



# TOWN OF MIDDLEBURY

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

**Meeting Minutes  
Wednesday November 14, 2018  
Shepardson Community Center  
Room 26**

Present: William Stowell, Chairman  
Vincent Cipriano, Board Member  
Rita H Smith, Board Member  
Dawn Albizu-Calabrese, Board Member  
Stephen Ruccio, Board Member

Absent: Keli-Ann Bollard, Alternate  
Ralph Barra, Alternate  
Joseph Drauss, Board Member

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

William Stowell opened the meeting at 7:01 PM.

## Minutes Approval

### **1. Approval of October 10, 2018 meeting Minutes**

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Rita Smith to **APPROVE** the October 10, 2018 regular meeting minutes as presented.  
Stephen Ruccio abstained

## Public Comment

None

## Reports

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

Larry Hutvagner stated the revenue and expenditures were in the packets, along with the routine paperwork. Included was the explanation from the registrar's office of the need for additional funds. Currently this department is \$1,638.00 over budget. He explained there will be additional overages for future voting of special elections and the two town budget hearings. He expects to be \$9,500.00 over in temporary salaries for the pole workers. There are 2 polling stations, and the State mandates how many employees need to be at each one. Larry said this will be an issue every 2 years and the board should stay on top of it. This year there was 6 votes instead of the normal 4.

Larry reported the Tax office started remote deposits with the bank, and they no longer need to take the checks to the bank, they can be deposited directly from town hall. Mr. Hutvagner said that Department 17 salaries will be over budget and that Department 47 had a few minor repair items and will be close to their \$750.00 budget and he expects they will be over budget. The Fire Department office supplies are over budget. But a bigger issue, is the legal fees being over budget due to grievances.

Larry said he has started the budget process for the 19-20 FY and will give it to the board once he has the numbers from the departments.

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

Included in packets. Bill Stowell said that Brenda sent him an email that she wouldn't make tonight's meeting but said that everything looks like it's going well.

Ed St John said they have been using the lock boxes for about one and a half years now. They are not losing any time going to the bank and the money is being deposited in a very efficient manner. He thanked the tax office for the good work.

## **Routine Business**

### **1. Budget Transfers**

None

### **2. Correspondence**

None

## **Old Business**

### **1. Update on Capital Plan**

Ed St John said he will be sending an email format to the board on the work completed on the Capital Plan and the work that still needs to be completed. He said there are areas that he wants to talk to the residents about. There are updates needed on the sewer pump stations, which is not part of the general budget, the sewer authority is responsible. He said bids will open mid-January and the Capital plan will move forward in December. They are working on a few odds and ends to finish up. He said this information will be available to the public via the website. He said the group will meet one more time before presenting it to the public. The meeting will be held at the library.

Ed St John noted the Fire Department made leadership changes and the new fire chief took over this weekend. Brett Kales is the new chief.

Bill Stowell had asked Rita Smith to check on the issue with the tree on Whittemore Road. Rita showed a map depicting the town property. She explained that a storm came through, blew down trees, which are still down, and one tree is hanging over the abutting resident's roof. Larry Hutvagner said the damage which is the result of the May 15<sup>th</sup> tornado might be eligible for FEMA reimbursement.

## **New Business**

### **1. Discussion on FY 2019-2020 Town Budget Calendar**

Bill Stowell reminded all members to reach out and touch base with all the liaison departments. The numbers are due December 3<sup>rd</sup> to Larry. Larry Hutvagner said that the estimated public hearing dates may change.

### **2. Set Board of Finance Regular Meeting Dates for 2019.**

Bill Stowell said he checked next year's calendar and the 2<sup>nd</sup> Wednesday of each month doesn't conflict with any holidays.

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Rita Smith to **SET** the regular meeting for 2019 at 7:00PM at the Shepardson Community Center on the second Wednesday of each month.

**Public Comment**

None

**VOTED:** Unanimously on a motion by Stephen Ruccio and seconded by Rita Smith to **ENTER** into executive session for discussion of pending litigation and claims to include the town attorney, Larry Hutvagner and Ed St John at 7:30 PM  
The board exited out of Executive Session at 8:20 PM There was no action.

**VOTED:** Unanimously on a motion by Stephen Ruccio and seconded by Vincent Cipriano to **ADJOURN** the meeting at 8:21 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