



## TOWN OF MIDDLEBURY

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

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

Present: Vincent Cipriano, Chairman  
Rita H Smith, Board Member  
Dawn Albizu-Calabrese, Board Member – arrived at 7:02 PM  
John Jenusaitis, Board Member  
Joseph Drauss, Board Member  
John Moriarty, Alternate  
Stephen Ruccio, Board Member  
Brendan Browne, Alternate

Absent: Natrajan Kuppuraj, Alternate

Also Present: Ed St John, First Selectman  
Seth Bernstein, CFO  
Rachel Primus, Recording Clerk

Vincent Cipriano called the meeting to order at 7:00 PM.

#### **Approval of November 9, 2022 Meeting Minutes**

**VOTED:** Unanimously on a motion by Joseph Drauss and seconded by John Jenusaitis to **APPROVE** the November 9, 2022 meeting minutes.

#### **Reports**

- **Chief Financial Officer Reports**

Seth Bernstein reviewed the revenue and expenditures. He noted that he added a summary report and there were no overages at the department levels. The report shows the year to date actuals and encumbrance balances. Ed St John recommended for the next meeting having the report projected on the tv for everyone to look at. Stephen Ruccio noted the debt service account has used 68% and asked if this was a regular monthly payment. Ed St John said it is paid twice a year.

- **CNRF & Reserve Report**

Nothing to report.

- **Capital Project Fund**

Nothing to report.

- **American Rescue Plan Fund**

Nothing to report.

- **Tax Collectors Report**

Brenda Carter reported things are going well. She said that the supplemental bills were sent out on December 1<sup>st</sup>, earlier this year than in the past, and 18% has already been collected. She said that some warrants have been done, and there may be some tax sales in the future. She reported that the second half of the real-estate taxes are getting paid. Ed St John said that last year was an exceptionally good year for the budget. Building permits were up and Brenda Carter has done a lot bringing in additional revenue. He commended Brenda Carter on all her work. He said that the interest income has boomed, the town is fine on the revenue side, and there are no areas on the expenditure side except one concern in the legal account.

- **Special Duty Report**

Nothing to report.

**Routine Business**

- **Budget Transfers as required**

None

- **Correspondence**

None

**Old Business**

None

**New Business**

- **Approval of 2023-2024 Budget Calendar**

Ed St John said the dates are set up but he was concerned about the February meeting with the Police Department and Fire Department because the Board of Selectman will be turning in their budget on February 8<sup>th</sup>. He said the February 22<sup>nd</sup> meeting will just be a discussion. A discussion ensued and it was agreed to keep the schedule as is.

**VOTED:** Unanimously on a motion by Rita Smith and seconded by Joseph Drauss to **APPROVE** the 2023-2024 Budget Calendar.

- **Audit Review for the period ending June 30, 2022**

Vincent Cipriano said that everyone received copies of the audit. Seth Bernstein said it was a good clean audit. They received an unmodified opinion and are complying with all the regulations. He said they ended the year with a surplus of around one million dollars, with most of it in the unassigned fund balance. He said the towns position is healthy, being over revenue for the budget year and under for expenditures. Seth Bernstein said he would like to put a bid out for additional auditors. He noted the federal audit would cost an additional \$5000, which was not budgeted. Ed St John gave an overview on what was covered under the American Rescue Plan Fund. He said the federal government has different requirements on how to spend the money. A discussion ensued regarding the requirements on spending the money. Ed St John said the town will continue to follow the procedure that every five years they choose a different auditing company.

Seth Bernstein discussed the STEEP Grant and suggested using the money from the undesignated fund to cover the towns 20%.

- **Approval of the 2023 Meeting Schedule**

**VOTED:** Unanimously on a motion by John Jenusaitis and seconded by Joseph Drauss to **SET** the 2023 meeting schedule as the second Wednesday of every month at 7:00 PM.

- **Discussion of EDC 2022 Survey Report**

Terry McAuliffe, Chairman for the Economic Development Commission noted that the last survey was done was in 2017, which they are using as their base line. The Town Charter and State Statue state the survey must be completed. They received 59 responses out of the 467 surveys that were sent out. Terry McAuliffe reviewed the survey with the board. Ed St John suggested he bring this to the Planning and Zoning Commission.

**Public Comment**

None

**Adjournment**

**VOTED:** Unanimously on a motion by Stephen Ruccio and seconded by Rita Smith to **ADJOURN** the meeting at 8:15 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