



TOWN OF MIDDLEBURY

Board of Finance
1212 Whittemore Road
Middlebury, CT 06762

RECEIVED FOR FILING

February 16, 2024 at 1:10 pm

TOWN CLERK'S OFFICE
MIDDLEBURY, CT

Nancy H. Leland
TOWN CLERK

Meeting Minutes

Wednesday, February 14, 2024 – 7:00pm
Town Hall Conference Room

Present: Vincent Cipriano, Chairman
Dawn Albizu-Calabrese, Board Member
John Jenusaitis, Board Member
Rita Smith, Board Member
John Moriarty, Board Member Alternate

Absent: Stephen Ruccio, Board Member
Natrajan Kuppuraj, Board Member Alternate
Brendan Browne, Board Member Alternate

Also Present: Edward B. St. John, First Selectman
Jennifer Mahr, Selectman
Seth Bernstein, CFO
Tracy B. Graziano, Recording Clerk

Call to Order

Mr. Cipriano called the meeting to order with the Pledge of Allegiance at 6:59pm.
He appointed John Moriarty a voting member in place of Mr. Ruccio.

Approval of Prior Minutes

Ms. Smith made a MOTION to approve the Minutes from the February 10, 2024 meeting.
DISCUSSION: Mr. Cipriano requested a correction to a statement in the last paragraph under "New Business". The sentence reads, "He [Mr. Cipriano] asked that the Commissioners write down any questions they may have for that meeting". The sentence should read, "He [Mr. Cipriano] asked that the BoF members write down any questions they may have for that meeting".

Mr. Jenusaitis SECONDED and the MOTION PASSED. Ms. Albizu-Calabrese abstained from the vote as she was not present at that meeting.

Mr. Jenusaitis made a MOTION to approve the Minutes from the February 24, 2024 meeting.
Ms. Smith SECONDED and the MOTION was unanimously APPROVED.

Reports

- **Chief Financial Officer's Report**

Mr. Bernstein reported that Revenues and Expenditures are in good shape. In the month of January, both Property Taxes and Investment Income experienced large revenue amounts; Property Taxes are currently at 97% of the budgeted revenue. And as of this date, the Town has received 50% of the ECS Grant monies.

Expenditures overall have approximately 41% budget remaining amount with five more months in the fiscal year.

Mr. Cipriano inquired about the legal expenditures. Mr. St. John offered that these expenditures are related PD personnel issues and stated that Attorney Bob Smith will update both the Board of Finance and the Board of Selectmen in Executive Sessions at their respective meetings in the near future.

- **CNRF & Reserve Reports**

None

- **Capital Project Fund**

None

- **Infrastructure/Capital/Reserves**

See Appendix 1.a.

- **Tax Collector's Report**

See Appendix 1.b.

- **Special Duty Report**

None

- **First Selectman Status of Projects and Updates**

Mr. St. John dispersed a copy of the working doc for the *Proposed FY 24-25 Board of Selectmen Budget*. He highlighted line items that are new or have significant increases, primarily salaries and insurance increases, which are unavoidable. He offered that at this time, he's anticipating a 3 to 3.5 percent budget increase. However, these numbers are not yet final.

In response to a written request from Selectman Jennifer Mahr, Mr. St. John discussed bonding versus "pay-as-you-go", reserves, and surpluses, using a few examples including investment income (fluctuating interest rates) and Snow and Ice Removal Reserves (predicting material and labor needs based on the previous year). He explained that certain line items result in a surplus if the anticipated reserves are not needed in that budget year. Similarly, a surplus is recognized in a revenue line item when the revenue exceeds the projected income based on the previous year's revenue.

Routine Business

- **Budget Transfers as Required**

None

- **Correspondence**

Mr. Cipriano in receipt of a letter from the Region 15 Board of Education inviting the Board of Finance members to a Region 15 Budget discussion on Monday, February 26th at 6:30pm in the Media Room at Pomperaug High School.

Old Business

None

New Business

- **Discussion and Action on Fenn Farm Horse Barn**

Mr. St. John offered that the project for the restoration of the dilapidated building was designed and put out to BID awhile back. The winning BID is for \$35,000. Mr. Cipriano inquired if the Town is responsible for the restoration of the horse barn at Fenn Farm. Mr. St. John replied yes, that in compliance with the contract for the Town's acquisition of Fenn Farm, the Town is responsible for all maintenance and restoration of the buildings on the property.

