



## TOWN OF MIDDLEBURY

Board of Finance  
1212 Whittemore Road  
Middlebury, CT 06762

RECEIVED FOR FILING *p*

*Aug. 17 2022* at *2:10* M.

TOWN CLERK'S OFFICE  
MIDDLEBURY, CT

*Brynn M. Brown*  
TOWN CLERK

### Meeting Minutes

Wednesday August 10, 2022 – 7:00 PM

Town Hall Conference Room

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

Absent: Natrajan Kuppuraj, Alternate  
John Jenusaitis, Board Member

Also Present: Ed St John, First Selectman  
Elaine Strobel, Selectman  
Ralph Barra, Selectman  
Liana St. Germain, Recording Clerk  
Marj Needham, Middlebury Bee Intelligencer  
Linda Zukauskas, Voices

Vincent Cipriano called the meeting to order at 7:00PM, with the Pledge of Allegiance. He appointed Brendan Browne as regular voting member in place of John Jenusaitis. Unanimously on a motion by Stephen Ruccio and seconded by Vincent Cipriano.

### Approval of June 8, 2022 Meeting Minutes

**VOTED:** Unanimously on a motion by Rita Smith and seconded by Dawn Albizu-Calabrese to **APPROVE** the **June 8, 2022**, meeting minutes. Joseph Drauss abstained.

### Reports

#### • Chief Financial Officer Reports

Ed St. John is hoping to get the CFO Seth, to attend a meeting but he is currently busy preparing for the auditors who will be in house in the upcoming week. Ed St. John does not anticipate any issues. He went over and reviewed the end of the year Expenditures. Ended year very well. Expenditures for the Selectman was in the black due to an interim finance director and not having someone fulltime. Treasurer is a wash. The assessor is \$14, 000 in the black, he works 1 day a week in Litchfield, we reduced his pay by one day, working out well, no issues with the department, everything is getting done. Town Clerk, \$4,000 in the black. One thing he would

like to touch base on is the Legal is \$31,000 in the black, Ed may go back to the board and request that be put into the reserve. He believes we will be dealing with prolonged issues with the department of labor with police matter that took place a couple years ago, this is still on going. The Town pays the attorney on a retainer basis but when this gets into litigation it turns into an hourly basis, and can become expensive, they believed this was going to take place in June, but it has since been pushed to November. Building Department was over by \$3,441.29, building official came to work for us in the middle of the budget year, and we had to adjust his pay in order to get this individual. Most of town boards and commissions are in the black. Insurance is \$23,000 in the good, Ed St. John stated this is somewhat surprising. Insurance was put up for bid in June and we no longer have CCM, we now have a new carrier, Travelers, the Town of Middlebury saved \$90,000. Fire Department is \$10,000 in the red, but overall Fire Department is well within budget. Now getting into the operating part, you will see the cost of energy took a big jump, just in fuel alone. Police department, for the last three years has come in the black, most of which is done in overtime. They are the biggest consumers of gasoline where DPW is the biggest consumer of diesel fuel. Northwest, all of our communications is under budget. DPW, their budget came in the black slightly. The diesel budget is almost \$30,000 over budget, it's not that they are burning more fuel, we're just paying more for the same amount of fuel. Social Services is good in the black. Library is \$77,000 in the black, a lot of this was due to staffing shortage. We were budgeted for the full staffing, which we are now fortunate to get back to full staff. Employee Benefits, town pays directly for unemployment. Reserve accounts, any money left over was transferred forward to further reserves. Still have outstanding invoices, will touch base with Connie.

Ed St. John states the bottom line the town did very well. Also, mentioned getting Fire Department on natural gas before the end of the year, will be a big savings for Fire. Going onto to further state all town buildings will be switched to natural gas one at a time.

Revenues – Ed St. John, read off and went over the Town's Revenue of Expenditures. He went on to state that we have a very good year with the budget and revenue ahead. Region went out for bid for insurance. Southbury went off on their own, they pulled out of the group. We stayed with Anthem BlueCross BlueShield. Went into discussion on number of employees and cost, along with the employees in teamsters.

Ed St. John stated we'll have a better reading financially where we stand, when we are out 3 months.

- **CNRF & Reserve Report**

Vincent stated numbers are in the packets and seem stagnant, doesn't see anything glaring.

- **Capital Project Fund**

None

- **American Rescue Plan Fund**

None

- **Tax Collectors Report**

Handout in packet.

