



TOWN OF MIDDLEBURY

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

Meeting Minutes Wednesday April 13, 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
Joseph Drauss, Board Member
Dawn Albizu-Calabrese, Board Member
John Moriarty, Alternate
Brendan Browne, Alternate

Absent: Natrajan Kuppuraj, 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 7:02 PM. He introduced Brendan Browne, the new alternate and welcomed him to the board.

Approval of February 9, 2022 Meeting Minutes

VOTED: Unanimously on a motion by Rita Smith and seconded by John Jenusaitis to **APPROVE** the February 9, 2022 meeting minutes.

Approval of February 23, 2022 Special Meeting Minutes

VOTED: Unanimously on a motion by Rita Smith and seconded by Stephen Ruccio to **APPROVE** the February 23, 2022 special meeting minutes.

Approval of March 15, 2022 Joint Board Meeting Minutes

VOTED: Unanimously on a motion by Joseph Drauss and seconded by John Jenusaitis to **APPROVE** the March 15, 2022 joint board meeting minutes.

Approval of March 17, 2022 Joint Board Meeting Minutes

VOTED: Unanimously on a motion by Joseph Drauss and seconded by Stephen Ruccio to **APPROVE** the March 17, 2022 joint board meeting minutes.

Approval of April 6, 2022 Public Hearing Meeting Minutes

VOTED: Unanimously on a motion by Rita Smith and seconded by Joseph Drauss to **APPROVE** the April 6, 2022 public hearing meeting minutes.
Dawn Albizu-Calabrese abstained.

Reports

- **Chief Financial Officer Reports**

Vincent Cipriano said the reports are in the packet and were emailed prior to the meeting. He said that the revenue looks good. Ed St John said the revenue side has increases on real estate tax conveyance, the building department, and with taxes. Ed St John reviewed the expenses. He pointed out that a year ago the town hall natural gas account was under budget and now with the cost increase it is already \$663.00 over budget. This same situation carries throughout the budget. He noted that in the past they never had such a drastic increase in gas and oil costs within a budget year. He said it's not that the departments are using more energy, it's that when the budget was created the cost of fuel was \$1.00/gallon and now it is \$3.00/gallon. Ed St John said the Power and Control account for the Fire Department is fine, but the heating and oil account is over budget. Steve Ruccio asked why the Equipment maintenance account for the fire department is over by 20%. Ed St John said he was not sure, but he will look into it and get back to the board. Ed St John said the Police Department Power and Control account is doing well. It appears the energy improvements are working. The motor vehicle maintenance is also over budget. He explained that the Library and Fire Department currently use heating oil, but once the natural gas lines are run they will be switching both buildings over. Ed St John said the Public Works Motor Vehicle maintenance account is over budget, but there is a surplus in the snow and ice account and can possibly offset this. They are the biggest consumer of diesel fuel in the town. He said every year they budget the right number, and never could have imagined such an increase in price. Ed St John said the Library heating oil account is over budget. He said all the buildings are energy monitored. Vincent Cipriano noted the Computer Equipment account is under budget by \$19,000. Ed St John said they are not transferring money in for the Mitel System, it is still in the operating budget for now. Elaine Strobel said the Building Department got new equipment as well.

Ed St John said at the public hearing Mike McCormack brought up a question regarding the Police Department. He didn't see any numbers that looked out of the ordinary. The number that Mike gave does not jive with what was given at the meeting. Ed St John said the expenditures are running on budget, if not under. He said they paid 4 years of back pay for contracts that had not been settled. Ed St John said the Board of Selectman met with all the major department heads. A discussion ensued regarding the CFO position. Steve Ruccio asked if the American Rescue Plan was budgeted for the building. Ed St John said there is \$1,153,911 available and it was supposed to be an \$800,000 project. They pre-bought the equipment last year and saved on price increases. He said they are hoping to use some of the Rescue funds to equip the new fire truck and a public works vehicle. The balance of the remaining money has not been committed to those areas and has to be charged against the loss of money due to the pandemic.

Ed St John handed out a report with the Region 15 proposed budget. The total gross is \$80,338,014 and the total budget amount is \$77,744,060.

- **CNRF & Reserve Report**

- **Capital Project Fund**

Ed St John said the Capital items are moving along and nothing is changing.

- **Covid Relief Fund**
- **American Rescue Plan Fund**
- **Tax Collectors Report**

Vinnie Cipriano said that Brenda was doing a great job and the numbers look amazing. A discussion ensued regarding tax sales.

- **Special Duty Report**

Routine Business

- **Budget Transfers as required**

None

- **Correspondence**

None

Old Business

None

New Business

None

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Dawn Albizu-Calabrese and seconded by Rita Smith to **ADJOURN** the meeting at 8:02 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