



TOWN OF MIDDLEBURY

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

Meeting Minutes Wednesday December 13, 2023 – 7:00 PM Town Hall Conference Room

Present: Vincent Cipriano, Chairman
Rita H Smith, Board Member
John Jenusaitis, Board Member
Dawn Albizu-Calabrese, Board Member
Natrajan Kuppuraj, Alternate
John Moriarty, Alternate
Brendan Browne, Alternate

Absent: Joseph Drauss, Board Member
Stephen Ruccio, Board Member

Also Present: Ed St Johh, First Selectman
Jennifer Mahr, Selectman
Seth Bernstein, CFO
Rachel Primus, Recording Clerk

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

Approval of November 8, 2023 Meeting Minutes

VOTED: Unanimously on a motion by Rita Smith and seconded by John Jenusaitis to **APPROVE** the November 8, 2023 meeting minutes.
Dawn Calbrese abstained.

Reports

• Chief Financial Officer Reports

Seth Bernstein explained to the Commission they filed a one-month extension for the audit. There was not enough time for them to meet the January 1st timeline. He said everything else looks good with the audit and he will have the report in a few weeks.

Seth Bernstein said budget season is upon us and all departments have received templates. Some of the budgets have been received already. He reported on the revenue side the interest accounts are looking really good and Brenda Carter has sent out the tax bills early. He reported they received a \$10,000 donation from Westover School in November. They have also received \$67,000 from the SNM Grant. Seth Bernstein said that the department budgets look really good overall, and there are few line items they need to keep an eye on. He reported the Zoning Officer is over budget, and they are expecting it to be more. Seth Bernstein said the reserve accounts

look good and that overall its been a good month. He said on the expenditures 17% of the supplemental motor vehicle taxes has been collected.

- **CNRF & Reserve Report**

Nothing to report.

- **Capital Project Fund**

Nothing to report.

- **American Rescue Plan Fund**

Nothing to report.

- **Tax Collectors Report**

Seth Bernstein reminded the Commission that Brenda Carter is retiring and there currently is one person working in the tax office. He felt they would need to address the duties in that department. Ed St John said they have budgeted money to keep Brenda Carter around to help.

- **Special Duty Report**

Seth Bernstein said that the special duty account looks good and that On Duty has been running smoothly and the money has been coming in regularly.

Routine Business

- **Budget Transfers as required**

None

- **Correspondence**

None

Old Business

John Jenusaitis said at the last Board of Education meeting they continued a discussion on the improvements. Ed St John said they will need to come up with other Capital Projects because the budgeted money won't cover all the improvements. John Jenusaitis said there was discussion on building a new school. Ed St John felt they needed to maintain the current schools as well. Vincent Cipriano thanked John Jenusaitis for his work with the Board of Education.

New Business

Ed St John said he wanted to prepare an update and status of projects for the Commission. He noted at the Police Department will need to focus on the police accountability, evidence room and youth area. These projects will require an expert to come in. He said he is going to put some numbers together to see what it will cost. The Fire Department is having heat loss issues that need to be addressed as well as the sprinkler system. There is a need for upgrades to the Middlebury Recreation Area. A property survey needs to be done. They will also need to speed up the purchase of new fire apparatus equipment. Ed St John noted a new pumper tank has been on order for one and a half years and it probably won't be delivered until 2025. He feels they need to address the next purchases sooner. He also reported that Fenn's Farm horse barn needs structural fixes. Ed St John said that unfortunately the Connectivity Grant for the sidewalk project did not go through. He said they also need to have upgrades to the security systems.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Rita Smith and seconded by John Jenusaitis to
ADJOURN the meeting at 7:35 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