- **Special Duty Report**

None

**Routine Business**

- **Budget Transfers as required**

Per Ed St. John the only transfer we have this year will be the building department. Vincent has no budget transfers.

- **Correspondence**

None

**Old Business**

None

**New Business**

None

**Public Comment**

None

**Adjournment**

**VOTED:** Unanimously on a motion by Joseph Drauss and seconded by Rita Smith to **ADJOURN** the meeting at 7:43 PM.

Respectfully Submitted,

Liana St. Germain Recording Clerk

Cc: Board of Selectmen  
Board of Finance and Alternates  
Janine Bowler, Town Treasurer  
Email Notification for Website  
File

# Town Of Middlebury

## Statement of Revenue and Expenditures

**Revised Budget**  
**For General Fund (01)**  
**For the Fiscal Period 2022-1 Ending July 31, 2022**

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>All State Grants Revenues</b>					
01-05-14-4250 P.I.L.O.T. State Property	\$ 40,784.00	\$ 0.00	\$ 40,784.00	\$ 0.00	100.00%
01-05-70-4770 Equalized Cost Sharing Grant (ECS)	1,026,996.00	0.00	1,026,996.00	0.00	100.00%
<b>Total All State Grants Revenues</b>	<b>1,067,780.00</b>	<b>0.00</b>	<b>1,067,780.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Treasurer Revenues</b>					
01-12-12-4230 Investment Income	20,000.00	16,011.33	20,000.00	16,011.33	19.94%
<b>Total Treasurer Revenues</b>	<b>20,000.00</b>	<b>16,011.33</b>	<b>20,000.00</b>	<b>16,011.33</b>	<b>19.94%</b>
<b>Assessment Revenues</b>					
01-14-14-4100 Assessor Personal Property Audits	10,000.00	0.00	10,000.00	0.00	100.00%
01-14-14-4805 Assessor Copy Fees	250.00	0.00	250.00	0.00	100.00%
<b>Total Assessment Revenues</b>	<b>10,250.00</b>	<b>0.00</b>	<b>10,250.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Tax Collector Revenues</b>					
01-15-15-4100 Property Taxes	35,832,278.58	17,184,611.79	35,832,278.58	17,184,611.79	52.04%
01-15-15-4105 Supplemental Auto	300,000.00	133.40	300,000.00	133.40	99.96%
01-15-15-4107 Prior Years Taxes	175,000.00	28,776.52	175,000.00	28,776.52	3%
01-15-15-4110 Interest/Penalties	75,000.00	5,681.21	75,000.00	5,681.21	92.43%
01-15-15-4186 Tax Collector Copies/DMV Fees	750.00	15.00	750.00	15.00	98.00%
<b>Total Tax Collector Revenues</b>	<b>36,383,028.58</b>	<b>17,219,217.92</b>	<b>36,383,028.58</b>	<b>17,219,217.92</b>	<b>52.67%</b>
<b>Town Clerk Revenues</b>					
01-16-16-4600 Real Estate Conveyance Tax	130,000.00	27,357.02	130,000.00	27,357.02	78.96%
01-16-16-4610 Deed Recording Fees	35,000.00	4,179.00	35,000.00	4,179.00	88.06%
01-16-16-4620 Vital Statistics Fees	7,000.00	880.00	7,000.00	880.00	87.43%
01-16-16-4630 Dog Licenses	700.00	114.00	700.00	114.00	83.71%
01-16-16-4660 Notary Certification	1,000.00	155.00	1,000.00	155.00	84.50%
01-16-16-4805 Town Clerk Copies	10,000.00	751.50	10,000.00	751.50	92.49%
01-16-16-4830 Miscellaneous	200.00	10.00	200.00	10.00	95.00%
<b>Total Town Clerk Revenues</b>	<b>183,900.00</b>	<b>33,446.52</b>	<b>183,900.00</b>	<b>33,446.52</b>	<b>81.81%</b>
<b>Building Department Revenues</b>					
01-23-23-4300 Building Permits & Fees	199,799.73	28,053.50	199,799.73	28,053.50	85.96%
01-23-23-4310 Plan Review Revenue	2,800.00	350.00	2,800.00	350.00	87.50%
01-23-23-4320 Zoning Permits, DEP Fees, Enforce	20,000.00	252.00	20,000.00	252.00	98.74%
01-23-23-4330 Inlands Wetlands Fees	3,000.00	0.00	3,000.00	0.00	100.00%
01-23-23-4350 Zoning Appeals Fees	900.00	0.00	900.00	0.00	100.00%
01-23-23-4380 Sale Planning/Zoning Regs.	100.00	0.00	100.00	0.00	100.00%
01-23-23-4390 Sale Conservation Regs.	50.00	0.00	50.00	0.00	100.00%
<b>Total Building Department Revenues</b>	<b>226,649.73</b>	<b>28,655.50</b>	<b>226,649.73</b>	<b>28,655.50</b>	<b>87.36%</b>
<b>Donations / Tower Rental Revenues</b>					
01-27-27-4262 Westover Donation	26,000.00	0.00	26,000.00	0.00	100.00%
<b>Total Donations / Tower Rental Revenues</b>	<b>26,000.00</b>	<b>0.00</b>	<b>26,000.00</b>	<b>0.00</b>	<b>100.00%</b>

