



TOWN OF MIDDLEBURY

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

Meeting Minutes Wednesday June 14, 2023 – 7:00 PM Town Hall Conference Room

Present: Vincent Cipriano, Chairman
Rita H Smith, Board Member
John Jenusaitis, Board Member
John Moriarty, Alternate
Brendan Browne, Alternate
Dawn Albizu-Calabrese, Board Member
Natrajan Kuppuraj, Alternate – arrived at 7:04 PM
Stephen Ruccio, Board Member

Absent: Joseph Drauss, Board Member

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

Vincent Cipriano called the meeting to order at 7:00 PM. He appointed John Moriarty as regular voting member in place of Joseph Drauss.

Approval of May 3, 2023 Meeting Minutes

VOTED: Unanimously on a motion by Rita Smith and seconded by John Jenusaitis to **APPROVE** the May 3, 2023 meeting minutes.

Reports

- **Chief Financial Officer Reports**

Vincent Cipriano said the reports were emailed to the commission. Seth Bernstein reported the revenue is over budget. He felt the year should end on the positive side. They are currently working through the audit preparations. He noted that special duty has been busy. Ed St John said private duty has been running heavy.

- **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 tax bills will go out this Friday. She felt that mailing them out early helps with revenue. She said the year end reporting to the State is getting done and all year end things are wrapping up.

- **Special Duty Report**

Included in packets

Routine Business

- **Budget Transfers as required**

The Park and Recreation Commission is requesting a transfer from Legal Notice/Advertising account (01-60-02-6105) of \$5,000 to CNRF 4722 Park and Recreation Grants & Donations for summer concerts. Carolanne Browne, Park and Recreation Commissioner was at the meeting to explain the budget transfer request. Ed St John explained to the board that last year the town held a concert which was put together very fast. They found money to cover the expense of the concert. All expenses were covered by donations. He said that the Park and Recreation Commission started planning for this year and were asked to come up with ideas. Now that the gazebo has been donated by the Lions Club they have an area for the concerts. Carolanne Brown said they held a concert last year, and since then the towns people have been asking for them again. They Park and Recreation Commission is planning on holding 3, possibly 4 concerts this year which will be held on the second Thursday of the month at the gazebo starting in July. They would like to involve the community and have been soliciting for donations. She explained that their budget does have money in it to use, just not a line item. They would like to transfer the money to be used for this event. Ed St John said the money would be taken from an existing account. John Jenusaitis asked why the money in that account hasn't been used. Ed St John answered that the Park and Recreation department decided to go a different route for advertising instead of printing. He feels this is a win win for the town. He said it has been well thought out and he gave Betsy Anderson, staff and the Park and Recreation Commission credit for coming up with a great idea. Carolanne Browne felt that \$5,000 would cover the expenses along with donations. She said they have the gazebo to hold the bands and they will provide their own sound equipment.

VOTED: Unanimously on a motion by John Jenusaitis and seconded by Stephen Ruccio to **APPROVE** the transfer from Legal Notice/Advertising account (01-60-02-6105) of \$5,000 to CNRF 4722 Park and Recreation Grants & Donations for summer concerts.

- **Correspondence**

None

Old Business

None

New Business

None

Public Comment

Derek Dumoulin, 115 Westwood Drive Middlebury, CT said he was trying to find the budget on the town website but was unable to locate it. Seth Bernstein said it could be found under the

finance page, and that it was also available in the Town Clerks office. At this time only last years budget is available, the newest budget is not online yet.

Adjournment

Elaine Strobel noted there usually is not a July meeting. Vincent Cipriano said they will do the same thing that was done last year. Steve Ruccio said they Commission authorized the Chairman to approve transfers. Ed St John said the finance office will not have the year end numbers available for the July meeting. It was agreed there would not be a July meeting.

VOTED: Unanimously on a motion by John Jenusaitis and seconded by Rita Smith to **NOT** hold a July meeting.

VOTED: Unanimously on a motion by Stephen Ruccio and seconded by John Jenusaitis to **AUTHORIZE** the chairman to handle any transfers as long as they stay within the department.

VOTED: Unanimously on a motion by Rita Smith and seconded by Rita Smith to **ADJOURN** the meeting at 7:27 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