



## TOWN OF MIDDLEBURY

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

### **Meeting Minutes Wednesday September 14, 2022 – 7:00 PM Town Hall Conference Room**

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

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. He appointed Brendan Browne as a regular voting member in place of Stephen Ruccio.

#### **Approval of August 10, 2022 Meeting Minutes**

Tabled to next month.

#### **Reports**

##### **• Chief Financial Officer Reports**

Ed St John said he was hoping to have the CFO at tonight's meeting, but he was unable to attend. He said they have a few things left to do for the audit, but for the most part it is done and everything looks fine. Ed St John said that no accounts are over budget. He noted that the report includes the Building Department fees and the property conveyance fees for the month of August. Ed St John said that Brenda has done a great job. He said there are a few properties in town that have liens on them and have been orphaned. He will sit down with Brenda to go over them. On the expenditure side he said that departments have been asked to do their purchase orders at the beginning of the year. The major departments have paid their contracts at the beginning of the fiscal year. Ed St John said he has gone over the budget numbers for the end of June and everything looks good.

- **CNRF & Reserve Report**

Ed St John said there is one item he needs to discuss with the Board of Selectman. They have authorized the Fire Department to purchase a new generator. He said the town clerk is in the process of archiving historic records. They will need new cabinetry which will be covered by a grant. Ed St John said that Elaine Strobel is having the interns scan the records. He said the budget is done and they are doing a great job on cleaning up the storage area.

Ed St John said they are having discussions regarding assistance to seniors. They are looking into fuel assistance, and when those funds are exhausted it would be a good area to plug in some numbers, which will be easy to keep track of.

- **Capital Project Fund**

Vincent Cipriano noted that there is resurfacing of the roads going on in town. A discussion ensued regarding the resurfacing process.

- **American Rescue Plan Fund**

- **Tax Collectors Report**

- **Special Duty Report**

Vincent Cipriano said there is only one outstanding bill. Ed St John said the special duty is starting to slow down.

### **Routine Business**

- **Budget Transfers as required**

None

- **Correspondence**

None

### **Old Business**

None

### **New Business**

- **Discussion and Action on negative balance CNRF/Reserve Accounts**

Vincent Cipriano passed out a spread sheet. He said there are three CNRF accounts with negative balances: Ledgeview Park Improvements, Mary I Johnson Improvements and Meadowview Park Improvements. These are all projects that have been completed years ago. They should be allocated from the reserve accounts and zeroed out. He has already talked with Connie regarding this. A discussion ensued regarding the Town Charter and how much of a percentage of the budget can be done without a town meeting. The money will be transferred out of the undesignated fund balance account.

**VOTED:** Unanimously on a motion by Rita Smith and seconded by Brendan Browne to **TRANSFER** money out of the undesignated fund balance to zero out the following accounts:

Ledgeview Park Improvements (20-46-00-6092) \$3,189.84

Mary I Johnson Improvements (20-46-01-6092) \$41,084.39

Meadowview Park Improvements (20-47-15-6092) \$54,968.82

For a total amount of \$99,243.05.

Ed St John said the board should be receiving an email regarding the State of CT doing a comprehensive study of Route 64. The Council of Governments, after 10 years, approved the

study of Route 64 to be done. There have been some major improvements to Route 63. Ed St John said this study is a massive undertaking. The cost will be covered by the State, because it is a state highway. Residents will be able to weigh in at the Public Hearings. They will come up with a global plan.

Ed St John said the town held a free concert with the help of Harold Zino Jr and Powerstation. He said he didn't realize how much went into the planning and the cost of doing it. They had donors that covered the entire cost. The weather wasn't the best but they had a good turnout. He said it was very professionally done. The Fire Department, Police Department and DPW all contributed and helped out. Ed St John said he is hoping they can do this again.

**Public Comment**

None

**Adjournment**

VOTED: Unanimously on a motion by Joseph Drauss and seconded by John Jenusaitis to **ADJOURN** the meeting at 7:50 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