



## TOWN OF MIDDLEBURY

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

### **Meeting Minutes Wednesday November 10, 2021 – 7:00 PM Shepardson Community Center, Room 26**

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

Absent: Natrajan Kuppuraj, Alternate  
Joseph Drauss, Board Member

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

William Stowell opened the meeting at 7:00 PM with the pledge of allegiance. He appointed John Moriarty as a regular voting member in place of Joseph Drauss.

#### **Approval of October 13, 2021 Meeting Minutes**

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

#### **Reports**

- **Chief Financial Officer Reports**

Bill Stowell reported on the revenue side the investments are still down, as well as scrap metal and the elderly programs. He said he had no concerns on the expenses.

- **CNRF & Reserve Report**

Bill said the American Rescue Plan Act (ARPA) beginning balance was \$50,175 and had open purchase orders of \$362,278. He said he will ask Connie if there are any expenditures. Steve Ruccio asked if the \$362,278 should be included in the budgeted amount. Ed St John said that once the money has been spent it will then move to the expenditures. He said these are pandemic related expenses that have to offset the loss of revenue of \$400,000 to \$500,000 range from the sewer and water account. Bill asked that they let the BOF know what the money is

being spent on. Ed said that it is strictly sewer right now. He gave an update on the WPCA project.

- **Capital Project Fund**

Nothing to report.

- **Covid Relief Fund**

Bill Stowell said the report is the same as last month, with a \$4,297.19 credit.

- **American Rescue Plan Fund**

Bill reported \$64,231 was spent from the Fenn Farm account. This includes August and September. Ed St John said part of the expenses were the new phone system.

- **Tax Collectors Report**

Brenda reported the tax sale went well. There were 11 bidders and the property sold for \$176,000. She said the property is sold as is. She said after the taxes and fees are paid the remainder of the money goes to the court and is held for 6 months. A discussion ensued regarding the tax sale process. Brenda said that taxes are going well. The supplemental bills will go out December 1<sup>st</sup>. She said that the Department of Motor Vehicle left off about 30 cars from the supplemental list due to a problem with registrations. She said she has given the Marshal the warrants which will be going out soon. They are over budget on back taxes and have collected on some old accounts over the last few months.

- **Special Duty Report**

Bill said all accounts are current and he doesn't see anything to worry about.

### **Routine Business**

- **Budget Transfers as required**

None

- **Correspondence**

None

### **Old Business**

- **IT Budget Transfer for \$30,000**

Bill said this item was tabled from last month. He said Connie provided them with information regarding 4 payments of various amounts. He is concerned with the expenditure side of the department 72 account. He said they have put in \$103,986 year to date with an encumbered balance of \$33,920. He will ask Connie to provide the Board with what is included in the \$103,986 budget and also what the encumbrances are. He is recommending they table this item again until he can get detailed information from Connie.

### **New Business**

- **Discuss 2022-2023 Budget Calendar**

Bill said he was in contact with Connie regarding last year's budget calendar. He noted that in the past, they held special meetings in January and February, and asked if everyone still agreed to continue with that procedure. He said they do have legal requirements to follow and he will talk with Connie about those. Bill felt they should move forward and hold the special meetings.

- **Approval of the 2022 Meeting Schedule**

There was no change from the current schedule.

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by John Moriarty to **SET** the regular meetings on the second Wednesday of every month at 7:00 PM in room 26 at Shepardson Community Center.

**Public Comment**

None

**Adjournment**

Bill asked for an update on the hiring of a new CFO. Ed St John said there is nothing new to report at the moment, they are currently in the interview process. Bill felt it was a shame that the board was not included in the hiring process. Ed said the audit has been completed and the board should receive the numbers in December.

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Dawn Calbrese to **ADJOURN** the meeting at 7:35 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