



## TOWN OF MIDDLEBURY

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

### **Meeting Minutes Wednesday November 8, 2023 – 7:00 PM Town Hall Conference Room**

Present: Vincent Cipriano, Chairman  
Rita H Smith, Board Member  
John Jenusaitis, Board Member  
Stephen Ruccio, Board Member  
Natrajan Kuppuraj, Alternate  
John Moriarty, Alternate  
Brendan Browne, Alternate

Absent: Dawn Albizu-Calabrese, Board Member  
Joseph Drauss, Board Member

Also Present: Seth Bernstein, CFO  
Rachel Primus, Recording Clerk

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

#### **Approval of October 11, 2023 Meeting Minutes**

**VOTED:** Unanimously on a motion by Rita Smith and seconded by Stephen Ruccio to **APPROVE** the October 11, 2023 meeting minutes.

#### **Reports**

- **Chief Financial Officer Reports**

Seth Bernstein said they received the first portion of the ECS grant money. He reported the investment income was good as well. He noted the Westover School donation money was received, with a portion being allocated to specific departments. He was told an additional donation will be coming in November. Seth Bernstein said the expenses are on par and over all look good. There are a few areas he will be keeping an eye on; Planning and Zoning has some ongoing issues and 55% of the budget has been spent; Waste Removal is waiting for the SMM Grant and the IT Budget will likely end up over budget. Seth Bernstein said they handled the transfer from last month. He noted the Reserve SMM Grant is the only negative amount which they are hoping will come in this month.

- **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 the supplement billing will be going out in the next week. They will be issuing warrants and potentially having a few tax sales. She introduced Cindy Palomba who was elected as the new Tax Collector. She said she is doing great and has almost finished her first class.

- **Special Duty Report**

Seth Bernstein reported the special duty is doing great and all the receivables have been paid.

**Routine Business**

- **Budget Transfers as required**

None

- **Correspondence**

None

**Old Business**

None

**New Business**

John Jenusaitis gave a brief update on the Board of Education improvements. They have approved the purchase for lockers at Rochambeau. Residents were complaining about the bleachers only being added at the football field. They are going to come back with prices for additional bleachers for the softball field. John Jenusaitis said bids for the pool and tennis courts have gone out as well. He noted that starting January 2025 there will be a HPHC certification program where all school HVAC systems have to be inspected. John Jenusaitis asked for a review of the last three years of salaries. He recommended they make cuts in the salary budget. He handed out a list of the status of all the bond projects. He said he only had a problem with the salaries, not the overall budget.

**Public Comment**

None

**Adjournment**

**VOTED:** Unanimously on a motion by John Jenusaitis and seconded by Stephen Ruccio to **ADJOURN** the meeting at 7:22 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