of Finance and Alternates
Larry Hutvagner, Chief Financial Officer
Robin Stanziale, Town Treasurer
Email Notification for Website
File