



TOWN OF MIDDLEBURY

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

Meeting Minutes Wednesday October 12, 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
Stephen Ruccio, Board Member
John Moriarty, Alternate
Brendan Browne, Alternate

Absent: Natrajan Kuppuraj, Alternate
Joseph Drauss, Board Member

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

Vincent Cipriano called the meeting to order at 7:01 PM. He welcomed Seth Bernstein to the meeting and thanked him for coming.

Approval of August 10, 2022 Meeting Minutes

VOTED: Unanimously on a motion by Rita Smith and seconded by Stephen Ruccio to **APPROVE** the August 10, 2022 meeting minutes.

Approval of September 14, 2022 Meeting Minutes

VOTED: Unanimously on a motion by John Jenusaitis and seconded by Rita Smith to **APPROVE** the September 14, 2022 meeting minutes.

Reports

• Chief Financial Officer Reports

Seth Bernstein said that everyone was emailed copies of the reports. He noted that since has been filling in as CFO, Connie Brunswick has been instrumental with helping him. They have been dealing with a lot with completing the audit. He said that the first few months of the new

year are going well. Seth Bernstein said they are winding down on the audit and everything has gone smoothly and they are very happy with it. He said he will provide the board with more information at the next meeting. Stephen Ruccio asked if any of the departments have overages. Seth Bernstein answered that at the moment there are none that they know of. Ed St John said that the energy accounts are the wild card again but they just have preliminary numbers at the moment. He said the tax collection and building department fees are still going well. Real estate is slowing done. Ed St John said that he didn't see any issues on the revenue and expenditure side. He said that July and August are always the heavy hit months because of contractual agreements.

- **CNRF & Reserve Report**

Vinnie Cipriano said it is nice to see all positive numbers and doesn't see any issues. He said that if any board members have any questions they can feel free to contact him.

- **Capital Project Fund**

Ed St John said projects are winding down. He said there may be some carryover projects. Ed St John said all the accounts have been bonded out. A discussion ensued regarding the road milling project.

- **American Rescue Plan Fund**

- **Tax Collectors Report**

Brenda Carter reported that taxes are doing fine. She has been working with Ed St John to clean up some things. They will be holding a tax sale soon and a few houses for sale as well. Ed St John said the tax office has been doing a great job. Vinnie Cipriano said there is a process of procedure in place. A discussion ensued regarding T Lots. Brenda Carter said she has been getting a lot of phone calls regarding the recent revaluation because house values have increased.

- **Special Duty Report**

Vinnie Cipriano said everything looks current except for the same company that is over 90 days out.

Routine Business

- **Budget Transfers as required**

None

- **Correspondence**

None

Old Business

None

New Business

Vinnie Cipriano said if any of the board members have anything they would like to address, it can be put on the agenda and discussed at the next meeting. If there are any bigger departments that will need anything in the next three to five years the board can start preparing for it. A discussion ensued regarding no longer receiving printed copies of the meeting packets in order to save time and money. Ed St John felt this should be done on a trial basis. It was agreed that Connie Brunswick will still print out a few copies for each meeting.

Ed St John said that Mike Roach is going to head up a group from Park and Recreation

regarding future expenditures for the MRA. He said they are looking at substantial expenses. It is not a massive piece of property and it currently has two septic systems. He said the leaching fields are under the grass areas. Ed St John said the drainage is in bad shape. They need to take a global look at the property and see what can be done. He felt it was time that the town invested in the property. Vinnie Cipriano asked if one of the BOF members could be on the committee. Ed St John said that an engineer is needed for the drainage and septic issue. He noted that originally the building was set up to be a cottage and it is not handicap accessibility. He said a maintenance free building would be preferred.

Ed St John said the CFO got a grant to do the sidewalk project. The intent is to bring the sidewalks over to the greenway near Pies and Pints to the library. The town will need to match the grant money.

Ed St John handed out the ADM memo to the board. He noted that this year's enrollment has changed to 0.86%.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Rita Smith and seconded by Stephen Ruccio to **ADJOURN** the meeting at 7:48 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