# Town Of Middlebury

## Statement of Revenue and Expenditures

Revised Budget  
For General Fund (01)  
For the Fiscal Period 2022-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Water Commission Revenues</b>					
01-34-34-4425 Water Connection Fees	3,600.00	0.00	3,600.00	0.00	100.00%
<b>Total Water Commission Revenues</b>	<b>3,600.00</b>	<b>0.00</b>	<b>3,600.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Fire Department Revenues</b>					
01-35-35-4030 Blasting Permits, Copies, Other	200.00	0.00	200.00	0.00	100.00%
<b>Total Fire Department Revenues</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Police Department Revenues</b>					
01-40-40-4010 Accident Reports	1,200.00	0.00	1,200.00	0.00	100.00%
01-40-40-4020 Parking Tickets	100.00	0.00	100.00	0.00	100.00%
01-40-40-4028 Judicial Revenue Ticket Violations	3,000.00	470.00	3,000.00	470.00	84.33%
01-40-40-4029 Region 15 School Security	60,000.00	0.00	60,000.00	0.00	100.00%
01-40-40-4030 Other Permits, Photos, Fingerprints	4,000.00	140.00	4,000.00	140.00	96.50%
01-40-40-4035 Police Special Duty	115,000.00	25,096.24	115,000.00	25,096.24	78.18%
01-40-40-4040 Alarm Ordinance Fines	1,000.00	275.00	1,000.00	275.00	72.50%
<b>Total Police Department Revenues</b>	<b>184,300.00</b>	<b>25,981.24</b>	<b>184,300.00</b>	<b>25,981.24</b>	<b>85.90%</b>
<b>Buildings and Grounds Revenues</b>					
01-47-47-4220 Town Facility Rental Revenue	4,000.00	100.00	4,000.00	100.00	97.50%
<b>Total Buildings and Grounds Revenues</b>	<b>4,000.00</b>	<b>100.00</b>	<b>4,000.00</b>	<b>100.00</b>	<b>97.50%</b>
<b>Infrastructure Trust Fund Revenues</b>					
01-53-53-4255 Telecommunications	20,000.00	0.00	20,000.00	0.00	100.00%
<b>Total Infrastructure Trust Fund Revenues</b>	<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Waste Removal Revenues</b>					
01-55-55-4268 Scrap Metal Revenue	8,000.00	0.00	8,000.00	0.00	100.00%
01-55-55-4510 Transfer Station Fees	28,000.00	3,625.00	28,000.00	3,625.00	87.05%
<b>Total Waste Removal Revenues</b>	<b>36,000.00</b>	<b>3,625.00</b>	<b>36,000.00</b>	<b>3,625.00</b>	<b>89.93%</b>
<b>Park &amp; Recreation Self Sustaining Account Reven</b>					
01-59-59-4650 Adult Programs	10,000.00	955.00	10,000.00	955.00	90.45%
01-59-59-4651 Children Programs	55,000.00	5,022.00	55,000.00	5,022.00	90.87%
01-59-59-4652 Summer Programs	40,000.00	70,545.00	40,000.00	70,545.00	(76.36%)
<b>Total Park &amp; Recreation Self Sustaining Account</b>	<b>105,000.00</b>	<b>76,522.00</b>	<b>105,000.00</b>	<b>76,522.00</b>	<b>27.12%</b>
<b>Recreation Revenues</b>					
01-60-60-4700 Admissions & Passes	53,160.00	6,635.00	53,160.00	6,635.00	87.52%
01-60-60-4710 Snack Bar	2,550.00	1,790.00	2,550.00	1,790.00	29.80%
01-60-60-4720 Gate Receipts	1,647.00	2,813.00	1,647.00	2,813.00	(70.80%)
01-60-60-4730 Boat Racks/Storage	7,575.00	0.00	7,575.00	0.00	100.00%
01-60-60-4740 Recreational Programs	25.00	0.00	25.00	0.00	100.00%
<b>Total Recreation Revenues</b>	<b>64,957.00</b>	<b>11,238.00</b>	<b>64,957.00</b>	<b>11,238.00</b>	<b>82.70%</b>
<b>Elderly Services Revenues</b>					
01-63-63-4850 Elderly Program Revenue	18,000.00	0.00	18,000.00	0.00	100.00%
<b>Total Elderly Services Revenues</b>	<b>18,000.00</b>	<b>0.00</b>	<b>18,000.00</b>	<b>0.00</b>	<b>100.00%</b>

