



TOWN OF MIDDLEBURY

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

Meeting Minutes Wednesday February 9, 2022 – 7:00 PM Town Hall Conference Room

Present: Vincent Cipriano, Chairman
Stephen Ruccio, Board Member
Rita H Smith, Board Member
John Jenusaitis, Board Member
John Moriarty, Alternate

Absent: Natrajan Kuppuraj, Alternate
Joseph Drauss, Board Member
Dawn Albizu-Calabrese, Board Member

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 7:01 PM. He placed John Moriarty as a regular voting member in place of Joseph Drauss.

Approval of January 12, 2022 Meeting Minutes

VOTED: Unanimously on a motion by Rita Smith and seconded by John Jenusaitis to **APPROVE** the January 12, 2022 meeting minutes.

Approval of January 26, 2022 Special Meeting Minutes

VOTED: Unanimously on a motion by Rita Smith and seconded by John Jenusaitis to **APPROVE** the January 26, 2022 special meeting minutes with the correction under the Middlebury Library Budget discussion change hybrid digital inclusion to hybrid services and digital inclusion.

Reports

• Chief Financial Officer Reports

Ed St John reported that things are going along fine and nothing seems to be out of place. He said that revenues are running ahead of budget and the numbers are good. The Building Department has already received \$159,000 out of the projected \$175,000 with five more months to go. Ed St John said there is no slowdown in the real estate transfers. He said the tax

collections are slower this year, but Brenda Carter is doing a great job in collecting past due taxes. Ed St John said there is nothing significant with the expenditures, but there are a few items that might eventually be an issue. He said under the Capital Budget they have one more year for road repairs.

- **CNRF & Reserve Report**

Vincent Cipriano said there are two accounts that are in the negative. Ed St John said they have been around forever and they will need to do something with them. He will sit down and see how to write those off correctly.

- **Capital Project Fund**

Ed St John said this was included in the packets. Vincent Cipriano said everything is itemized that is being worked on and the projects that have been completed. Ed St John said the construction is done on a calendar budget and it works different then the fiscal year. He said it may appear to be over budget but it's going into next year's money. He noted that all bids that go out now are subject to a price increase, nothing is a fixed price anymore. He noted that the bigger projects have been completed already.

- **Covid Relief Fund**

Vincent Cipriano said this is a detailed report included in the packets which shows all the charges. Ed St John said they are finishing up the audit. He said they received \$29,000 in relief money. He said they have only received two requests and they are from the Fire Department.

- **American Rescue Plan Fund**

- **Tax Collectors Report**

Brenda Carter reported they collected \$1.4 million so far. The delinquent letters have already been sent out. She said she is not sure if Covid-19 will effect payments. Brenda Carter said demand notices will be sent out on March 1st. She said the figures are a bit distorted right now until they get through February. Ed St John said the Board of Selectman is currently discussing a new ordinance with regards to out of state registered motor vehicles and one to curb the ATV issue in town.

- **Special Duty Report**

Ed St John said everything is going along good.

Routine Business

- **Budget Transfers as required**

None

- **Correspondence**

Vincent Cipriano said he received a letter from the Torrington Area Health District stating the rates are going down to \$120.00 for the town.

Old Business

None

New Business

Ed St John handed out a copy of the Board of Selectman proposed budget. He said they have

met with all the bigger department heads. He said it's looking to be a 3% to 4% increase for the town budget, and the school budget over 4% increase. He said they will need to pick up capital areas that will need maintenance for next year. Ed St John said that most of the Union settlements were under 3%. The proposed budget is almost 2% less than last year's budget. He said they developed a budget that removes the Capital items, and last year the budget included Capital items for consideration. Ed St John included a supplement which included the Infrastructure, Capital and Reserves breakdown. He said last year they put \$500,000.00 into revenue. They are proposing to use undesignated money. There will be no additions to expenditures, only the two items covered by Capital Funds. A discussion ensued regarding the purchasing and outfitting of new police vehicles, along with the sale and phasing out of the old vehicles. A discussion ensued regarding the funding for the undesignated fund. Ed St John noted the grand list went from \$987 million to \$1,169,697.00. The average of the grand list is up 20%. He said if they can get a budget that is less than a 3% increase, then he thinks they have done their best to keep tax payers in mind. Ed St John said the current mill rate is 34.81 and he is looking to lower it to 29, but they haven't gotten the school budget yet.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by John Jenusaitis and seconded by John Moriarty to **ADJOURN** the meeting at 8:22 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