



TOWN OF MIDDLEBURY

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

**Meeting Minutes
Wednesday November 13, 2019
Shepardson Community Center
Room 26**

Present: William Stowell, Chairman
Vincent Cipriano, Board Member
Rita H Smith, Board Member
Ralph Barra, Alternate
Joseph Drauss, Board Member

Absent: Dawn Albizu-Calabrese, Board Member
Keli-Ann Bollard, Alternate
Stephen Ruccio, Board Member

Also Present: Rachel Primus, Recording Clerk

William Stowell opened the meeting at 7:00 PM. Ralph Barra was appointed a regular voting member in place of Stephen Ruccio.

Minutes Approval

VOTED: On a motion by Joseph Drauss and seconded by Rita Smith to **APPROVE** the October 9, 2019 meeting minutes as presented.

Public Comment

None

Reports

- Chief Financial Officers Report

Bill Stowell said there was not much to report on the revenue side. There is 9% due for dog licenses, and they are almost at 100%. He said the town road aide is still on hold because of the Governor, and he is not sure when that money will be received. Bill reviewed the expenditure side and noted the tax collector budget for supplies is almost exhausted. Naugatuck Valley Council of Government and N.W. Conn. Health Systems are both over budget. He noted the fire department maintenance account is down to 10% and he feels this will be an issue going forward. Shepardson repairs account is already over budget. The snow equipment maintenance is almost used due to repairs from last year and will have some issues going forward. Park and Rec contractual repairs account is over budget with \$8,600.00 encumbered. Mr. Stowell is going

to check with Connie on the reason that money is encumbered. The computer equipment account is over budget by \$160.00, and they will speak to Elaine regarding this. Bill also noted that Brookdale and Fenn Farm have \$25.00 left in the budget.

Bill Stowell updated the board on the special duty. \$57,000.00 was due at the start of the month, with \$32,000.00 added to it, and \$52,000.00 was collected. The only account that is over 90 days is Eversource.

- Tax Collectors' Report

Included in packets

Routine Business

- Budget Transfer

None

- Correspondence

None

Old Business

None

New Business

- **Discuss 2020-2021 Budget Calendar**

Bill said that the department heads have already received their budget packets. He reviewed with the board the budget calendar.

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Joseph Drauss to **ADOPT** the presented budget calendar.

- **Approval of 2020 Meeting Schedule**

Bill Stowell reviewed the meeting schedule with the board.

VOTED: Unanimously on a motion by Joseph Drauss and seconded by Rita Smith to **SET** the 2020 Meeting Schedule for the second Wednesday of every month at 7:00PM, the first meeting being on January 8, 2020 and the following special meetings on January 22, February 5, February 26, April 7, May 6 and November 10.

Bill Stowell told the board that Region 15 has set the percentage for next year's membership. Middlebury will have 1,261 students and Southbury will have 2,431 students. The percentage for Middlebury will be 32.7198%. Bill suggested that members talk with the Region 15 town representatives.

Bill Stowell discussed the new computer system for Park and Rec. He said he wasn't sure where it stands contractually. He read an email that Betty had sent to Ed St John and Elaine Strobel. Betty reviewed the five accounts she planned on taking the money from to cover the cost of the new system. The email also included a revised quote dated 11/5/2019 of \$11,360.00. Bill then read into the record a text he received from Elain Strobel in which she says she believes they are already using the software. Bill said that no one knows if a contract has been signed. He was told that TCC was involved as well. Bill said they did check on the status of the hard drive and TCC has it and they have a company that will destroy it and give a certificate verifying it. Bill said he is going to ask Betty, and anyone involved in the decision for this software to attend next month's meeting.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Ralph Barra and seconded by Rita Smith to **ADJOURN** the meeting at 7:41 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