



## TOWN OF MIDDLEBURY

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

### **Meeting Minutes Wednesday January 12, 2022 – 7:00 PM Shepardson Community Center, Room 26**

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

Absent: Natrajan Kuppuraj, Alternate  
Stephen Ruccio, Board Member  
John Moriarty, Alternate

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

Vincent Cipriano called the meeting to order at 7:00 PM

#### **Approval of December 8, 2021 Meeting Minutes**

**VOTED:** Unanimously on a motion by Rita Smith and seconded by John Jenusaitis to **APPROVE** the December 8, 2021 meeting minutes.

#### **Reports**

- **Chief Financial Officer Reports**

Vinnie said the report was included in the packets. Regarding the expenses, Vinnie said they are half way through the year and asked members to look at the percentages. He asked them to let him know if they have any concerns. He said things look status quo. There were no questions regarding the revenue.

- **CNRF & Reserve Report**

Vinnie said they need to clean up accounts with negative balances. Ed St John agreed. Ed said things are quiet this time of year.

- **Capital Project Fund**

- **Covid Relief Fund**

Ed St John wanted to give an update on the Covid Relief Fund. He said many of the larger cities got millions of dollars but Middlebury only got \$29,000. He gave the board a complete breakdown which involved anything to do with mitigation. Ed said the fund has been closed out and the money has been spent.

- **American Rescue Plan Fund**

Ed St John said the Board of Selectman had meetings with the department heads and asked if they had an interest in the American Rescue money. If they did, they would need to submit a formal request. As of today, the fire department is the only request received. Ed said they have requested a dehumidifier, ventilation, a new boat and ambulance equipment. The Board of Selectman will review all the requests and will meet again on Tuesday. They have allocated \$150,000 to go towards a new pumper tanker for the Fire Department. The town has received \$1.2 million and expects \$2.3 million. These funds are to be spent on sewer, water and broad band internet. Ed said the board has to prioritize where the money has to go. He knows that some departments need things, but won't ask. Ed said they have plenty of time and he expects to receive the second half of the money in June or July.

- **Tax Collectors Report**

Vinnie said the report was included in the packets. He said they are ahead of collections with the mailing out of the motor vehicle tax bills.

- **Special Duty Report**

Vinnie said the report was included in the packets. Ed said there are a few outstanding accounts that they are working on collecting. Vinnie said they will see what happens next month.

### **Routine Business**

- **Budget Transfers as required**

None

- **Correspondence**

None

### **Old Business**

None

### **New Business**

- **Audit is complete for June 30, 2021**

Ed St John passed out copies of the audit to the board.

- **Management's Discussion and Analysis**

Ed St John explained the Management letter was sent out as soon as it was received. He said he is always interested in the end of the fiscal year. He said the total General Fund ending balance was \$5,166,992 or 12.3%. Ed said this was a bigger number then last year. He said if the members look under the revenues they can see where the money came from and they also show where the town spends most of the money under Governmental activities. The reported balance is \$11,770,304. Ed said you can see that the town is doing very well. He said the auditors came

up with a higher number then they did with \$385,000 revenue over budget. The expenditures was under budget by \$540,396. Ed said he thinks they had a great year. He said this information came directly from the auditors. Ed said there has been a substantial increase in the grand list, almost 20% or about \$200 million. He said his intent is to lower the mill rate. Ed said that the proposed budgets coming in are reasonable. He did note that the cost of doing business is increasing as well as waste disposal cost. He is hoping that the increase on the commercial side of the grand list will help offset some of the costs. Joe Drauss asked if there was a way to track the number of children new families had. Ed answered there is no way of tracking that. He said they will do their best to shave down the budget this year. He said the Region has done a great job steering the town through the pandemic.

- **Financial Statements will be distributed upon receipt from CLA**

**Public Comment**

None

**Adjournment**

VOTED: Unanimously on a motion by John Jenusaitis and seconded by Dawn Calabrese to **ADJOURN** the meeting at 7:45 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