



## TOWN OF MIDDLEBURY

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

**Meeting Minutes  
Wednesday December 11, 2019  
Shepardson Community Center  
Room 26**

Present: William Stowell, Chairman  
Vincent Cipriano, Board Member – arrived at 7:14 PM  
Rita H Smith, Board Member  
Dawn Albizu-Calabrese, Board Member  
Stephen Ruccio, Board Member

Absent: Keli-Ann Bollard, Alternate  
Joseph Drauss, Board Member

Also Present: Ed St John, First Selectman  
Ralph Barra, Selectman  
Rachel Primus, Recording Clerk

William Stowell opened the meeting at 7:02 PM.

### **Minutes Approval**

**VOTED:** On a motion by Rita Smith and seconded by Bill Stowell to **APPROVE** the November 13, 2019 meeting minutes as presented. Stephen Ruccio and Dawn Albizu-Calabrese abstained.

### **Public Comment**

None

### **Reports**

- **Chief Financial Officers Report**

Bill Stowell reported on the revenue side that dog licenses are going down, but there are no real changes. The town is still waiting on the governor to release the money, but it probably won't be until January.

On the expenditure side the unemployment compensation is over budget, and he will check with Connie to see if this is something they need to worry about. Bill said that the technology account is under budget and will probably only get worse.

- **Tax Collectors' Report**

Included in packets. Brenda told the board that the supplemental bills went out yesterday.

### **Routine Business**

- Budget Transfer

None

- Correspondence

None

### **Old Business**

- **Park & Rec Computer System**

Bill had asked Betty Proulx and Elaine Strobel to attend tonight's meeting. Unfortunately, Elaine was out of town and could not attend, but Betty was present. He asked Betty to give a timeline of events back to the start of the software issue. Betty told the board that the hard drive that had the rec tracker on it crashed and they were not able to retrieve any of the data on it. This occurred 3 days after the registration program started. She worked with IT and VT Systems and they were able to come up with the best solution to get them up and running. They were able to be running within 3 weeks and the residents were able to register on line. Ed St John said there was a question asked last month about where the hard drive was. He said initially it was sent to TCC, but they have sent it back and it is in the town vault. Betty noted that the credit card info was not stored on the hard drive. Bill said that the IT department said the hard drive can be destroyed and it will be certified. Bill told the board that the old rec track system was installed in the late 90's. VT Systems recommended going to an updated system. The upgrade was not bid out, but he spoke to Ed and was told that it can be bypassed by sole source verification, which requires to get the system up and running and use that system to do so. Bill noted that the revised quote they received said that it was not Fed Ramp Compliant. He said it was up to the IT department to know what that is. Betty said it was a local company which then went nationwide. They have a lot of military recreation programs which are required to have that security option. Bill said that they will ask that that statement be revised and have the paperwork to say that it is only applicable to military. Betty handed the board an updated copy of the invoice. She noted the annual fee will be \$9,630.00

### **New Business**

- **Discuss 2020-2021 Budget Review**

Ed St John said the current budget is looking good and noted they are down 2 officers at the police department. He said they are currently in the process of filling those ranks. He said the department makes him very proud and they are out there doing their job and doing it very well. He noted that the department got some new equipment. He said the Capital Projects are at a standstill for the winter, but there is some inside work being done, as well as tree work. He said the governor is holding up the road aide money and they are down \$200,000. He said they are starting to receive the department proposed budgets, and he is hoping to get the new CFO involved. He said education is a big topic this year, being the first time in years there has been an increase in students. The town is getting 70 new students.

Bill Stowell said that at the January 8<sup>th</sup> meeting they will review the initial budget and then have their special meeting. John Cooksman, chairman of Region 15 asked when they could come before the BOF. He thought they could invite them to either the January or February meetings. Bill updated the board on the special duty. They started November with a balance of \$37,619.00, had \$19,928.00 of new bill, and received \$25,576.00 in payment.

### **Public Comment**

None

**Adjournment**

**VOTED:** Unanimously on a motion by Rita Smith and seconded by Stephen Ruccio to  
**ADJOURN** the meeting at 7:44 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