Ms. Smith made a MOTION to transfer \$35,000 from Undesignated Funds to a new CRNF account for the restoration. Mr. Jenusaitis SECONDED and the MOTION was unanimously APPROVED.

Public Comments

None

Adjournment

Ms. Albizu-Calabrese made a MOTION to adjourn. Mr. Jenusaitis SECONDED, the meeting adjourned at 7:59p.m.

Next meeting of the Board of Finance will be on Wednesday, March 13, 2024 at 7:00pm in the Town Hall Conference Room.

Respectfully Submitted,
Tracy Graziano
Recording Clerk

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

Fiscal Year 2024-2025			
Infrastructure / Capital / Reserves "PAY AS YOU GO"			
Equal Appropriations of \$2,588,000			
Revenue Source	Budget	Account	Received
PTI Tower Rental/Technology Reserve	\$ 200,000.00	Capital Project Fund	
Town Aid Roads	\$ 223,000.00	Capital Project Fund	
LOCIP	\$ 56,808.00	Capital Project Fund	
MV Property Tax Grant	\$ 200,000.00	Capital Project Fund	
Municipal Revenue Sharing Account	\$ 152,000.00	Capital Project Fund	
Undesignated Fund Balance	\$ 1,756,192.00	Capital/Reserve/CNRF	
	\$ 2,588,000.00		\$ -
Expenditures/Reserves	Budget	Account	Received
Roads, Bridges, etc.	\$ 1,000,000.00	50-52-12-6094	
Buildings/Town Properties	\$ 300,000.00	50-47-00-6092	
Evidence & Youth Area at Police Dept. (NEW)	\$ 350,000.00	Reserve 4020	
Automatic Fire Protection (Sprinklers) and Heat Loss Project at Fire HQ (NEW)	\$ 300,000.00	50-47-00-6092	
Upgrades to Security Systems (NEW)	\$ 100,000.00	50-47-00-6092	
Fire Apparatus & Equipment Lease/Purchase Reserve	\$ 150,000.00	Reserve 7180	
4 SCBA's (Reserve)	\$ 34,000.00	CNRF 3502	
4 Portable Radios (Reserve)	\$ 14,000.00	CNRF 3501	
Public Works Equipment Lease/Purchase Reserve	\$ 150,000.00	Reserve 7250	
Police Cars & Equipment Lease/Purchase Reserve	\$ 130,000.00	Reserve 4010	
MRA Feasibility Study (NEW)	\$ 30,000.00	CNRF 8001	
Fire Dept Training Facility Feasibility Study (NEW)	\$ 30,000.00	CNRF 8001	
	\$ 2,588,000.00		\$ -
Capital Projects for Consideration:			
Fenn Farm Horse Barn Project (Structure Stabilization)	\$ 35,000.00		

Narrative 1

The current Middlebury Police Department evidence room is not up to the accreditation standards required. The Accreditation Standards are mandatory due to the Police Accountability Bill. The following guidelines are needed to bring our evidence room up to accreditation standards:

1. All firearms must be secured in a locked area within the evidence room.
2. All drugs seized must be secured in a locked area within the evidence room.
3. All monies seized must be secured in a locked area within the evidence room while being held until it can be deposited into the funds seized bank account.
4. All precious metals, jewelry, stones must be secured in a locked area within the evidence room.

All of the above secured areas within the evidence room must be separate. Items cannot be combined into one locked area of the evidence room. (Standard 1.2.2)

The current evidence room at the Middlebury Police Department is one room with no additional locked areas to meet the requirements for the accreditation standards. Due to new legal requirements (at risk warrants), a greater number of firearms are being seized and held. Additionally, proper air ventilation must be maintained within the drug lock up area to maintain adequate breathable air free from toxins produced by certain substances. Additionally, our current evidence room is not large enough to maintain proper storage of evidence.

Due to the need for a larger, more secure evidence area, we have plans to construct a new evidence room within the building. In so doing, we will use the vacant space of the current evidence room, and remodel it as a juvenile area to conform to the standards needed to be accredited for the Juvenile Holding Area standards.

