



**TOWN OF MIDDLEBURY**  
*Office of the Selectmen*

**MINUTES**  
**SPECIAL MEETING OF THE BOARD OF SELECTMEN**  
**Monday, April 5, 2021 – 5:00 p.m.**  
**TOWN HALL CONFERENCE ROOM**

**Present:** Edward B. St. John, First Selectman  
Elaine M. Strobel, Selectman  
Ralph J Barra, Selectman

**Also Present:** Attorney Dana D'Angelo  
Attorney Robert Smith  
Brenda Carter, Tax Collector  
Barbara J. Whitaker, Recording Clerk  
Linda Zukauskas, Reporter - Voices

**Call to Order with Pledge of Allegiance**

The meeting was called to order by the First Selectman at 5:00 p.m. with the Pledge of Allegiance.

**Approval of March 15, 2021 Meeting Minutes**

First Selectman St. John MOTIONED to approve the above-mentioned minutes with the change of date from Tuesday, March 15, 2021 to Monday, March 15, 2021; SECONDED by Selectman Barra. Unanimous approval.

**Appointments**

The First Selectman MOTIONED to appoint the following residents to the Greenway Committee for a term from April 5, 2021 to April 5, 2025 ; SECONDED by Selectman Barra:

- Cathy Yanik
- Warren Fisher
- Tim Mahr
- Jennifer Mahr
- Kara Collins
- Trish Lindenman

**Reappointments**

Selectman Strobel MOTIONED to reappoint JoAnn Cappelletti (R), as Municipal Agent for the Elderly for a term from April 7, 2021 to April 7, 2023; SECONDED by Selectman Barra.

**Discussion and Consideration**

**8-24 referral to Planning and Zoning for Lots 97 and 96 on Christian Road**

Attorney D'Angelo explained that the developers have come back to the town with a new development proposal. This is a planned subdivision. They want to modify our the Town's regulations to increase the density. There are some land lock parcels that do not have any value owned by the Town. This was a gift to the Town.

RECEIVED FOR FILING

April 8 20 21 at 8:40 AM

TOWN CLERK'S OFFICE  
MIDDLEBURY, CT

*Brigitte M. Besseth*  
TOWN CLERK

MINUTES - SPECIAL MEETING OF THE BOARD OF SELECTMEN

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First Selectman St. John MOTIONED to move the sale to First New Haven Mortgage Company, LLC of the 15+/- acres known as lots 96 and 97 Christian Road, Maps 7-20-096 and 7-02-097 to the Planning & Zoning Commission in accordance with CGS§8-24; SECONDED by Selectman Barra. Unanimous approval.

Town of Middlebury Purchasing & Bidding Procedure

The First Selectman explained that a typo was corrected and that the awarding of contracts was split apart. The Town can now use consortiums and uses Sourcewell and receives discounts and reductions up to 20%.

First Selectman St. John MOTIONED to approve the revisions to the attached town of Middlebury Purchasing and Bidding Procedure (attached) SECONDED by Selectman Strobel. Unanimous approval.

Personal Property & Real Estate Tax Bills Under \$5.00

There was a discussion with the Tax Collector and the Board on waiving bills under \$5.00 or \$3.00. The attached chart shows the processing fees and postage bring brings the Town in the negative for these bills. The First Selectman requested that the Tax Collector work with the Town Attorney on an ordinance to waive these bills.

Mrs. Carter will work with Attorney Smith to draft an ordinance to present to the Board of Selectmen.

Dr. Kristaps Keggi's Induction into the Connecticut Veterans Hall of Fame

At this time First Selectman St. John read an excerpt from the attached press release from the Waterbury Veterans Memorial Committee on Dr. Keggi's military background. The Board of Selectmen thanked Dr. Keggi for his service and are honored on his induction into the Connecticut Veterans Hall of Fame.

Selectman Barra thanked the Fire, Police and Public Works Departments for their roles in collecting donations for the Town food bank.

Adjournment

First Selectman St. John MOTIONED to ADJOURN the meeting at 5:26 p.m., SECONDED by Selectman Barra. Unanimous approval.

Respectfully submitted,

*Barbara J. Whitaker*

Barbara J. Whitaker  
Recording Clerk



## TOWN OF MIDDLEBURY

### *Office of the Selectmen*

#### RESOLUTION

**Sale of 15 +/- acres known as Lots 96 & 97 Christian Road,  
Maps 7-20-096 & 7-02-097 from the Town of Middlebury  
to First New Haven Mortgage Company, LLC**

After the review of the Appraisals, Field Cards and other supporting documentation, the Board of Selectman of the Town of Middlebury moves to refer the sale to First New Haven Mortgage Company, LLC of 15 +/- acres known as Lots 96 & 97 Christian Road, Maps 7-20-096 & 7-02-097, to the Middlebury Planning and Zoning Commission in accordance with Connecticut General Statute §8-24.

