



TOWN OF MIDDLEBURY

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

**Meeting Minutes
Wednesday May 8, 2019
Shepardson Community Center
Room 26**

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

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

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

William Stowell opened the meeting at 7:06 PM.

Minutes Approval

VOTED: On a motion by Rita Smith and seconded by Vincent Cipriano to **APPROVE** the April 10, 2019 meeting minutes as presented.

Public Comment

None

Reports

- Chief Financial Officers Report

Larry Hutvagner noted the report was included in the board's packets. He stated that revenue was mostly over budget, which was good for most of the routine accounts, including State grants, except for the Elderly Exemption Grant. He said the tax collector would be over budget by the end of the fiscal year, as well as the town clerk due to real estate tax conveyance fees. The following revenues should be over budget: tower rental, and the scrap metal account.

Larry said they did receive extra money for the rental unit at the library. On the expense side, only 2 departments will be over budget: legal, due to the arbitration and Computer/IT because of

the need for a new server. Mr. Hutvagner said the other departments' budgets look good. There will be many individual line items over budget, but they will not result in the department as a whole being over budget. Vincent Cipriano asked when the Park and Recreation programs will start seeing revenue. Larry said self-sustaining accounts and will not meet the revenue projections, however, the corresponding expenses will also be under budget which will offset the lower revenues. Larry noted that all the paper work for FEMA has been submitted for the tornado last May and is working it's way through the government approval process. He noted that the board has asked for the special duty open invoice spread sheet, which was included in the packets. The CNRF accounts were also requested and were included for the ending as of April. Larry noted that projected legal expenses might not be incurred by June 30th because the arbitrations with the police department are still ongoing. Bill asked that at the next meeting Larry should be prepared to advise the board on where the funds for the legal account will come from.

- Tax Collectors' Report

Included in packets. Brenda discussed with the board her concern on the reduction of the 18% interest rate. She noted it is a tool they use to get people to pay their taxes on time.

Routine Business

- Budget Transfer

There were no Budget transfers, and Bill Stowell said he will be meeting with Attorney Smith one additional time regarding the matter of transfers.

- Correspondence

None

Old Business

1. Update/Discussion on allotted State Budget 2019-2020

Larry Hutvagner said the State's Appropriation/Finance Committee statement won't be finalized until the last day of the State cycle. The town will lose money in ECS again totaling \$27,605.00 which has changed from the previous Governor's proposed budget.

New Business

1. Discussion on CNRF and Reserve Funds

The CNRF funds information were handed to the board members. Larry said that part of the fire equipment purchased for use on the recently purchased used fire apparatus came from the CNRF account. All accounts will only be used for their intended purpose. Ed St John said they wanted to zero out the accounts that have been around for years.

2. Discussion and Approval of Town Auditors for June 30, 2020 to June 30, 2022

Bill Stowell said the board received a letter from Sanda Welwood, which was included in the packets. Larry Hutvagner said the previous year the town paid \$30,250.00 for the audit, and this year he negotiated a rate of \$31,000 for the next 3 years, which does not include the federal single audit.

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Rita Smith to **APPROVE** the hiring of the same auditor for fiscal years ending 6/30/2020, 6/30/2021, and 6/30/2022 with the cost of \$31,000 for the annual audit with an additional \$1,500.00 if a single State audit is needed.

3. Discussion and Approval of Budget for 2019-2020

No discussion

4. Set Mill Rate for 2019-2020 Budget

VOTED: Unanimously on a motion by Rita Smith and seconded by Dawn Calabrese to **SET** the mill rate for FY 2019-2020 budget at 33.40.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Rita Smith and seconded by Vincent Cipriano to **ADJOURN** the meeting at 8:20 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