



TOWN OF MIDDLEBURY

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

Regular Meeting Minutes Wednesday November 10, 2020 ZOOM

Present: William Stowell, Chairman
Rita H Smith, Board Member
Joseph Drauss, Board Member
Stephen Ruccio, Board Member
John Jenusaitis, Alternate
Dawn Albizu-Calabrese, Board Member

Absent: Vincent Cipriano, Board Member
Natrajan Kuppuraj, Alternate

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 7:00 PM with the pledge of allegiance. Bill placed John Jenusaitis as a regular member in place of Vincent Cipriano.

Approval of October 14, 2020 Meeting Minutes

VOTED: Unanimously on a motion by Rita Smith and seconded by Joseph Drauss to **APPROVE** October 14, 2020 meeting minutes.

Reports

• Chief Financial Reports

Robin Stanziale reported on the revenue side the State grants are doing fine and they are still scheduled to be received. She said that the ECS grant was received and was posted on November 3, 2020. She noted the investment interest for July, August, and September has earned \$4,500 in interest so far and will be a big deficit to the revenue line. Robin also noted that the elderly programs will not be doing good this year due to Covid 19. She said that real estate conveyance tax and building permits are coming in. The town has received \$45-47,000 from the Subaru project already. Robin said they received the money from Cumberland Farms this month too and it will show up next month. She said the supplemental motor vehicle tax bills will be coming in in January.

On the expense side there is an issue with water usage and the water budget line. Department 60 and 47 were budgeted in the spring. She said they moved the Park and Recreation repairs and contracts account and put it into building and grounds. She said the Eastern Water for the MRA account is over budget for the year, showing \$9,700 year to date with a budgeted amount of only \$6,000. She said they did have a dry summer and the numbers are higher this year than last year. Robin said that building and grounds should be under budget. Department 58 account for Park and Recreation revenue fund park maintenance and repair can be moved to regular Park and Recreation Department 60. There is \$37,000 budget total for the 2 budgets year to date with \$17,000 spent. She said that overall things should be fine. Robin said she would eliminate Department 58 and have everything in Department 60 when planning the budget for next year. She said that Department 52 water usage is at 16% and will be over budget. She recommended looking into this when doing the budget for next year. Robin said that the budget worksheets have been sent out. She reviewed the Capital Plan items that are up for consideration which were emailed to the members. There was a transfer of money for the air pack and radios to the CRF account, and Department 80 has \$248,000 in additional capital items for consideration. Robin said that everything else is in line to get done for the year.

- **Tax Collectors Reports**

Included in packets. Brenda said they are on par for the year, the same as last years' time frame. She said the motor vehicle supplemental bills will go out in early December.

- **Special Duty**

Bill reviewed the report for the month and noted that the account balance is good and thanked Amy for continued work on billing and collecting the fees.

Old Business

- **Fenn Farm Update**

Bill said that Vinnie Cipriano is the liaison to the committee and attended November's meeting via zoom and was acting on his behalf. He discussed the maintenance that is required to be done on the fields and questioned why the Public Works department can't do it. Dan Norton has told the board that he does not have control over the work done on the farm. He feels the LPOSAC committee should address these issues with the Board of Selectman and should be submitting the budget materials to the BOF. Bill said they complain that they don't have enough money, but they don't come forward at budget time. He feels there is no control over who does what and they don't get purchase orders.

Bill said the sewer project is on hold until after the first of the year. He asked if this item went out to bid and who would be handling it. He noted that this was an emergency project and he hopes it is going out to bid. Bill said they will be taking the money set aside for the cupola which was included in the Capital Plan. They will hold off on this until the sewer cost and project are done. They will need to put the cupola back in the budget for next year. Joseph Drauss asked if Middlebury owned the farm. Ed St John told him yes, they purchased it a few years ago. Joe said he felt if the town owned the property then the Selectman should have control over it. Bill felt the farm should fall under building and grounds. Ed St John said the group known as Fenn Farm is now a committee, and he also feels it is time to get it under control. He said at this time there have been no bids on the sewer project, and the design has not been completed. He feels they can maintain the septic over the winter months. Ed said the budget was never set up right from the beginning and he would like to finally resolve the issue. Bill noted that work was done after the BOF said that no more money was to be spent. A discussion ensued regarding who authorizes work to be done without a purchase order.

New Business

- **Discussion of Charter Revision Change and the effect on budget timeline**

Robin said that all budgets are due back December 1, 2020. She said December through January they will review the budget requests. January through February the BOS recommend their budgets to the BOF. Robin then reviewed all the budget dates with the board. She said that on March 15 they will need to finalize the budget to submit for the Public Hearing. Bill said he was concerned with the March 31, 2021 joint board meeting because if they do not produce a budget they will need to meet the following day to vote again and if the end result is no approval then the budget time line is done. Bill said he raised this concern with Attorney Smith. He said the board was never contacted by the Charter revision committee to ask our thoughts about the changes. He said the joint boards both need an affirmative vote to go to a public hearing. Bill is asking for clarification of who holds the meeting, does it require an affirmative vote by both boards, who runs the meeting and what the rules are governing a joint meeting. Ed St John said he wasn't anticipating they will have any issues and they can all come together at the BOF meeting and vote together.

- **Discussion of FY 21-22 Budget Calendar**

- **Set Board of Finance Regular Meeting Dates for 2021**

VOTED: Unanimously on a motion by Stephen Ruccio and seconded by Joseph Drauss to **SET** the FY 20-21 regular meeting on every second Wednesday at 7:00PM in Room 26 at Shepardson and/or via ZOOM as dictated by Covid 19.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Joseph Drauss and seconded by Stephen Ruccio to **ADJOURN** the meeting at 8:09 PM.

Respectfully Submitted,

Rachel Primus, Recording Clerk

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