Therefore,

#### **BE IT RESOLVED:**

The Board of Selectman of the Town of Middlebury refers sale of 15 +/- acres to First New Haven Mortgage Company, LLC, known as Lots 96 & 97 Christian Road, Maps 7-20-096 & 7-02-097, to the Middlebury Planning and Zoning Commission in accordance with Connecticut General Statute §8-24.

## **TOWN OF MIDDLEBURY PURCHASING AND BIDDING PROCEDURE**

Be it resolved by the Board of Selectmen of the Town of Middlebury that in order to provide a systematic and uniform standard of Policy of Purchasing the Board hereby adopts the following procedures:

### **CONTRACTUAL SERVICES**

Any and all services, other than professional, consultant, security/safety and emergency measures or other contractual services which are in their nature unique and not subject to competition, rendered to the Town under express agreement. The terms shall not include leases for and the sale of land, buildings office or other space required by the using agencies.

### **SUPPLIES, MATERIALS AND EQUIPMENT**

This includes any and all articles or things which shall be furnished to or used by any Town agency. The Town will take advantage of pricing savings available through the State consortium or other group bidding policy.

### **REQUISITIONS**

Requisitions for the purchase of supplies or contract services for any department (using agency) shall be reviewed and approved by the First Selectman/Chief Financial Officer prior to the issuance of a purchase order or contract for such supplies or contractual services and shall be signed by the Department head or their authorized agent. The First Selectman/Chief Financial Officer (or his/her delegated representative) shall be the purchasing agent for the Town for all its' Departments, Boards or Officers. The Town will take advantage of pricing savings available through the State consortium or other group bidding policy. **NO OTHER BIDS OR FURTHER CONTRACT AWARDS ARE REQUIRED.**

### **REQUISITIONS REQUIRED**

Each of the various Departments and Officers shall submit requisitions for materials, services and expenses, and capital outlays required by them for approval/and issuance of purchase orders. All purchases over \$500.00 must have a purchase order prior to purchase. All requisitions over \$5,000 must attempt to obtain three quotes. Oral approval may be given in emergencies, but must be immediately followed with a written purchase order. In case of emergency the First Selectman may in the best interests of the Town waive the procedure outlined herein.

A purchase may be made or contract awarded for a supply, service or construction item without a competitive bid when it is determined that there is only one source for the required supply, service or construction item.

### **COMPETITIVE BIDS**

When required items over \$10,000 unless on State, Federal or other Municipal bid already shall be published in a newspaper, having a general circulation in the Middlebury area, inviting all interested vendors and contractors to submit bid proposals to the Chief Financial Officer. Vendors may be added to the bid list at anytime or at the instruction of the First Selectman/Chief Financial Officer.

The Town of Middlebury shall solicit sealed bids from all responsible suppliers who have requested their names be included on the bidders list by sending them a copy of such newspaper notice or such other notices as will acquaint them with the proposed purchase or sale. Purchases made from regional or state agencies will be exempt from the bidding procedure. The Town will take advantage of pricing savings available through the State consortium or other group bidding policy.

### **SUBMISSION, OPENING AND TABULATION OF BIDS AND DEPOSITS**

All bids shall be submitted in a sealed envelope to the Chief Financial Officer and when deemed necessary shall be accompanied by surety in the form of a check, cash or bond in such amount as shall be prescribed in the public notice inviting bids.

### **AWARDING OF CONTRACTS**

All purchases or contracts shall be awarded to the lowest bidder with the qualities of the article, merchandise or service to be supplied in conformity with the specifications and their suitability to the requirements of the Town Department involved. In the event any bidder shall refuse to accept within a time specified by the a contract awarded to him/her, he/she shall forfeit the bond to the Town and such contract may be awarded to the next lowest responsible and qualified bidder subject to the same terms and conditions.

### **AWARDING OF CONTRACTS (other)**

The First Selectman shall have the power, when he deems the interests of the Town are best served: to reject any and all bids and award the contracts to the most qualified bidder(s); to waive any informality; or to accept alternative proposals approved of by the Board of Selectmen. In the case of a tie bid, the award shall be made to the bidder who has performed previous work for the Town provided all the work performed was satisfactory.

### **EXCEPTIONS**

No contracts shall be awarded to a bidder who owes the Town of Middlebury taxes, etc. Nothing in the established policy will prohibit the Town from taking advantage of price savings available through State consortium or other group bidding policy.

These Purchasing and Bidding Procedures shall become effective as of April 5, 2021 and may be revised at the discretion of the Board of Selectmen.

