



## TOWN OF MIDDLEBURY

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

### **Meeting Minutes Wednesday July 14, 2021 – 7:00 PM Shepardson Community Center, Room 26**

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

Absent:

Also Present: Ed St John, First Selectman  
Elaine Strobel, Selectman  
Ralph Barra, Selectman  
Rachel Primus, Recording Clerk

William Stowell opened the meeting at 7:00 PM with the pledge of allegiance. He said there were a few items that needed to be added to the agenda.

**VOTED:** Unanimously on a motion by Stephen Ruccio and seconded by Vincent Cipriano to **ADD** discussion/possible action on holding the August meeting to the agenda.

**VOTED:** Unanimously on a motion by Joseph Drauss and seconded by Stephen Ruccio to **ADD** authorize the BOF chairman to approve any necessary budget transfers if the August meeting was cancelled to the agenda.

**VOTED:** Unanimously on a motion by Joseph Drauss and seconded by Stephen Ruccio to **ADD** have the finance office provide the BOF with the financial reports for July 1, 2020 through June 30, 2021 as well as the CNRF, Reserve, and Capital improvement funds report to the agenda.

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Joseph Drauss to **ADD** have the finance office provide the BOF with the financial reports through the end of June including any transactions included through July 31, 2021 to the agenda.

### **Approval of June 9, 2021 Meeting Minutes**

**VOTED:** Unanimously on a motion by Joseph Drauss and seconded by Rita Smith to **APPROVE** the June 9, 2021 meeting minutes.

### **Reports**

- **Chief Financial Officer Reports**

Bill stated no reports were received from the finance office as they were directed by the First Selectman to only focus on audit related issues.

- **CNRF & Reserve Reports**

No report received.

- **Tax Collectors Report**

Brenda reported that the bills went out mid-June. She stated they have already collected \$3 million dollars, which in previous years it has been less, so she is happy to report that. She noted that residents are utilizing online payments as well as the lock box. People are coming in and she expects the banks to come in at the end of the month. Brenda said that things are moving along.

- **Special Duty**

Amy said that they are off \$12,000.00 of the ending balance to match the receivables. She said that she has put in the credit for Heather Lewis, but it can be removed or reversed. She noted she is working with Amy at Frontier to have the April and May bills paid quickly.

### **Routine Business**

- Year End Budget Transfers as required.

None

- Correspondence

None

### **Old Business**

- Reply from Town Attorney regarding Budget Transfer and Town Meeting

Bill said they received a response from Attorney Smith regarding the budget transfers for the debt services budget. It is his opinion that it does not need to go to a town meeting. Bill said at the last BOF meeting they motioned to approve the transfer so no further action needs to be taken by the board and he stated the finance office should make the budget transfers at this time.

### **New Business**

- **Special Duty Write-Off of Uncollectible Invoice**

Bill said that Amy had already explained about the outstanding bill of \$456.00 from Heather Lewis.

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Stephen Ruccio to **WRITE OFF** the aged over 90 days invoice for Heather Lewis in the amount of \$456.00 as an un-receivable invoice.

Amy explained what the invoice was for and noted they should have required payment upfront. She stated they have billed and called Ms. Lewis several times.

- **Discussion/Possible action on the August 11, 2021 meeting.**

Bill stated he will be having surgery on the day of the meeting next month and will not be

available to attend the meeting. He also said that with what has been going on in the finance office this will give Connie more time to prepare the needed information for the audit. He is recommending the meeting be canceled.

**VOTED:** Unanimously on a motion by Joseph Drauss and seconded by Rita Smith to **CANCEL** the August 11, 2021 meeting.

- **Finance office to provide the BOF with the normal June 30<sup>th</sup> reports.**

**VOTED:** Unanimously on a motion by Stephen Ruccio and seconded by Vincent Cipriano to **ASK** the finance office to provide the BOF the normal June 30<sup>th</sup> reports for expenditure and revenue with any information up to July 31<sup>st</sup> by August 10th.

- **Authorize the BOF chairman to approve the necessary budget transfers if the August meeting is cancelled**

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Joseph Drauss to **AUTHORIZE** the BOF chairman to approve the necessary budget transfers if the August meeting is cancelled.

- **Finance office to provide the BOF with the financial reports for July 1, 2020 through June 30, 2021 for the CNRF, Reserve, and Capital Improvement Funds**

**VOTE:** Unanimously on a motion by Stephen Ruccio and seconded by Vincent Cipriano to **ASK** the finance office to provide the BOF members with the financial reports covering the period July 1, 2020 through June 30, 2021 CNF, Reserve and Capital Improvement Plan Accounts including all expenditures and encumbrances detail by August 10, 2021.

### **Public Comment**

None

Bill stated he was upset with what has transpired last month. He noted that Ed St John appointed a temporary committee to work with Connie to do the things that were needed for the audit. He said that Rita Smith was leading the committee and one member asked him why he wasn't involved. The member was told that Bill was part of an investigation. Bill asked what investigation he was part of because no one has approached him or asked him any questions. Rita Smith said she never said he was part of an investigation, but that Bill had a meeting with HR. Bill said he never met with HR and explained what occurred. Bill said that he and Joseph Drauss were not invited to be part of the committee, but all other members were. If they all had met, then it would have been a quorum. He feels it is a shame that the Chairman of the BOF is being shut out from what's transpiring in the finance office. He said he received a call from Vanessa, one of the auditors, asking if he was aware of what was going on. Bill said that Robin is no longer the acting CFO and that Rita is running the finance business. She would like someone to call her because she has questions he cannot answer. Ed St John said he would be glad to answer her questions and will call her tomorrow.

Rita Smith said she was asked to reach out to the BOF members. She said she called Joseph Drauss but never received a call back. Joe said he never received a call. She said she asked if anyone would be interested in helping Connie with what was left of the audit. Rita said they haven't met since the end of June.

### **Adjournment**

**VOTED:** Unanimously on a motion by Steve Ruccio and seconded by Vincent Cipriano to **ADJOURN** the meeting at 7:24 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