



TOWN OF MIDDLEBURY

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

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

Present: William Stowell, Chairman
Vincent Cipriano, Board Member
Rita H Smith, Board Member
Dawn Albizu-Calabrese, Board Member - arrived at 7:02 PM
Ralph Barra, Alternate

Absent: Joseph Drauss, Board Member
Stephen Ruccio, Board Member

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

William Stowell opened the meeting at 7:02 PM. Ralph Barra was seated as a regular member in place of Stephen Ruccio. Mr. Stowell noted that Keli-Ann Bollard's term expired on July 16, 2018 and he has not heard that she has been re-appointed as an alternate.

Minutes Approval

1. Approval of November 14, 2018 meeting Minutes

VOTED: Unanimously on a motion by Rita Smith and seconded by Vincent Cipriano to **APPROVE** the November 14, 2018 regular meeting minutes as presented.

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. He reported that the revenue that is currently over budget is the pilot, investment income and scrap metal. The expenditures on the watch list are the temporary salaries for registrars, legal fees, office supplies for the fire department, public works minor repair items, and department 52 motor vehicle maintenance as well but everything else is in the black. He noted

there will be a few transfers tonight. Larry let the board know that Sandra Welwood will be at the January meeting to go over the financial statement. He noted the most important item she will address is on page 15 of her report, the statement of revenues, expenditures and changes in fund balances. She will discuss a few minor issues as well. Larry also noted that in regards to the 2019 budget, some departments have not turned in their budgets yet, but he should have them by tomorrow.

2. Tax Collector's Report

Included in packets. Brenda Carter reported that the supplemental bills were mailed on Friday and everything is rolling along. She has had residents coming in this month to pay the second half of their taxes, which is typical.

Routine Business

1. Budget Transfers

VOTED: Unanimously on a motion by Rita Smith and seconded by Vincent Cipriano to **TRANSFER** \$15,000.000 from Interest on Debt (01-73-04-6701) to Motor Vehicle Maintenance (01-52-03-6417) to cover shortages.

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Rita Smith to **TRANSFER** \$7,573.56 from Contingency (01-71-00-6972) and \$2,426.44 from Interest on Debt (01-73-04-6701) to Legal Fees and Labor Grievance and Arbitration (01-20-02-6168)

VOTED: Unanimously on a motion by Ralph Barra and seconded by Rita Smith to **TRANSFER** \$7,900.00 from Contingency (01-71-00-6972 to Temp Salaries/Poll Workers (01-17-01-6003.

2. Correspondence

None

Old Business

1. Set date for first meeting in January 2019 as January 9, 2019

VOTED: Unanimously on a motion by Ralph Barra and seconded by Vincent Cipriano to **SET** the date for the first BOF meeting in 2019 as January 9, 2019.

2. Update on Capital Plan

Ed St John passed out the Capital Plan update to all the members. He noted this report shows the work that has been completed and the work that still needs to be done. He stated he would be reviewing this with town residents Wednesday night at the library, and that this report is available on the town website as well as their Facebook page. He asked the members to review it and bring any questions to next month's meeting.

3. Discussion on FY 2019-2020 Town Budget Calendar

Larry Hutvangner said the Region 15 referendum has to be on May 8th so the public hearing will be changed to April 9th, one month before the referendum.

VOTED: Unanimously on a motion by Rita Smith and seconded by Vincent Cipriano to **FINALIZE** the 2019/2020 Budget calendar as outlined with one change, the April 9th special meeting will be held at the Larkin Room at the library.

New Business

1. To Appropriate and recommend to send to Town Meeting purchase of used

department rescue pumper as recommended by Board of Selectman

Ed St John stated that Brett and Jim were present at tonight's meeting representing the Fire Department. He noted the board had previously had a discussion regarding the pumper truck that became available. Ed stated the last vehicle the town had purchased was from the same vendor. This vehicle would replace the previous vehicle purchased about 30 years ago. He stated they are able to purchase this vehicle for \$290,000 from the dealer. Mr. St John said the Board of Selectman authorized to set the town meeting, and tonight they just need to authorize the price and cost to send to the town meeting. He noted that prior to purchasing the truck, members from the fire department will need to inspect it. If they approve it, then they will move forward with the purchase. He stated that some of the old equipment may or may not be salvageable. Ed said that a new vehicle could cost up to \$750,000. The vehicle of interest has 12,800 miles on it. He also said there will be a warranty on the vehicle by purchasing it from the dealer. Brett said this would be replacing engine #4 which is a 1988 truck.

VOTED: Unanimously on a motion by Rita Smith and seconded by Vincent Cipriano to **APPROPRIATE** \$290,000.00 to account 01-74-35-6430 Fire Apparatus & Equipment Reserve from 01-00-00-3707 Fund Balance (Unassigned) for a used department rescue pumper as approved by Board of Selectman and recommend sending to a Town Meeting.

2. To Appropriate and recommend to send to Town Meeting purchase of equipment for used department rescue pumper as recommended by Board of Selectman

VOTED: Unanimously on a motion by Dawn Calabrese and seconded by Vincent Cipriano to purchase equipment to be used on used department rescue pumper as approved by Board of Selectman to **APPROPRIATE** \$52,000 to account 01-74-35-6430 Fire apparatus & equipment reserve from 20-10-07-6092 Middlebury Appreciation night \$5,004.33; from 20-35-04-6092 Fire Department Emergency Management \$2,800.07; from 20-47-19-6092 Fire Dept Reserve Building Repairs \$3,889.47; from 20-47-27-6092 Drug Enforcement Program \$564.58; from 30-30-00-6092 Long Meadow Bridge \$852.90; from 30-47-08-6092 Contingency Payroll FT-PT \$750.97; from 30-71-00-6092 Reserve for professional services \$989.78; from 30-71-10-6092 Reserve for Debt Reduction \$32,633.87; from 30-71-30-6092 Reserve for Property Tax Support \$4,514.03.

Public Comment

None

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Rita Smith to **ADJOURN** the meeting at 7:48 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