**Barbara Whitaker**

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**From:** Brenda Carter  
**Sent:** Monday, March 29, 2021 2:41 PM  
**To:** First Selectman  
**Cc:** 'William Stowell (bill.stowell1947@yahoo.com)'; Robin Stanziale; Chris Kelsey  
**Subject:** waiving bills under \$5.00  
**Attachments:** Waive Bill \$.pdf

Good afternoon,

For your consideration, attached is a printout regarding waiving bills under \$5.00 or \$3.00 and the effect of each. This is only for personal property and real estate. There are no autos effected. It is based on information from the Assessor for the values and the dollars associated with each bill.

I probably undervalued the processing amount of the payments in our office which would bring us into a negative for Sending and collecting these.

If considered, this would have to be done soon.

Please contact me for further discussion and questions.

Thank you,

Brenda Carter - Tax Collector

WAIVE UNDER \$5.00 BILLS		
	Assessment total \$	Tax \$ 34.81
Real estate 18 accts	\$1,590	\$55.34
Pers Prop 54 accts	\$2,300	\$80.06
72 accts	\$3,890	\$135.40
Postage		-36.00
Processing and collecting 1.35 x 72		-97.20
.85 mail/print proc .50		\$2.20
WAIVE UNDER \$3.00 BILLS		
	Assessment total \$	Tax \$ 34.81
Real estate 5 accts	\$310	\$10.79
Pers Prop 13 accts	\$740	\$25.75
18 accts	\$1,050	\$36.54
Postage		-9.9
Processing and collecting 1.35 x .18		-24.84
		\$1.80

## **Title 12 - Taxation**

### **Chapter 204 - Local Levy and Collection of Taxes**

#### **Section 12-144c - Optional waiver of property tax under twenty-five dollars.**

**Universal Citation:** CT Gen Stat § 12-144c (2012)

Any municipality may waive any property tax due in an amount less than twenty-five dollars by action of its legislative body before the date such tax is due.

(P.A. 75-489, S. 1, 2; P.A. 01-178, S. 1, 2.)

**History:** P.A. 01-178 increased the amount of property tax that may be waived from \$5 to \$25 and added provision re waiver before the date the tax is due, effective October 1, 2001, and applicable to assessment years commencing on and after said date.





Waterbury Veterans Memorial Committee  
235 Grand Street  
Waterbury, CT 06702

[www.waterburyveterans.com](http://www.waterburyveterans.com)

203-437-7960

"In memory of all who served"

email: Bob Dorr [bobcva4064@aol.com](mailto:bobcva4064@aol.com)

## PRESS RELEASE

For release: Upon Receipt

March 19, 2021

For more information:  
Bob Dorr - 203-437-7960

### **Dr. Kristaps Keggi To Be Inducted into the Connecticut Veterans Hall of Fame**

Dr. Kristaps Keggi, a well known Middlebury Orthopedic Surgeon, has received notice that he will be inducted into the Connecticut Veterans Hall of Fame. Most recently, he was part of the successful Lt. (Rev.) Thomas M. Conway Navy Cross Team with Mayor Neil M. O'Leary. With Dr. Keggi's help, the Secretary of the Navy came to Waterbury on January 8, 2021 and made that award at the Basilica of the Immaculate Conception.

Kristaps Juris Keggi was born August 9, 1934 in Riga, Latvia. As a child, he survived WW II. In 1949, as Communism and the Russians were starting to spread through the world, he was lucky to get to America. Arriving on a refugee ship, he passed by the Statue of Liberty and landed on the docks of Manhattan. Eight years later, he volunteered for military service and another eight years later, was on his way to the war in Vietnam.

He was educated in Latvia, then the French High School, Freiburg, Germany. He emigrated to the United States and attended the Brunswick School, Greenwich, CT. He graduated from Yale University in 1955 and from Yale University School of Medicine in 1959. He joined the US Army Medical Service and Medical Corps in 1957 and served until 1969. He served as the Orthopedic Surgery Chief, Third Surgical Hospital, Mobile Army, in Việt Nam, from September 1965 to June 1966. He served 12 years as an Army Reserve Officer with two years of active service with his last year of active service in Việt Nam,

His unit, the 3rd Surgical Hospital, Army, Mobile ("MASH"), the first of its kind to arrive in Việt Nam, was initially attached to the 173rd Airborne Brigade, the first regular Army unit to arrive in Việt Nam, in the Summer of 1965. Its commanding officer, Brig. General Williamson, had requested them and referred to him as "his" Orthopedic Surgeon, but a little later had to share him with the 1st and 25th Infantry Divisions in War Zone D and the 1st Air Cavalry during our two months in the Central Highlands . . . and a few troops from the 101st Airborne Special Forces and a Yale Graduate Marine. The 3rd MASH was initially set up at Biên Hòa, Việt Nam, and then in support of Operation Garfield, set up at Ban Mê Thuột, the capital city of Đắk Lắk Province, in the Central Highlands of Vietnam. The 3rd MASH returned to Biên Hòa on April 9, 1966. He left the Army on June 28, 1966 with the rank of Captain (O-3). His is a Life Member of the VFW.

/end

