



TOWN OF MIDDLEBURY

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

**Meeting Minutes
Wednesday January 9, 2019
Shepardson Community Center
Room 26**

Present: William Stowell, Chairman
Vincent Cipriano, Board Member – arrived at 7:06 PM
Rita H Smith, Board Member
Dawn Albizu-Calabrese, Board Member
Ralph Barra, Alternate
Joseph Drauss, Board Member
Stephen Ruccio, Board Member

Absent: Keli-Ann Bollard

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

William Stowell opened the meeting at 7:01 PM, placing Ralph Barra as a regular voting member in place of Vincent Cipriano, Mr. Stowell noted that Keli-Ann Bollard was reappointed as an alternate from July 16, 2018 through July 16, 2020. The board was never given a letter of reappointment.

Minutes Approval

1. Approval of December 12, 2018 meeting Minutes

VOTED: Unanimously on a motion by Rita Smith and seconded by Ralph Barra to **APPROVE** the December 12, 2018 regular meeting minutes as presented.
Stephen Ruccio and Joseph Drauss abstained.

Public Comment

None

At this time Vincent Cipriano arrived and was seated as a regular voting member.

2018 Audit

1. Presentation of Fiscal Year 2017-2018 Audit – Sandra E Welwood LLC
Sandra Welwood reviewed the audit with the board. She felt it went smoothly and that

everything was organized and professional and that items were provided in a timely manner. She discussed the upcoming changes in the next few years. One of the issues she did run into was the time frame she received the self-insurance information from Region 15, which effected the efficiency of the audit. She also discussed the police special duty account which had significant outstanding receivables. Ed St John explained to the board how the department got into that situation and how it was fixed. And lastly Ms. Welwood explained that when zeroing out the line items it doesn't leave the departments accountable for their budgets. Ed St John said at the end of the year they zero out, and this year the amount was exceptional. He stated there was a tornado at the end of the year which absorbed all the costs in the budget, but they made it work to get through the year.

Bill Stowell asked the CFO to give the board a monthly report on the special duty receivables. The report should include the total receivables outstanding at the beginning of the month, new receivables for the month and which accounts are over 30 days old

Larry Hutvagner thanked Sandra for all her work and appreciated all her suggestions. Bill Stowell thanked her as well.

Reports

1. Chief Financial Officers Report

Larry Hutvagner stated the revenue and expenditures were in the packets. He hadn't received any questions from the board this month. He noted that several accounts in revenue will be over budget. He said they received money from the State they did not know they were getting. He reported that taxes are over budget and the revenue from Park and Rec is on a watch list. He said that legal fees will also continue to be on the watch list for the remainder of the year. Stephen Ruccio questioned the emergency snow removal account for DPW. Larry said that most of the money used was for summer emergencies. Mr. Hutvagner said that the budgets are being received for the 2019/2020 FY.

2. Tax Collector's Report

Included in packets.

Routine Business

1. Budget Transfers

None

2. Correspondence

None

Old Business

Bill Stowell stated that members from the Fire department were present tonight to discuss the purchase of a used fire engine. Chief Kales explained to the board that they made a trip to New Jersey and spent about 3 hours inspecting the truck. He felt it was definitely a sound truck and will serve the departments purpose for it. He said there was a meeting at the fire department last night and everyone is 100% on board with the purchase. Mr. Stowell thanked the fire department for reporting back to the board. Stephen Ruccio asked what would happen with the 1988 truck that will be replaced. Chief Kale said it will be placed in a reserved status. Ed St John said it will be months before they know exactly what will happen with the truck, but ultimately it will be disposed of.

Bill Stowell said there will be a special meeting on January 23rd at 7 PM to meet with Public Works and the Library to hear their budget proposals.

Ed St John reviewed the budget calendar for the Capital Plan and at the next meeting he will present an annual report. He said the fire vehicle needs authorization prior to purchase and he is

hoping to set a town meeting for Tuesday January 22nd at 6:30PM in order to move the process along.

New Business

None

Public Comment

None

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Stephen Ruccio to **ADJOURN** the meeting at 8:07 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