



TOWN OF MIDDLEBURY

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

Meeting Minutes Wednesday January 11, 2023 – 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
John Moriarty, Alternate
Stephen Ruccio, Board Member

Absent: Joseph Drauss, Board Member
Natrajan Kuppuraj, Alternate
Brendan Browne, Alternate

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

Vincent Cipriano called the meeting to order at 7:06 PM. He appointed John Moriarty as a regular voting member.

Approval of December 14, 2022 Meeting Minutes

VOTED: Unanimously on a motion by Rita Smith and seconded by Dawn Calabrese to **APPROVE** the December 14, 2022 meeting minutes.

Reports

• Chief Financial Officer Reports

Seth Bernstein reviewed the revenue and expenditures. He noted the revenue is at \$25 million and the expenditures are at \$22 million and the remaining revenue budget is 33%. He said a lot of timing items have come up and there is nothing to raise alarms about. Seth Bernstein showed the board a spread sheet of all the departments and what the year to date balances are. He noted the detailed report was included in their packets. John Jenusaitis said the insurance account looks a little low. Seth Bernstein said that account is made up of the fiduciary policy and workers compensation and is technically over budget. Workers Compensation has about 50% left. He said he doesn't see any alarms because he is not anticipating anything additional coming out of the fiduciary policy account. Vincent Cipriano questioned the Snow and Ice Removal

reserve and why the encumbered balance is \$14,000. Rita Smith explained that balance is for the purchase order for salt.

A discussion ensued regarding insurance and self-insurance.

- **CNRF & Reserve Report**

Nothing to report.

- **Capital Project Fund**

Nothing to report.

- **American Rescue Plan Fund**

Nothing to report.

- **Tax Collectors Report**

Included in packets.

- **Special Duty Report**

Included in packets.

Routine Business

- **Budget Transfers as required**

Ed St John noted SLR Engineering will be doing the greenway and they are a great firm. There will be a study done through a grant for a pedestrian bicycle and safety survey. This will extend through Route 64 from Ledgewood Park. It will be an extensive study done by DOT in their right of way and will be fully funded by the grant. Vincent Cipriano said this transfer will be from the Undesignated Fund Balance to STEAP for SLR Engineering Services for Phase I of 2022 STEAP Grant for the Middlebury Center Pedestrian Connectivity Project.

VOTED: Unanimously on a motion by Rita Smith and seconded by John Moriarty to **APPROVE** the transfer of \$92,000 to CNRF 4604 (STEAP Grant) from the General Fund (Undesignated Fund Balance) account.

- **Correspondence**

None

Old Business

- **Approve Revised Budget Calendar**

Vincent Cipriano explained they will be including Police and Fire Department and adding them to the January 25, 2023 Special Meeting and the February 22, 2023 meeting will be eliminated.

VOTED: Unanimously on a motion by John Jenusiatis and seconded by Stephen Ruccio to **APPROVE** the revised budget calendar.

New Business

- **Discussion on Liaison Assignments**

Vincent Cipriano handed out a spread sheet of the liaison assignments and asked everyone to look them over. He asked if anyone wanted to change their assignments. John Jenusaitis asked if they should be scheduling regular meetings with the departments.

Ed St John suggested that Vincent Cipriano speak with Connie Brunswick to discuss the early voting and how that will affect the budget. A discussion ensued regarding early voting.

Public Comment

Marj Needham said there was a discussion earlier regarding early voting. She does not know how the State of CT will handle it, but she has friends in California that do it and it is done by mail. This may make it a lot easier for the towns.

Adjournment

VOTED: Unanimously on a motion by Rita Smith and seconded by Stephen Ruccio to **ADJOURN** the meeting at 7:56 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