



## TOWN OF MIDDLEBURY

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

### **REVISED Meeting Minutes Wednesday December 8, 2021 – 7:00 PM Shepardson Community Center, Room 26**

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

Absent: Natrajan Kuppuraj, Alternate

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

Ed St John opened the meeting at 7:00 PM with the pledge of allegiance. He reported they are still without a Chief Financial Officer but is hoping to have one soon. Ed said he added the draft audit to the packets for the members. He noted there is a vacancy for a republican alternate due to John Jenusaitis becoming a regular member. Joe Drauss asked about the procedure of becoming a regular member from being an alternate. Ed St John said he will fill vacant regular member positions with alternate members first.

Ed St John requested a nomination for the vacant Chairman position.

**VOTED:** Unanimously on a motion by Joseph Drauss and seconded by John Jenusaitis to

**NOMINATE** Vincent Cipriano as Chairman.

Ed said they have requested budgets from departments and are getting the worksheets back already. He was most concerned with the cost of inflation and said that all union negotiations were complete except for one small group.

#### **Approval of November 10, 2021 Meeting Minutes**

**VOTED:** Unanimously on a motion by Rita Smith and seconded by Stephen Ruccio to

**APPROVE** the November 10, 2021 meeting minutes. Joseph Drauss abstained.

#### **Reports**

- **Chief Financial Officer Reports**

Vinnie said the report was included in the packets. Ed St John reported the revenues are fine. Building permits and real estate conveyance is doing well. He said there are a few items on the revenue side they will discuss later. Ed said they will bring back the medical reserve money. He wasn't concerned with the encumbrances. All the encumbrances made against accounts with purchase orders are in except one for the annual salt purchase. He said that police vehicles are on order and they have already been encumbered to their accounts.

- **CNRF & Reserve Report**

Vinnie said he does not see anything outstanding in the report, and that it seems to be the same as last month.

- **Capital Project Fund**

Ed St John said you can see what projects have been completed and they are gradually working on the list and getting as much done as they can. He said they will not bond going forward and will pay as they go. He said the estimates from a few years ago have now increased. Ed said they are trying to prioritize. A discussion ensued regarding road repairs.

- **Covid Relief Fund**

Ed explained this is a State Grant which expenses need to be directly related to mitigation and be pandemic related. He said there is still a balance in the account.

- **American Rescue Plan Fund**

Ed explained the parameters for this fund. He said the town needs to show a loss of revenue. Ed said that ultimately, they will end up with a new pumper tank, but this will need to be put to bid. DPW is looking to outfit a vehicle with sanders and plows. He explained that Connie is doing the monthly reports and they are trying to do everything by the rules. Ed said they have received half of the money already and expect the other half in June or July of 2022. He noted they need to spend the money properly. Vinnie felt it was important to continue to see the detailed report they've been getting on a monthly basis.

- **Tax Collectors Report**

Brenda said that things are going well. The supplemental bills were sent out last week. \$485,000 was billed out which is higher than usual. She reported last month about the tax sale which is status quo until May 10<sup>th</sup>. A discussion ensued regarding the increase in supplemental taxes billed out compared to last year.

- **Special Duty Report**

Ed St John said there is nothing opened ended and vendors are paying their bills. He said things tend to slow down for a few months.

### **Routine Business**

- **Budget Transfers as required**

None

- **Correspondence**

Vinnie said the only letter he received was Bill Stowell's letter of resignation.

### **Old Business**

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

Ed St John said when the budget was made the telephone account would be drawn down and moved to the IT account. Elaine Strobel explained that telephone bills are now more IT. She gave a brief explanation about the expenses. She said they can't take all the money from this account because Public Works telephone account includes the land line and cell phones. Ed said there is some residual left in the telephone account but they are seeing a massive reduction in phones. He said at the end of the year they can make an adjustment budget wise. It was agreed they would rescind the transfer.

- **Discuss 2022-2023 Budget Calendar**

Ed said they will have the latest calendar at the next meeting. He would like Vinnie to meet with Connie to change the dates, but keep the schedule for next year the same. He said he is considering moving the meeting back to the Town Hall. Elaine said she would change the dates and give them to Connie.

### **New Business**

- **Discuss email from CLA Auditor, Jessica Aniskoff**

Vinnie said the email is asking us to get the audit numbers correct and rescind the votes from the Board of Finance June 9, 2021 meeting for the transfers. Ed said this action was taken before they received the opinion from council. Rita said the first 3 votes were not necessary and the other 2 were covered in Bob Smith's letter.

**VOTED:** Unanimously on a motion by Rita Smith and seconded by Stephen Ruccio to  
**RESCIND** the following motions from the June 9, 2021 Board of Finance Meeting:

**VOTED:** Unanimously on a motion by Stephen Ruccio and seconded by Rita Smith to  
**APPROVE** the transfer from the Reserve for Contract Negotiation account (01-76-00-9851) of \$20,000.00 to the Police Salaries account (01-40-01-6002).

**VOTED:** Unanimously on a motion by Joseph Drauss and seconded by Rita Smith to  
**APPROVE** the transfer

From Reserve Rev: Reserve for Contract Negotiations account (30-20-02-4220) (\$56,887.01)  
From Reserve Exp: Reserve for Contract Negotiations account (30-20-02-6092) 56,887.01  
To Revenue: Transfer in from Reserve Funds (01-81-81-3705) (\$56,887.01)  
To Expense: Police Salaries (01-40-01-6002) \$56,887.01

**VOTED:** Unanimously on a motion by Rita Smith and seconded by Joseph Drauss to  
**APPROVE** the transfer

From Reserve Rev: Reserve for Snow Plow Labor (30-72-40-4220) (\$41,429.33)  
From Reserve Exp: Reserve for Snow Plow Labor (30-72-40-6092) \$41,429.33  
To Revenue: Transfer in from Reserve Funds (01-81-81-3705) (\$41,429.33)  
To Expense: Snow & Emergency Overtime/Reserve (01-52-01-6012) \$41,429.33

It was discussed that the following motion made at the June 9, 2021 meeting to approve the transfers that the Board of Selectman made did not need to be done based on the Town Attorney's letter dated July 12, 2021. No action by the Board of Finance was needed.  
Transfer from account 01-76-00-9851 – Reserve for Contract Negotiations for \$6,500 to account 01-10-01-6002 – Salaries  
Increase in the budget for \$69,031 to account 01-40-01-6002 Salaries

### **Public Comment**

None

**Adjournment**

VOTED: Unanimously on a motion by Joseph Drauss and seconded by Stephen Ruccio to **ADJOURN** the meeting at 7:59 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