



# TOWN OF MIDDLEBURY

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

**Special Meeting Minutes  
Wednesday February 27, 2019  
Shepardson Community Center  
Room 26**

Present: William Stowell, Chairman  
Vincent Cipriano, Board Member  
Joseph Drauss, Board Member  
Rita H Smith, Board Member  
Stephen Ruccio, Board Member  
Ralph Barra, Alternate  
Keli-Ann Bollard, Alternate

Absent: Dawn Albizu-Calabrese, Board Member

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

William Stowell opened the meeting at 7:02 PM. He appointed Keli-Ann Bollard as a regular voting member in place of Dawn Calabrese.

## **Public Comment**

None

## **Routine Business**

### **1. Discussion with Department Heads on 2019-2020 Budgets**

#### **Police**

Police Chief Dabo reviewed the Police Departments proposed budget, highlighting the major accounts with the amount requested and the amounts approved by the Board of Selectman. Ed St John noted the equipment rental amount is a mathematical error that can be adjusted. He also stated that the gasoline line item figure can also be adjusted moving forward. Bill Stowell said he is concerned with the cuts to the training line item if the department has mandatory personal training, but felt they could discuss this later.

#### **Fire**

Fire Chief Kales reviewed the proposed budget and the figures the Board of Selectman submitted. There was a discussion regarding the emergency management director. Larry Hutvagner noted that the Office supplies/misc/EMPG account FEMA grant pays for half and the town has to put in the other half. Vincent Cipriano questioned the decrease in the telephone

account. Larry explained that the T1 lines are now part of dispatch.

There was a discussion regarding the price of purchasing new patrol cars and the additional cost with added equipment. A discussion ensued regarding setting up non-recurring funds for the training expenses which would limit spikes in the budget years.

Bill Stowell questioned the GPS account. Larry said there is a new unit with a new monthly charge. Mr. Hutvagner said they can revisit the fee for heating oil fuel at the March meeting because they are not locked in as of yet. Mr. Stowell said he felt that Public Works should be in charge of Power and Controls, not the department heads. He said he would like statistical data based on gallons to use to estimate the budget.

Steve Ruccio asked why radio repairs increased 66%. The chief said they need to replace the batteries which are over \$100 each. Larry said there are routine repairs on the radios.

## **Old Business**

### **1. Update/Discussion on State Budget 2019-2020 Revenue**

Larry stated a printout from CCM of the governor's proposed budget was included in the packets. There was a discussion regarding the town's requirement to pay a portion of the Teachers' retirement and how the Governor came up with the figure. The board asked Larry to get an answer on how they come up with the number.

## **New Business**

### **1. Discussion on Board of Selectman submitted 2019-2020 Budget**

Bill Stowell had asked Larry some questions regarding salaries. Larry said that details were given and included in the packets. There was a discussion on the tax clerk/floater position. Bill felt that whatever department she is working in is where her salary should be placed. There was a discussion on the elderly service salaries budgeted amount. Larry noted that a professional services line item will be created for the accounting department for the amount budgeted for the Human Resources Company providing this service and not to be listed as a salary line item. Bill Stowell mentioned that during the audit a recommendation was made regarding no end of the year transfers. He noted he received a request from Edie for \$231.00. He had asked the auditor about small transfers throughout the year, and she suggested they not do them. Bill said they will check the Charter and have Bob check the state statute that deals with this. He said he will be suspending any transfers until this information is received. He said that if the board knows what exactly the department has spent then it would make what they are asking for in the new budget more meaningful. This way they will know what was exactly spent from each account per department.

## **Public Comment**

None

## **Adjournment**

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Rita Smith to **ADJOURN** the meeting at 8:44 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