



TOWN OF MIDDLEBURY

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

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

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

Absent: Keli-Ann Bollard, Alternate

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

William Stowell opened the meeting at 7:02 PM.

Minutes Approval

VOTED: On a motion by Rita Smith and seconded by Vincent Cipriano to **APPROVE** the September 11, 2019 meeting minutes as presented.
Joseph Drauss abstained.

Public Comment

None

Reports

- Chief Financial Officers Report

Bill Stowell said he received the report from Connie and there is nothing alarming on the revenue side. Stephen Ruccio noted the budget has been met for the legal account. Bill said there is nothing left in the account because it has all been encumbered. Bill reviewed the expenditure side and said he is going to ask Connie about the shredding service account and how it is paid because it only has \$150.00 left. He noted the Council of Governments account is almost 35% over budget. He also is going to check on the fire department insurance and if it is a onetime payment. Bill said the snow equipment maintenance account has a \$481.00 balance so he had Rita look into it. Public Works has had pre-season work done on all the equipment to

prepare it for the winter. Steve Ruccio asked about the debt services account and why the principal was encumbered but the interest was left in the account. Bill said he will need to check with Connie on why only part and not the entire amount was encumbered. Mr. Stowell also noted that the Fenn Farm account has a balance of \$24.00. He will look into why and get back to the board.

Bill reviewed the special duty balances and noted that as of today there is no one over 90 days' delinquent on paying. He feels Amy has a good handle on it now.

- Tax Collectors' Report

Included in packets

Routine Business

- Budget Transfer

None

- Correspondence

None

Old Business

None

New Business

Ed St John explained to the board that Betty Proulx, Director of Park and Recreation has a software program called Rec Track. It stopped working last month, due to failure of the hard drive in the computer, and apparently had not been backed up for 7 years. Note that there was an external drive hooked up to the computer but it had not been set up correctly when the computer company attached it. They tried to retrieve any information that they could from the failed hard drive but were not successful. She is looking to purchase a new program which she will use for scheduling as well as on line registration and receiving credit card payments. Since the program has been down they have not received any credit card payments. The new program will cost \$17,600 initially and \$9,300 annually. Betty will be contributing some of the cost from her budget with hopes of not over drawing the technology budget. Bill Stowell asked where the money will come from to fund this. He read an email from Betty to the board. Stephen Ruccio asked where all the old credit card information went and if it's on the server in our possession. Bill Stowell noted that the prices given for the new software can change. Ed St John said this is the busiest season for registration, and they rely so much on the ease of online use. Ed and Elaine Strobel will report back to the board with answers to the questions that were raised. Ed St John passed out a copy of an email with an up to date list of projects that have been completed from the Capital Plan.

Ed St John handed out an email he received regarding the infected ash tree issues from CCM. There is a possibility of receiving reimbursement from the state for the tree removal. The town's appropriation of money for tree removal went a lot further than they had expected. They are looking to do more work. Ed is going to wait for Dan to return to work and then come up with a plan.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Joseph Drauss to

ADJOURN the meeting at 7:50 PM

Respectfully Submitted,
Rachel Primus, Recording Clerk

Cc: Board of Selectmen
Board of Finance and Alternates
Robin Stanziale, Town Treasurer
Email Notification for Website
File