



# TOWN OF MIDDLEBURY

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

**Meeting Minutes  
Wednesday June 12, 2019  
Shepardson Community Center  
Room 26**

Present: William Stowell, Chairman  
Vincent Cipriano, Board Member  
Dawn Albizu-Calabrese, Board Member  
Joseph Drauss, Board Member

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

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

William Stowell opened the meeting at 7:00 PM.

## **Minutes Approval**

**VOTED:** On a motion by Vincent Cipriano and seconded by Dawn Calabrese to **APPROVE** the May 8, 2019 meeting minutes as presented.  
Joseph Drauss abstained.

## **Public Comment**

None

## **Reports**

- Chief Financial Officers Report

Larry Hutvagner noted the report was included in the board's packets. He stated the State revenue, interest income, tax collector, building department, tower fee and police department special duty are all over budget. He said the elderly program is a bit under budget. Larry said the town has received reimbursement from Region 15 of \$18,475.00 for last year. Park and Recreation revenue is still in the red and will be until the end of the year, but the town is not losing any money as the associated expenses with these accounts are also below budget. The

legal account will be over budget by less than expected because an arbitration has been cancelled and two other arbitrations have been settled. He said the fire department will be over budget and the police department will be over due to an increase in overtime associated with two officers being suspended. Larry gave the members a spread sheet of the departments that will be over budget by the end of the year and the departments under budget. Ed St John said there have been ongoing issues with the police department budgets, but it has been a very long time since they have seen so much black in it. He said if you look at the numbers, despite being short 2 officers, they are saving money in other areas for once. He said he respectfully disagrees with the CFO and police chief, even though they are down 2 officers and filling with over time, they are saving money in many other areas. He feels that in time they will be ok. Larry reviewed the police department special duty report and noted that notices have been sent for overdue balances. One vendor has paid \$1,000.00 toward an outstanding bill.

- Tax Collectors' Report

Included in packets. Vincent Cipriano asked about the tax sale. Brenda said the town received \$118,000.00 over what was owed, which the town can hold and the home owner has 6 months to redeem the remainder of funds, but the town can earn interest on it. She has not yet heard from the home owner. There was no cost to the town.

### Routine Business

- Budget Transfer

None

- Correspondence

Bill Stowell said there was a memorandum from Attorney Smith regarding the issue of transfers. Bob agrees that the only time a transfer needs to be done is when one department in totality is over budget. They are predicting to be over by \$200,000.00 in totality in the town budget, but there are funds to cover it from departments that will not use their entire budget. He noted there are still 2 full payrolls left in the budget year. Once Larry has a handle on the totals, close to the end of July, then the board can make a decision in August if a transfer needs to be done.

### Old Business

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

Bill Stowell said there was a handout in the packets from CCM with a State budget update. He said the town has only lost \$12,000.00 versus what was received this year.

### New Business

1. Discussion and Action on Board of Finance Transfer Policy

Bill Stowell noted this was already discussed and there was no action required and they will be following the guidance of the town attorney.

2. Discussion and Action on Regular Board of Finance Meeting for July and August 2019

Mr. Stowell noted typically the board takes the month of July off, and he is recommending they vote to cancel the July meeting unless something comes up that would require a special meeting.

**VOTED:** Unanimously on a motion by Joseph Drauss and seconded by Vincent Cipriano to **CANCEL** the July regular meeting, with the stipulation to hold a special meeting if needed.

3. Discussion and Action on allowing BOF Chairman to approve transfer requiring BOF approval during July and August 2019

Bill Stowell said he doesn't anticipate a need for this, but if needed they will do it at the August

meeting.

Larry Hutvagner mentioned the purchase of a new server and that the account would be over budget. Ed St John said that he had a discussion with the CFO to push out the purchase until July.

Ed St John gave a quick report on the Capital projects, said they were moving along nicely.

They are currently in the process of converting the water system from Westover water system, which no longer exist, to CT Water. He spoke of a few articles that were recently in the Republican American. One of the articles was how Southbury had an issue with their pensions. He wanted to commend Middlebury's retirement board and noted they do not have these issues. Also the article of the Plymouth Library closing. He said they are doing just the opposite with a thriving library. He commended the library staff and board. Ed said he accompanied the Fire Chief to look at the new fire vehicle. He was very impressed with the status and it looked as if things were going along well. He said a few items needed to be special ordered. He is hoping it will be part of the fleet by July.

Bill Stowell noted the Board of Ed was looking for a new business manager. He felt the dialogue has been good and seemed to have more mutual respect and he applauded them for being more opened minded.

### **Public Comment**

None

### **Adjournment**

**VOTED:** Unanimously on a motion by Joseph Drauss and seconded by Dawn Calabrese to **ADJOURN** the meeting at 7:35 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