



## TOWN OF MIDDLEBURY

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

### **Meeting Minutes Wednesday September 13, 2023 – 7:00 PM Town Hall Conference Room**

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

Absent:  
Natrajan Kuppuraj, Alternate  
Brendan Browne, Alternate

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

Vincent Cipriano called the meeting to order at 7:06 PM.

#### **Approval of August 9, 2023 Meeting Minutes**

**VOTED:** Unanimously on a motion by Rita Smith and seconded by Dawn Albizu-Calabrese to **APPROVE** the August 9, 2023 meeting minutes.  
Joseph Drauss, Steve Ruccio, and John Jenusaitis abstained.

#### **Reports**

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

Seth Bernstein said the revenue looks good. He reported that half of the taxes have been received so far this year. He noted that investments have been the biggest items, being over what was originally budgeted. This is attributed to the amount of money that has been received. He said the expenses are on par and he will be keeping an eye on the technology reserve.

Ed St John said tax collection is running strong, as well as permits and property conveyance. He explained they have had a tough few months regarding the self-insured group because of claims. John Jenusaitis said they changed the stop loss from \$175,000 to \$125,000. Ed St John said the legal issues will be on going and that account will be a wild card for the next few years.

Ed St John mentioned the recent rain has been affecting town DPW projects, and luckily, they are not dealing with flooding issues or wash outs.

Ed St John said he is getting a lot of comments from residents regarding fraudulent real estate conveyances. There is a program the town can purchase to check the land records. He said this money can be taken out of the contingency fund. It is a feature available through the software the

town already uses.

**VOTED:** Unanimously on a motion by Steve Ruccio and seconded by John Jenusaitis to **PURCHASE** the software not to exceed \$5,000 authorizing the CFO to purchase the software to verify property ownership.

- **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**

None

- **Correspondence**

None

**Old Business**

None

**New Business**

- **Set the 2024 meeting schedule**

**VOTED:** Unanimously on a motion by Steve Ruccio and seconded by Rita Smith to **SET** the 2024 meeting schedule for the second Wednesday of every month at 7:00 pm in the Town Hall Conference Room.

**Public Comment**

None

**Adjournment**

**VOTED:** Unanimously on a motion by Steve Ruccio and seconded by Rita Smith to **ADJOURN** the meeting at 7:37 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