



TOWN OF MIDDLEBURY

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

Meeting Minutes Wednesday October 11, 2023 – 7:00 PM Town Hall Conference Room

Present: Vincent Cipriano, Chairman
Rita H Smith, Board Member
Dawn Albizu-Calabrese, Board Member – arrived at 7:18
Joseph Drauss, Board Member
John Jenusaitis, Board Member
Natrajan Kuppuraj, Alternate

Absent: Brendan Browne, Alternate
Stephen Ruccio, Board Member
John Moriarty, Alternate

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 Natrajan Kuppuraj a regular voting member.

Approval of September 13, 2023 Meeting Minutes

VOTED: Unanimously on a motion by Joseph Daruss and seconded by Rita Smith to **APPROVE** the September 13, 2023 meeting minutes.

Reports

• Chief Financial Officer Reports

Seth Bernstein said the revenue collection is going really good, as well as the investment income. It has slowed down a little this month. On the expenditure side he is keeping an eye on Public Works, Building and Ground and the Fire Department. He said there aren't any accounts he is concerned with. Seth Bernstein reported they are wrapping up the audit as well.

Ed St John said there are no issues and no irregularities and there are still ongoing legal issues.

• CNRF & Reserve Report

Nothing to report.

• Capital Project Fund

Ed St John said they are about 2 months behind on Capital Projects because of the weather. They had intended to be done by August with Watertown Road.

- **American Rescue Plan Fund**

Nothing to report.

- **Tax Collectors Report**

Included in packets.

- **Special Duty Report**

Vincent Cipriano noted the receivables were a bit high. Ed St John said they have hired a company that handles all the special duty.

Routine Business

- **Budget Transfers as required**

None

- **Correspondence**

None

Old Business

None

New Business

John Jenusaitis said the Board of Education has been meeting to go through policies and to talk on bond money. He stated they will be going forward with the pool, redoing the HVAC system, replacing the football bleachers and they are discussing the soccer and softball field.

Ed St John noted that when you do a bond you have to be specific with the wording for what it is for. He said you can't do projects that aren't included in the original bond wording. John Jenusaitis said they are being specific. It will include the bleachers, culinary class, lockers, and the equipment shed. A discussion ensued regarding the tennis courts.

Ed St John said Lieutenant Hunt was supposed to attend tonight's meeting, but was unable to make it. There are 2 issues that need to be discussed. The town hall building has created a lightening issue. There are \$60,000 worth of repairs needed with a \$5,000 insurance deductible. They have brought in Northeast Lightening Protection to assess the situation. They were very informative. The generator has been knocked out twice this year. They received a proposal for the lightening protection and are waiting for another proposal for putting everything on suppression. Ed St John said that if the insurance covers the damages they can reimburse the accounts that money was taken out of.

Ed St John explained the police department's radio system. He said it receives and transmits in various locations throughout town. The communicator has failed. This has only impacted the police department, not the fire department. They believe it's failed because of the age of the equipment. They are considering switching to fiber optic and getting rid of the T lines. It will cost \$124,000.00. There will be no conversion necessary for the fire department only the police department. He said the system failed about a month ago and it is time to replace the equipment. He is asking the board to transfer the money to the police department.

VOTED: Unanimously on a motion by Rita Smith and seconded by Joseph Drauss to **TRANSFER** \$95,000 from the undesignated fund balance to the tower rental reserve CRNF account (20-47-25-6092) for the system upgrade.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by John Jenusaitis and seconded by Joseph Drauss to
ADJOURN the meeting at 8:08 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