



TOWN OF MIDDLEBURY

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

Speical Meeting Minutes Wednesday February 5, 2020 Shepardson Community Center Room 26

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

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

Also Present: Ed St John, First Selectman
Robin Stanziale, CFO
Ralph Barra, Selectman
Elaine Strobel, 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 Vincent Cipriano to **APPROVE** the January 22, 2020 special meeting minutes as presented. Joseph Drauss and Dawn Calabrese abstained.

Reports

- Chief Financial Officers Report

Robin Stanziale reported on the revenue side that everything was on track as it should be. She noted the Park and Rec self-sustaining account is low on the revenue and expense side, which may be a smaller loss than anticipated. Robin said the Police Special Duty had a big month billing \$62,000. Robin stated the recreation revenue line items will change in May and June when the income comes in. She reported the library rental lease was renewed and had an increase of \$100.00. On the expense side the department of public works numbers are high and they will need to keep an eye on it with the inclement weather forecasted. She will also be keeping an eye on the Park and Recreation expenses because of the new computer system. Robin said she is still going through all the accounts and will have a better forecast for next month.

Bill said that he will be meeting with Robin to see how the rest of the fiscal year will be. He handed the board a spread sheet of the special duty for the month.

- **Tax Collectors' Report**

Brenda was unable to submit a report because of the meeting being early this month and Monday being the last day for payments.

Old Business

Bill said he looked into the use of the Shepardson Building and received a breakdown of the cost to use it. He said the building is just not getting used like it had in the past. Betty Proulx said there was no rental in December, and January had one. Bill said he is concerned the building is not getting used.

Bill also brought up the line item regarding the security on the new software contract for the Park and Recreation department. Betty handed the board a copy of an email she received from the company. Bill asked to have that line item taken off the quote.

Bill also received an email from Barbara stating she has made arrangements to have the park and recreation failed hard drive destroyed.

New Business

- **Discussion with Park & Recreation re: 2020-2021 Budget**

Betty Proulx thanked the board for the extension to tonight's meeting. She handed a copy of her proposed budget to the board. She explained that she has been working with Robin to get it in line and they are working on getting the self-sustaining account down to a reasonable number. She stated the temporary salary account increased because of the minimum wage increase. The advertising account also increased due to the increase the Voices charge for advertising. A new line item was added for the new computer software which will be coming out of the operating budget. Betty gave an explanation of what the department does throughout the year. Robin said they changed the Repair account reducing it to \$6,000 because Dan will be taking care of the wells, which leaves them with a little bit of a buffer. Betty explained that programs have been cancelled, not because of budget cuts, but because of lack of accessibility of the building. Bill said they can look into this and see what the cost would be. Bill said he was sorry to see Betty leave. Betty said she has everything in place for the new hire. Ed St John thanked Betty for her service to the town and all the hard work she has done.

Ed St John handed the board a copy of the proposed budget. He noted initially there was an 8% increase which included submissions from all departments. He has decreased it to 2.6% increase, which includes all contractual salary increases. He noted there are Capital plan requests included, and that annual report will be available at the next meeting.

Bill Stowell said there is another special meeting in 3 weeks which will include Fire and Police Departments. He asked the board to go through the budget and bring any questions to Robin's attention and she will address them with Ed. Ed noted the cost of the Capital items are requests from the departments.

Bill received a correspondence on 1/21/2020 from Region 15. He read the letter into the record. It was an invitation to attend their meeting to hear their proposed budget on March 25 at the high school. He said members attended last year and he felt it went well.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Rita Smith and seconded by Joseph Drauss to
ADJOURN the meeting at 7:40 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