



# TOWN OF MIDDLEBURY

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

**Meeting Minutes  
Wednesday January 08, 2020  
Shepardson Community Center  
Room 26**

Present: William Stowell, Chairman  
Vincent Cipriano, Board Member  
Rita H Smith, Board Member  
Joseph Drauss, Board Member  
Dawn Albizu-Calabrese, Board Member

Absent:  
Keli-Ann Bollard, Alternate  
Stephen Ruccio, Board Member

Also Present: Ed St John, First Selectman  
Robin Stanziale, CFO  
Rachel Primus, Recording Clerk  
Ralph Barra, Selectman

William Stowell opened the meeting at 7:03 PM.

### **Minutes Approval**

**VOTED:** On a motion by Vincent Cipriano and seconded by Dawn Calabrese to **APPROVE** the December 11, 2019 meeting minutes as presented. Joseph Drauss abstained.

### **Public Comment**

None

### **Reports**

Bill stated he was going to ask the Auditor to give her report at this point in the meeting so she could leave after her presentation:

#### **Audit Report**

- **FYE 2019 Year End Audit**

Bill Stowell said the auditor was present at tonight's meeting to present the board with the end of the year audit. Sandra Welwood, certified public accountant, introduced herself and noted that Dan Papalardo, the audit manager, was also present at tonight's meeting. Sandra said it was a very challenging year, but Connie and Bill Stowell both did an outstanding job, it was a good team effort. Sandra handed out a memo to the board which reviewed the highlights of the audit.

She explained there are new accounting rules regarding fiduciary funds. Currently, Middlebury has the Emergency Fund as a fiduciary fund, and effective July 1, 2019 it can no longer be. She said by the next audit, it should be listed under the general fund. Sandra reviewed Lease Accounting with the board, and explained the town needed to compile a list of all items leased and any items they are the leased for. Ms. Welwood reviewed the financial highlights noting that the general fund final budget revenue was better than expected at \$527,693, and the expenditures were better by \$371,453. She said the revenue was better than budgeted as the tax collection was \$233,344 greater than budgeted, the expenditure of the general government was greater than budgeted by \$52,344 because of employee benefits and legal costs, and Public Works expenditures were greater than budget by \$105,165. All other departments expenditures were lower than budget. Sandra suggested getting rid of excess bank accounts by doing an analysis of the funds and to fix transactions that are interfund but not being recorded as such. Ms. Welwood said that Connie was unable to get a report of the Capital assets, so they had to improvise because they never received the information. She suggested this was another area that needs work. Sandra then passed a handout regarding Grant Reporting. She said that per State Statute, under the State Single Audit, the auditee is responsible for the preparation of the schedule of expenditures of Financial Assistances. She said the town needs to start getting acclimated with doing this. The auditee is responsible, and the auditor can assist. She suggested getting a process to track and report the grants. Bill Stowell thanked Sandra for all her work.

- Chief Financial Officers Report

Bill Stowell welcomed Robin Stanziale as the new CFO.

Bill asked if any members had questions regarding the report. Ed St John noted they are still waiting for the State Aid for the roads.

Bill reviewed the special duty police department report. This month ended with a \$20,548.40 balance due, with only one balance outstanding over 90 days for CGL excavating for \$1,112.00.

- Tax Collectors' Report

Included in packets

### **Routine Business**

- Budget Transfer

None

- Correspondence

None

### **Old Business**

None

### **New Business**

- **FYE 2019 Year End Audit**

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Bill Stowell thanked Sandra for all her work.

- **2020-2021 Budget Review**

Bill said that the board has not received any information yet.

**Public Comment**

None

**Adjournment**

**VOTED:** Unanimously on a motion by Joseph Drauss and seconded by Vincent Cipriano to **ADJOURN** the meeting at 8:15 PM

Respectfully Submitted,

Rachel Primus, Recording Clerk

Cc: Board of Selectmen  
Board of Finance and Alternates  
Robin Stanziale, Town Treasurer  
Email Notification for Website  
File