



TOWN OF MIDDLEBURY

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

Meeting Minutes Wednesday January 10, 2024 – 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: Stephen Ruccio, Board Member

Also Present: Ed St Johh, First 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 Joseph Drauss and Brendan Browne in place of Steve Ruccio.

Approval of December 13, 2023 Meeting Minutes

VOTED: Unanimously on a motion by John Jenusaitis and seconded by Rita Smith to **APPROVE** the December 13, 2023 meeting minutes.

VOTED: Unanimously on a motion by John Jenusaitis and seconded by Rita Smith to **ADD** Discussion on Evidence and Youth area at the Police Department and K-9 Facility Air Handling A/C Unit under new business

Reports

• Chief Financial Officer Reports

Seth Bernstein said the financials for December are on track and there is not much to report. He noted there is a big bump in revenue coming up with the taxes coming in. He reported that the WPCA money has come in. John Jenusaitis asked if there would be more bills coming under Workers Compensation. Ed St John explained they have had three billing installments so far. John Jenusaitis asked why the pension account has been exhausted. Ed St John said they put the money in at the beginning of the year and there are no further contributions to be made. He said the wild cards are the legal fee account and the self-insured account because they have been hit with heavy expenditures.

Seth Bernstein handed a copy of the audit report and reviewed it briefly. He said the report is all

good and they have officially ended the year. A discussion ensued regarding having the accountant come and present the audit to the board. He reviewed the management letter which had suggestions from the auditor. Seth Bernstein said they ended the year with a million-dollar surplus. He then reviewed the revenues. Ed St John said the department heads did a good job. He said the revenue side did very well with the help of aggressive tax revenue and paying as we go for Capital Projects.

- **CNRF & Reserve Report**

Nothing to report.

- **Capital Project Fund**

Nothing to report.

- **American Rescue Plan Fund**

Nothing to report.

- **Tax Collectors Report**

- **Special Duty Report**

Routine Business

- **Budget Transfers as required**

None

- **Correspondence**

None

Old Business

None

New Business

- **Discussion on Evidence and Youth area at the Police Department and K-9 Facility Air Handling A/C Unit.**

Ed St John noted the evidence room changes are a requirement of accreditation. Vincent Cipriano said the current evidence room is not up to accreditation standards. Ed St John said the Youth Bureau has to be on ground level and that they moved the evidence room to the basement. There won't be any big construction cost, but they will need supplies. He said the building will be maxed out once this is done.

Vincent Cipriano said the upgrade to the K9 Facility is a requirement of the animal shelter regulations effective October 1, 2023. Ed St John noted the facility is 33 years old and is still state of the art. He said there is no need to modify the building just buying and installing the equipment.

VOTED: Unanimously on a motion by Rita Smith and seconded by John Moriarty to **TRANSFER** \$30,000.00 from Undesignated funds to Capital Non-Recurring Fund for Architectural Fees for the Evidence Room and Youth Area at the Police Department.

VOTED: Unanimously on a motion by Rita Smith and seconded by John Moriarty to **TRANSFER** \$35,000.00 from Undesignated funds to Capital Non-Recurring Fund for State of CT Public Act #23-138 effective October 1, 2023 which requires municipal animal controls shelters to maintain an indoor ambient temperature of between 55 and 80 degrees Fahrenheit.

Ed St John handed out copies of the department requests for the FY 24-25 budget. Vincent Cipriano said at the next special meeting on January 24, 2024 they will be meeting with Public Works, Library, Park and Recreation, Police Department and the Fire Departments to present their budgets. He asked that the Commissioners write down any questions they may have for that meeting. Ed St John said there is a 7% increase for this budget request. He noted that waste removal area is up in the air right now due to new State Subsidized Programs. A discussion ensued regarding the Region 16 Budget.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Brendan Browne and seconded by Rita Smith to **ADJOURN** the meeting at 8:00 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