



# TOWN OF MIDDLEBURY

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

**Meeting Minutes  
Wednesday September 12, 2018  
Shepardson Community Center  
Room 26**

Present: William Stowell, Chairman  
Vincent Cipriano, Board Member  
Joseph Drauss, Board Member  
Rita H Smith, Board Member  
Dawn Albizu-Calabrese, Board Member – arrived at 7:11 PM

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

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

William Stowell opened the meeting at 7:01 PM.

## **Minutes Approval**

### **1. Approval of August 8, 2018 meeting Minutes**

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by William Stowell to **APPROVE** the August 8, 2018 regular meeting minutes as presented.

## **Public Comment**

None

## **Reports**

### **1. Chief Financial Officers Report**

Larry Hutvagner stated the revenue and expenditures were sent out via email and he did not receive any questions from the board. He said everything is looking great. The town has received half the revenue from the State for the town road aide grant and the other half will be received in January. Mr. Hutvagner reported the Town Clerk conveyance taxes are up because

people are selling homes and Toll Brothers is on target with what they feel they will do annually. He noted on the spread sheet Department 47 had coding errors, and the line items that showed as being over budget were not. He said he would inform the board if any line items will be over budget.

Bill Stowell spoke about the revenue investment income. He discussed the expenditure town hall shredding account spending over half the budgeted amount in one bill, Larry explained the bill paid was for the town hall shredding for the entire year and the remainder will be spent on mobile shredding days. Also discussed was the Park and Recreation maintenance \$7,000 encumbrance. Larry explained that this was for a blanket purchase order that Betty Proulx draws down as repairs are needed throughout the year. Mr. Stowell spoke about the Fenn Farm account having budgeted for \$4,000 and \$2,334 already spent. He noted a lot has been done at Fenn Farm and he doesn't know if work can continue at this pace.

## **2. Tax Collector's Report**

Included in packets.

### **Routine Business**

#### **1. Budget Transfers**

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Rita Smith to **APPROVE** the transfer of \$4,929.81 to fund the year end transfers FY 2017-2018 final.

#### **2. Correspondence**

Bill Stowell said the only correspondence received this month was an email sent by Brenda Carter to all the board members concerning the question that was raised at the previous meeting regarding senior citizens paying their taxes early.

### **Old Business**

Bill Stowell said at an earlier Board of Selectman meeting Mr. McCormack had voiced concerns about the large end year transfer that was made. Mr. McCormack made some statements that Bill wanted to address. Mr. Stowell stated unless there is a State Statue or it's written in the Town Charter, he does not believe a member of the Board of Selectman can mandate he attend a BOS meeting. He did, however, choose to attend the September BOS meeting on his own accord and was surprised that Mr. McCormack was not present. Mr. McCormack asked how Mr. Stowell wasn't aware of the end of year transfer in May and questioned why the BOF does a year end transfer every year that is signed off by the Chairman. Mr. Stowell explained to that he was correct, he did sign the transfer, but that was after the BOF voted unanimously to allow him to do so. Mr. Stowell also directed Larry Hutvagner to send a copy of the transfer after it is signed to each member. Mr. McCormack also stated that the previous end of year transfers were normally in the \$1,000 to \$10,000 range. Bill looked back at previous minutes when Mr. McCormack was chairman of the BOF and found a \$428,430.00 year end transfer that he signed off on. Ed St John said that both transfers were so large because of storm damage. Mr. Stowell said that since 2006 the BOF chairman was authorized to sign off on end of year transfers 9 times. Bill further stated all the accounts that were over budget in May were highlighted in red showing they would need to be addressed by a future budget transfer. He stated that the public works department also had additional storm related issues to deal with. Dan Norton had given a memo with an update on the winter storm expenditures which showed the cost of every time the trucks and department had to go out and do work. Mr. Stowell said no one was trying to hide anything, and he didn't appreciate the tone of Mr. McCormack's statements at the meeting.

### **New Business**

Ed St John thanked Larry Hutvagner for attending the FEMA meeting. They know exactly what is required now and more paperwork still needs to be done. Mr. St John received an email regarding Moody's upgrade to the town's bond rating level and as a result of the increase to the town's bond rating we received a favorable interest rate. He handed the board information on the bond and of Moody's analysis. He noted the town has been upgraded from Aa2 to Aa1. Ed put together a list of things that have already been done in regards to the capital plan and noted they are ¾ of the way done. He reported that 21 road miles of road has been covered. He said he will have a map and a list showing all the work that has been done. He is in the process of preparing a list of phase 2 and phase 3 capital improvement items. Mr. St John said they are paying off debt and are still able to maintain the \$700,000 amount budgeted for debt costs. He stated the sewer authority will be coming in with a sewer project as well. There is a satellite pump station that needs upgrading and they will work with the sewer authority to work out a cost. The Board of Selectman has recommended to the Board of Finance to purchase a used fire department vehicle in the \$290k range and that the town will have to also purchase any equipment that will be needed to put the truck in service once it is purchased. At this time there has been no deal worked out. He said the board had voted to recommend and support the fire department with the blessing of the BOF to take this to a public town meeting.

### **Public Comment**

None

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Rita Smith to **ADJOURN** the meeting at 7:40 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