



TOWN OF MIDDLEBURY

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

Special Meeting Minutes Wednesday January 27, 2021 ZOOM

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

Absent:

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.

Approval of January 13, 2021 Meeting Minutes

VOTED: Unanimously on a motion by Rita Smith and seconded by Vincent Cipriano to **APPROVE** the January 13, 2021 meeting minutes.

Old Business

None

New Business

- Discussion with Department Heads for 2021-2022 Budget Requests

Library

JoAnn Lorusso reviewed the proposed budget with the board. She noted this proposal is based on post Covid-19 figures. She is asking for a 2.6% increase. JoAnn told the board that the library's community outreach is hosting a cookbook fundraiser and she noted there are a lot of virtual opportunities on the library's website. JoAnn explained that on March 16, 2020 the library went into a Covid-19 business model. They were the only library in the state that did not

close. They will continue with this model.

JoAnn explained there is a 2% increase for part-and full-time employee positions. She noted there will be a change in the model for Dues and Trade Publications. The Office Supply account will increase due to cleaning supplies and the change in protocols in cleaning and disinfecting. The Heating and Oil account will increase. JoAnn said there will be no change in the Books and Audio account and the Periodicals will stay the same. Under the Technology account she has cancelled Comcast and will only be purchasing WiFi only because of the increase in charges. John Jenusaitis wanted to thank JoAnn and her staff and said they have been doing a wonderful job. Natrajan Kuppurai told JoAnn he would contact Comcast because he is a member of the Cable Council and will get information regarding the increase of charges. There was a discussion regarding the rental of the basement and Robin stated the current tenants lease is up in May and they will need to find another tenant.

Park and Recreation

Betsy Anderson reviewed the proposed budget with the board. She noted that they will be removing some accounts. Betsy explained the Park Maintenance and Repair account has increased because lawn care expenses have been moved into that account. She gave detailed description of what falls under each account. Betsy said that this year they will be aerating one field and will continue to do one a year. Ed St John said there will be a decrease in the Park and Recreation budget, but an increase in the Department of Public Works budget in the area of maintenance. Betsy said it was difficult to come up with all the expenses for the Self Sustaining Accounts, so she left them as they were and lowered them to match what was in the revenue accounts. She said the Salaries Account will increase. John asked why the lifeguards would make less money than the gate workers, feeling they should make more. Betsy agreed but said minimum wage is \$12.00 and will be going up to \$13.00, which is all broken down in the budget. She said they are contemplating hiring an adult to control the gate because people who shouldn't be getting into the park are. She has allocated extra funding for that possible position. Ed St John commended Betsy for a job well done. He noted that the parks and greenway are seeing more traffic than usual. Betsy said she also is allocating more money for the Park Maintenance Salary which has been at \$15.00 for almost 2 years. She is leaving the Special Event OT the same. Power and Controls is projected at \$11,200.00 but they are supposed to get new rates. Betsy said she received a quote from the Voices for advertising for \$9,181.00 due to Covid-19. In the past it cost the town \$1,500. She said she will need to find a better way to advertise. Ed St John suggested speaking with Marge from Bee-Intelligencer. Betsy said the Telephone Security account went up because the security wasn't getting charged to that account. She said the water usage cost has gone up, and she currently does not have a lot of detail on that but is asking for \$10,000. Betsy said that Vermont Systems will have a 3% increase per year and would be \$9,600.00 this year. She has inquired about Civic Rec which majority of towns use and the cost of switching. It would cost \$2,500.00 for the initial set up and then \$3,000.00 per year. If they decide to switch it can be up and running before the new fiscal year. Ed suggested she work with Elaine and Robin regarding this. She is requesting \$2,500.00 for the Office Supply account, will be removing the Postage Account and looking for a small increase in Professional Dues.

Public Works

Dan Norton presented his proposed budget and said he would just go over the items with changes. He said that the Town Hall Light and Power account ran in the red the last 2 years because they never had the correct number. They will use \$16,802.00 going forward. Dan said he is asking for an increase in the Telephone Account at \$3,350.00, Water Rents account at \$165.00, and Natural Gas account increase of \$300.00. He said he moved items out of Department 42 but left the Dog Pound items and supplies. He said they cut Repairs and Maintenance a bit. Dan said there is an increase in the salaries for Building and Grounds which

is contractual. He said the agricultural line item will increase because it is based on square footage and the town has expanded certain parks. Dan said that the Public Works Building and Site repairs has moved from Department 42 to Department 47. Dan said that Department 47 Janitorial Supplies has increased substantially due to Covid-19. Department 52 salary increase is contractual. He said Wearing Apparel is a new line item which covers the mechanic apparel. Dan explained there will be an increase in Gasoline Usage and a decrease in Diesel Usage accounts. He said the contractual obligation for waste removal has increased as well. The Temporary Salaries account has increased to reflect the increase in minimum wage. Dan said they will not know what the TIPPING fees will be with the change from the government.

Ed St John said the BOF will be hearing from the BOS and will get their proposed budget at the next meeting. Bill Stowell applauded Robin for all the work she has done.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Joseph Drauss and seconded by Rita Smith to **ADJOURN** the meeting at 8:12 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