**Town Of Middlebury**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For General Fund (01)*  
*For the Fiscal Period 2022-1 Ending July 31, 2022*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Library Revenues</b>					
01-64-64-4410 Library Fees	2,500.00	169.80	2,500.00	169.80	93.21%
<b>Total Library Revenues</b>	<b>2,500.00</b>	<b>169.80</b>	<b>2,500.00</b>	<b>169.80</b>	<b>93.21%</b>
<b>Transfer-in from Other Funds Revenues</b>					
01-78-78-4861 Transfer-in from Sewer Fee & Asses	133,389.42	0.00	133,389.42	0.00	100.00%
<b>Total Transfer-in from Other Funds Revenues</b>	<b>133,389.42</b>	<b>0.00</b>	<b>133,389.42</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total General Fund Revenues</b>	<b>\$ 38,489,554.73</b>	<b>\$ 17,414,967.31</b>	<b>\$ 38,489,554.73</b>	<b>\$ 17,414,967.31</b>	<b>54.75%</b>
<b>General Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 13,089,853.18</b>	<b>\$ 0.00</b>	<b>\$ 13,089,853.18</b>	<b>0.00%</b>

**Town Of Middlebury**  
**Statement of Revenue and Expenditures**  
 Revised Budget

For the Fiscal Period 2022-1 Ending July 31, 2022

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 38,489,554.73	\$ 17,414,967.31	\$ 38,489,554.73	\$ 17,414,967.31	54.75%
Total Expenditures	\$ 38,489,554.73	\$ 4,325,114.13	\$ 38,489,554.73	\$ 4,325,114.13	88.76%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ 13,089,853.18	\$ 0.00	\$ 13,089,853.18	0.00%

# Tax 5 Dashboard

Tax System 5 Version 5.1.120.312

08/05/2022

## Town Only

Terminal / Batch	
Terminal	35
Batch	2676

Cash	0.00	0
Check	0.00	0
Credit Card	0.00	0
<b>Total</b>	<b>0.00</b>	<b>0</b>

Last Assessor Bridge	
Run on:	06/03/2022

## Percent Collection as of 08/05/2022

### REAL ESTATE

Uncollected - 48.40%  
Collected - 51.60%

### PERSONAL PROPERTY

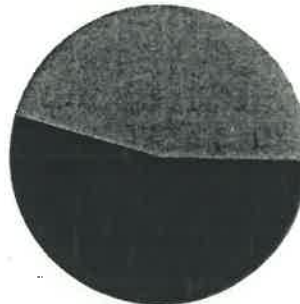
Uncollected - 45.78%  
Collected - 54.22%

### MV REGULAR

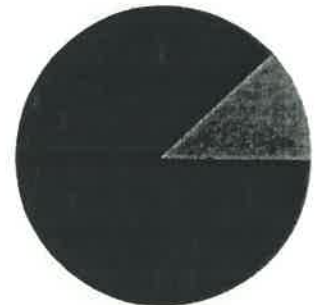
Uncollected - 12.20%  
Collected - 87.80%



Total Due = \$15,304,774.85
Total Paid = \$16,316,020.70



Total Due = \$861,155.98
Total Paid = \$1,019,767.32



Total Due = \$378,098.07
Total Paid = \$2,720,937.14

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	31,620,795.55	16,316,020.70	15,304,774.85	51.60
PERSONAL PRO	1,880,923.30	1,019,767.32	861,155.98	54.22
MOTOR VEHICL	3,099,035.21	2,720,937.14	378,098.07	87.80
SEWER USAGE	1,416,472.59	1,398,855.96	17,616.63	98.76
<b>TOTALS:</b>	<b>\$38,017,226.65</b>	<b>\$21,455,581.12</b>	<b>\$16,561,645.53</b>	