The Juvenile area must consist of a separate area, where the juvenile can be held yet not be seen or heard by other. The Middlebury Police Department does not currently have a Juvenile area. The Juvenile Holding Area must have adequate lighting, access to water, fresh or purified air, wash basin and toilet. In most cases, the Juvenile is not held longer than 2 hours. (Standard 1.3.2) All Juvenile matters must follow the CT State Office of Policy and Management requirements which have also become mandatory standards for accreditation.

Narrative 2

The Fire Department Headquarters and the Police/Fire Building were both built in 1975-76, with consideration given to installing automatic Fire Protection Systems in both Buildings.

Unfortunately, wells were the only source of water supply.

In the early nineties, public water supply became available for both buildings. Waterlines were extended to both buildings, with the Fire Department Headquarters having a fire protection line installed within the building.

Fire Department Headquarters received numerous energy upgrades over the last ten years- what we determined was that the heat lost in this building is somewhat mind-boggling. Now is the time to provide for the proper insulation and complete the automatic fire protection system which has been designed.

The cost estimate of \$300,000 includes both projects.

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Appendix 1.b.

February 9, 2024

TO: Board of Finance

FROM: Cindy Palomba
Tax Collector

SUBJECT: January 2024 Collection Report

Attached please find the January 2024 report.

	01/31/2024
Real Estate	97.84%
Motor Vehicle	95.62%
Personal Property	95.09%
Supplemental Motor Vehicle	79.32%

Marhal Barbieri tentatively scheduled a tax sale for May 23rd at 6:00 P.M.
Up to six properties could be auctioned.

Any questions, please let me know.

Cindy

COLLECTED:	\$12,470,274.60
O/P :	0.00
SUB TOTAL :	\$12,470,274.60
INSF vs	7826.60

[illegible][illegible]

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Tax 5 Dashboard

Tax System 5 Version 5.1.183.183

02/09/2024

Town Only

Terminal / Batch

Terminal 26
Batch 143

Cash	0.00	0
Check	0.00	0
Credit Card	0.00	0
Total	0.00	0

Last Assessor Bridge

Run on: 09/25/2023

Percent Collection as of 02/09/2024

REAL ESTATE

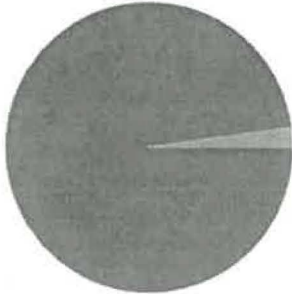
Uncollected - 2.16%
Collected - 97.84%

PERSONAL PROPERTY

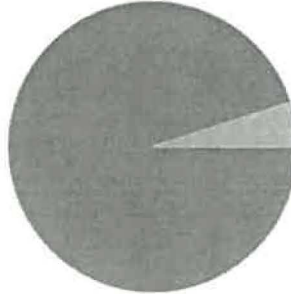
Uncollected - 4.91%
Collected - 95.09%

MV REGULAR

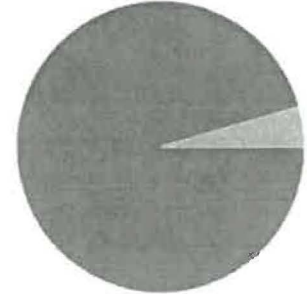
Uncollected - 4.38%
Collected - 95.62%



Total Due = \$707,882.53
Total Paid = \$32,074,425.56



Total Due = \$101,177.23
Total Paid = \$1,958,294.15



Total Due = \$149,130.13
Total Paid = \$3,253,822.73

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	32,782,308.09	32,074,425.56	707,882.53	97.84
PERSONAL PRO	2,059,471.38	1,958,294.15	101,177.23	95.09
MOTOR VEHICL	3,402,952.86	3,253,822.73	149,130.13	95.62
SUPP MOTOR V	444,010.20	352,973.57	91,036.63	79.50
SEWER USAGE	1,490,187.12	1,445,772.53	44,414.59	97.02
TOTALS:	\$40,178,929.65	\$39,085,288.54	\$1,093,641.11	

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