



TOWN OF MIDDLEBURY

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

**Meeting Minutes
Wednesday June 13, 2018
Shepardson Community Center
Room 26**

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

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

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

William Stowell opened the meeting at 7:01 PM placing Ralph Barra as regular voting member in place of Joseph Drauss.

Minutes Approval

1. Approval of May 9, 2018 meeting Minutes

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Rita Smith to **APPROVE** the May 9, 2018 regular 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 said on page 1 was the State grant revenue. He noted the town would not be getting the grant for the elderly exemption that was budgeted for \$44,000. The State still requires the town to offer the exemption. He said the town road aide is down \$111,000, the money has been appropriated and should be coming this month. The State funds are down \$120,708, but the investment income is double the amount. The Tax Collector revenue is over budget as well as the Town Clerk and Building Department. The Police Department Region 15 School security account is over budget by \$7,000, and Special duty is over budget as well. The Park and Recreation self-sustaining fund is below budget. The elderly program is below budget and the sewer transfer fee is below budget because of Cirma Insurance. Larry reported on the expenditure side the legal fees for labor arbitration are over budget by \$8-9,000. The town hall is over budget as well as the temporary salaries for the Building department. The Fire department is over budget in power and controls, equipment maintenance, heating and oil, and routine motor vehicle maintenance. The Police department is over budget in their overtime account, reserve salaries, additional personal training and building and grounds accounts. The Department of Public Works is over because of the snow removal and the recent tornado clean up. Ed St John said that FEMA was in yesterday and it will depend on the estimated damage in the 2 counties, but some of the storm expenses could be off set with FEMA money. Larry noted that the tax bills are in the process of being prepared and will be mailed out this weekend.

2. Tax Collector's Report

Included in packets.

Routine Business

1. Budget Transfers

None

2. Correspondence

None

Old Business

1. Update on Town Capital Plan.

Ed St John said most of the heavy stuff has been completed, but there is still a lot to do. He is concerned on the road issue. The more time that goes by the more work will need to be done on them and the expenses will be more than projected. He said the sewer authority is coming in with a project regarding the satellite pump stations. The project is in the process of being designed. He is hoping to know the cost of the project by the fall. He noted it is a self-sustaining operation so it will not affect the budget. He said he will sit down with Dan to go over and set up a plan for what roads need to be done and how to move forward with the project. He is hoping they can work something out with the sewer authority.

New Business

1. Discussion and Action on Regular Board of Finance Meeting for July and August 2018

Bill Stowell recommended not holding the July meeting unless something comes up. He said there will definitely be an August meeting.

VOTED: Unanimously on a motion by Ralph Barra and seconded by Vincent Cipriano to **NOT**

hold the July meeting unless an emergency arises.

2. Discussion an Action on allowing BOF Chairman to approve transfer requiring BOF approval during July and August 2018

VOTED: Unanimously on a motion by Rita Smith and seconded by Vincent Cipriano to **ALLOW** the BOF chairman to approve transfers.

Ed St John said he is working with the Fire Department to find a replacement vehicle. They are looking at used vehicles on the market. It would cost \$650,000 plus to replace a vehicle brand new. He has nothing to report tonight, but they are hoping to find something within the next 6 months.

Public Comment

None

VOTED: Unanimously on a motion by Rita Smith and seconded by Ralph Barra to **ADJOURN** the meeting at 7:35 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